



## Air travel application for apprentices and trainees (*not for school-based*)

**Please note:** SCHOOL-BASED APPRENTICES AND TRAINEES should speak to their school about subsidy assistance or visit the [Education Queensland website](http://www.education.qld.gov.au).

### Conditions of Air Travel

The Department of Education and Training (DET) provides financial assistance to subsidise additional costs incurred by apprentices and trainees who travel specified distances to attend **off-the-job training with their registered training organisation (college)**, which is undertaken by them as part of their apprenticeship or traineeship training contract.

Please ensure you read and understand all of the following conditions before lodging your application. By lodging your application you are declaring you have agreed to these conditions.

Information provided by you on your claim for travel & accommodation will be subject to audit. The DET reserves the right to reclaim any monies paid or to deduct monies owed from future subsidies in instances including, but not limited to:

- where claims for subsidy payment are deemed to be fraudulent; or
- where the information provided is false; or
- where the applicant did not attend college as claimed.

### Are you eligible?

You may be eligible to claim if you are an apprentice or trainee who:

1. is attending the **closest** registered training organisation offering your course. Your closest registered training organisation is the one nearest to your usual place of residence; and
2. has to travel 1400 kilometres or more return to attending your closest registered training organisation; or
3. resides in Cape York Peninsula or Torres Strait Islands.

An apprentice or trainee's usual place of residence is defined as the place from which they travel to work each day. For apprentices and trainees approved to receive Living Away From Home Allowance (LAFHA) from the Commonwealth Government, this is defined as the 'Away from Home' address.

### Calculation of subsidy payments

1. Air travel is only to be booked by DET officers.
2. Once booked, airfares are NON TRANSFERABLE and NON REFUNDABLE, except in cases where the designated training dates are cancelled or changed by the registered training organisation. Only DET officers may make any changes to flights.
3. The travel distance is calculated from your usual place of residence to the registered training organisation's campus address.
4. The most direct air travel route will be used to determine your eligibility for travel subsidies.
5. If you are registered in Queensland and reside interstate, you will only be eligible for a travel subsidy for the distance travelled that is in excess of the distance you normally travel to your usual place of work.
6. Requests for flight booking will only be accepted via this DET form or via Travel and Accommodation Online.
7. DET will only book economy class air tickets.
8. Applications for air travel must be received by DET at least 28 days prior to the training block commencement. If applications are not received in this time frame you may be required to book and pay for your own air travel.
9. DET will not provide assistance for alternative travel arrangements if you fail to show for a flight.
10. There is a maximum of three return flights per calendar year. Applications for additional flights must be applied for with a business case from you, your employer, or your registered training organisation.
11. DET will fax or email a confirmation of the air travel booking and itinerary to you as soon as the flight is booked.
12. An 'E-ticket' will be issued for the booking. You **must** produce your student identification card or photographic identification (**for example: driver's licence**) at check-in in order to obtain your flight boarding pass.

### Apprentices and trainees whose training contracts are cancelled or who are on stand down

If your training contract is cancelled or you are on stand down you must seek permission from DET prior to attending any college training relevant to your apprenticeship/traineeship or claiming travel and accommodation subsidies. For further information, visit [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au) or contact Apprenticeships Info on 1800 210 210.

### Accommodation subsidy

Apprentices and trainees who are eligible for air travel may also be entitled to claim accommodation subsidies. For information, visit [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au) or contact Apprenticeships Info on 1800 210 210.



# Apprenticeships Info

## 1800 210 210

email [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au) • or visit [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au)

ATF-004

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**IMPORTANT Note to Training Organisations:** If you provide a print out of this form to apprentices/trainees please ensure they are given **BOTH** pages of this form are provided to the apprentice/trainee as they **MUST** read *Conditions of Air Travel* before signing the declaration.

**This form MUST be received by the Department of Education and Training (DET) at least 28 days prior to commencement of your training block or you may be required to book your own flight.**

### Apprentice or trainee details: (Please use BLOCK letters)

Registration number:   2  0   \_\_\_\_\_ Apprentice or trainee name: \_\_\_\_\_  
Residential address: \_\_\_\_\_  
Postal address (if different to residential address): \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
Mobile Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_  
*(Mobile phone number is mandatory)*  
Employer Trading Name: \_\_\_\_\_

### Training organisation details: (Please use BLOCK letters)

Will you be attending your closest registered training organisation?  Yes  No

**If you ticked 'No', you must attach a letter of explanation to this claim or your claim will be refused.**

Training organisation name: \_\_\_\_\_

Campus attending: \_\_\_\_\_ Attendance dates: From \_\_\_ / \_\_\_ / \_\_\_ To: \_\_\_ / \_\_\_ / \_\_\_

**You MUST attach the 'Training' or 'Confirmation' Notice from your training organisation (college) which confirms your ENROLMENT dates. If your Training or Confirmation Notice is not attached your claim will be returned to you and you may be required to book your own flight.**

### Flight details: (Please use BLOCK letters)

Airport you will be travelling from: \_\_\_\_\_ Departure date: \_\_\_ / \_\_\_ / \_\_\_ Return date: \_\_\_ / \_\_\_ / \_\_\_

**DET will contact you before booking a flight if it is on a different date to what you have requested.**

**DET will only pay the minimum checked baggage fees.**

**Apprentice/Trainee Declaration:** I declare the information I have provided is true and accurate and I have read and agree to the Conditions of Air Travel on the previous page. I understand no changes will be made to flights once they are booked by DET, and if I do not show for a flight, I may no longer be eligible for air travel flights to be booked and paid for me by DET and I may have to repay any costs.

**I have attached my college training notice (please tick)**

Apprentice signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**THIS APPLICATION CAN BE SCANNED AND EMAILED TO: [travel.accommodation@deta.qld.gov.au](mailto:travel.accommodation@deta.qld.gov.au)**

**OR faxed to (07) 3259 8451**

**OR posted to Travel & Accommodation, Department of Education & Training, PO Box 820, Lutwyche QLD 4030**

**Privacy Notice** - The Department of Education and Training (DET) is collecting the information on this form to assess your eligibility for the Apprenticeship and Traineeship Travel and Accommodation Subsidy. Information collected on this form may also be used by DET for generating statistics on the Apprenticeship and Traineeship Travel and Accommodation Subsidy. Where the personal details provided, such as address, differ from the details already held by DET this information will be used to update the personal details held in DET's DELTA database. The information will only be accessed by authorised employees or contractors within DET. Some of the information provided in your application will be given to the registered training organisation (college) nominated in your application to verify your college attendance. Where DET is booking a flight or ferry travel on your behalf your personal details will be provided to the company or the booking agent for the company who will be providing the transport. Information may also be provided to your employer for the purpose of verifying aspects of the claim. If you are an Aboriginal or Torres Strait Islander apprentice or trainee, details of your claim and travel arrangements may also be given to an Indigenous Employment Training and Support Officer for the purpose of assisting you with your claim or travel arrangements. Your information will not be disclosed to any other person or agency unless you have given us permission or it is required or authorised by law.