

TRAVEL AND ACCOMMODATION ALLOWANCES FOR APPRENTICES AND TRAINEES

The travel and accommodation allowance is the State Government's contribution towards an apprentice's or trainee's travel and accommodation costs incurred while attending off-the-job training.

Apprentices/trainees who reside in a non-metropolitan area and travel a round trip distance in excess of 150km to attend their training may be eligible to receive travel and accommodation allowances.

For key eligibility criteria and to access further information on the process for making travel and accommodation claims, contact TAS on **FRECALL 1800 673 097** or visit www.training.sa.gov.au.

SEEKING ANSWERS?

- Looking for information about traineeships or apprenticeships?
- Do you have a question about your traineeship or apprenticeship?
- Need help to resolve a problem?
- Do you know where to find information?

For frequently asked questions about traineeships and apprenticeships contact

FRECALL 1800 673 097 or visit our website at: www.employment.sa.gov.au.

TRAINEESHIP AND APPRENTICESHIP SERVICES (TAS)

Contact details

Office Hours:

Monday - Friday: 8.30am - 5.30pm

Telephone: Freecall 1800 673 097

Fax: (08) 8463 5654

Email: dfeest.tas@sa.gov.au

Postal Address:

Traineeship and
Apprenticeship Services
GPO Box 320
ADELAIDE SA 5001

**Call the TAS Information Service
Freecall: 1800 673 097**



Department of
**Further
Education,
Employment,
Science and
Technology**

*Traineeship and
Apprenticeship
Services*
Freecall 1800 673 097

TRAINEESHIP AND APPRENTICESHIP SERVICES (TAS)

Contact TAS for information and advice about:

- traineeships and apprenticeships
- training subsidies to registered training organisations (known as User Choice funding)
- travel and accommodation allowances for eligible trainees and apprentices, who are required to travel to attend off-the-job training.

TAS assists:

- trainees and apprentices
- employers (including group training employers)
- registered training organisations (RTOs)
- anyone interested in finding out more about traineeships and apprenticeships.

TAS staff have the authority under the Training and Skills Development Act 2008 to:

- register employers for up to five years to train trainees and apprentices
- approve training contracts
- approve changes to training contracts
- issue a Certificate of Competency to apprentices who successfully complete their apprenticeship
- issue a Notification of Completion letter to trainees who successfully complete their traineeship.

ABOUT TRAINEESHIPS AND APPRENTICESHIPS

Trainees and apprentices work towards a nationally recognised qualification while in paid employment. A traineeship or apprenticeship may be full-time, part-time or school based. It may be undertaken directly with an employer or through a group training organisation.

There is a large range of traineeships and apprenticeships available in South Australia.

These include:

Apprenticeships in traditional trades, such as:

- Carpentry
- Electrical
- Hairdressing
- Plumbing

Traineeships, such as:

- Aged Care Worker
- Automotive Servicing
- Clerical Processing
- Information Technology

All employers must be registered before they can enter into a training contract to train a trainee or apprentice.

A list of registered employers for apprentices and trainees in South Australia can be viewed at: www.tasc.sa.gov.au.

Every trainee or apprentice in South Australia must sign a training contract with an employer before commencing a traineeship or apprenticeship.

The contract is a legally binding agreement that protects trainees, apprentices and employers. It includes a Training Plan which specifies what training should be provided.

TRAINING SUBSIDIES

TAS administers State Government training subsidies for trainees and apprentices.

The training subsidies are provided to selected training organisations, which must:

- be registered to deliver the qualification for that particular trade or vocation
- negotiate and complete a Training Plan with the trainee / apprentice and the employer.

For further information about training subsidies

- contact the TAS Information Service on **Freecall: 1800 673 097**
- visit www.australianapprenticeships.gov.au