



# 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)

## Funding assistance

Apprentices and trainees whose training contracts are cancelled may be supported financially to attend a training organisation to assist them to re-enter a training contract. Assistance is available from a number of sources.

*Please note this funding is **not** available for school-based apprenticeships or traineeships.*

Unemployed apprentices and trainees who were receiving funded training (User Choice) in their apprenticeship or traineeship may be eligible to continue receiving this funding. This will allow the apprentice or trainee the opportunity to attend training while looking for a new employer.

Apprentices and trainees may still be responsible for the payment of student services fees and/or tuition fees.

The Department of Education and Training (DET) may fund training if the training organisation has a **current** User Choice contract to provide training for the apprenticeship or traineeship qualification. **The following criteria must be met:**

- The training contract of the apprentice or trainee must be cancelled - please note that funding is not available for training contracts that have been cancelled due to [failure to progress](#).
- The applicant should preferably be registered with Centrelink as an active job seeker and have their training program endorsed by Centrelink as an approved activity (the applicant should be aware that it is in their best interest to ensure Centrelink is aware of their activities when possible).
- The applicant must be a resident of Queensland and their cancelled training contract must have been registered in Queensland.
- The applicant must be undertaking training in the same qualification as their cancelled apprenticeship or traineeship.

### How to apply for funding assistance:

1. Complete Section A of the following form and sign the declaration.
2. **Where possible** register with Centrelink as an active job seeker and prior to attending training, have Section B completed by Centrelink showing your job seeker ID number and the Centrelink office stamp.
3. Have the training organisation complete Section C of the form and sign the declaration.
4. When the form has been completed, lodge the form with your local DET office.
5. Section D will be completed by the local DET office only when eligibility for funding assistance has been verified.
6. A copy of the fully completed form will be provided to the applicant and faxed to the training organisation as confirmation.

Income support may be available to apprentices and trainees who are registered as active job seekers through Centrelink. For further information regarding income support contact Centrelink on 13 28 50.

Please note you **must be registered as an apprentice or trainee in a current training contract** with an employer to receive a completion certificate.

### Travel and accommodation assistance:

Additional financial assistance may be available to Queensland apprentices and trainees whose training contracts have been cancelled and they have been approved for funding assistance. The apprentice or trainee must reside in Queensland and have to travel at least 100kms return to their registered training organisation. The apprentice or trainee must attend their closest registered training organisation unless they have been given approval by DET to attend a registered training organisation that is not their closest. For more information, see the [Travel and Accommodation Policy Statement and Guidelines](#) on the Apprenticeships Info website.

For more information, please contact Apprenticeships Info on 1800 210 210.

## Funding assistance (Not for school-based apprentices and trainees)

Please return the completed form to your nearest Department of Education and Training's (DET) Training Queensland district office. The address, fax and email details can be obtained from DET's Apprenticeships Info internet website shown above or by telephoning Apprenticeships Info on 1800 210 210.  
**THIS APPLICATION CAN BE SCANNED AND E-MAILED BACK TO [YOUR NEAREST TRAINING QUEENSLAND DISTRICT OFFICE](#)**

### A. Apprentice or trainee details (to be completed by unemployed apprentice or trainee) PLEASE PRINT

Surname (family name): \_\_\_\_\_ Given names (in full): \_\_\_\_\_  
 Gender: Male  Female  Date of birth: \_\_\_ / \_\_\_ / \_\_\_ Phone number: \_\_\_\_\_  
 Current residential address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Name of apprenticeship or traineeship: \_\_\_\_\_  
 Level of apprenticeship or traineeship: \_\_\_\_\_

I understand that I must immediately advise my local Department of Education and Training (DET) district office if I withdraw from, or cease attending, the above mentioned training.

Apprentice or trainee signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

### B. Centrelink Use Only (not mandatory)

Is this person registered with Centrelink as an active jobseeker? Yes  No  Centrelink job seeker ID: \_\_\_\_\_

Centrelink stamp:

### C. Registered training organisation details (to be completed by registered training organisation)

Legal name: \_\_\_\_\_ Trading name: \_\_\_\_\_  
 Business address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Contact officer: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Fax number (for return of form): \_\_\_\_\_  
 Details of training (attach modules/competencies to be completed): \_\_\_\_\_ Attached   
 Training duration: From \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_  
 RTO representative's signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

### D. Department of Education and Training details (to be completed by the department)

Registration Number: 2 0 \_\_\_\_\_ Date the apprenticeship/traineeship was cancelled \_\_\_ / \_\_\_ / \_\_\_  
 Departmental office: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Contact officer: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Approved  / Not Approved   
 Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**Privacy Notice** – The Department of Education and Training (DET) is collecting the information on this form in order to assess if you are eligible to receive funding assistance. Information collected on this form may also be used by DET for generating statistics on funding assistance. 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 on DET's DELTA database. DET will give all of this information to your nominated supervising registered training organisation for the purpose of providing training to you if the application is approved. 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.