

## **SCHOOL-BASED APPRENTICESHIPS & TRAINEESHIPS**

### **Travel and Accommodation Allowance**

#### ***GUIDELINES AND PROCEDURES***

#### **BACKGROUND**

As part of the VET in Schools program and through the funding provided by this program, the Queensland Catholic Education Commission distributes financial assistance to subsidise additional expenditure incurred by school-based apprentices and trainees who travel specified distances to attend off-the-job training which is required in conjunction with the student's apprenticeship or traineeship training arrangements.

#### **GUIDELINES**

##### **Eligibility**

Any school-based apprentice or trainee registered with the Queensland Catholic Education Commission who has to travel more than 100km return to attend off-the-job training is eligible to claim assistance.

Where training is undertaken on a block release basis, financial assistance may be provided for accommodation during the training period.

The school-based apprentice or trainee must be registered under the Training and Employment Act 2000.

##### **Subsidy Available**

The level of financial assistance will be as determined from time-to-time by the Queensland Catholic Education Commission on the advice of the QCEC VET Funding Taskforce.

Eligible school-based apprentices and trainees may receive financial assistance for their travel to and from required off-the-job training and where training is undertaken on a block release basis.

Allowances should be paid upon COMPLETION of the off-the-job attendance and must be verified by the relevant Registered Training Organisation.

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The student should present the claim, verified by the SRTO, to the school for payment. The school will verify the documentation and ensure that it fits within the guidelines under Subsidy Rates and the Assessment of Entitlements.

The school will then claim reimbursement from QCEC VET in Schools funding for the amount paid by submitting the QCEC "Travel and Accommodation Subsidy Claim Form".

### **Subsidy Rates**

Accommodation: \$30.00 per day (Standard Payment)

(When accommodation is more than \$30 per day, \$33 per day will be applicable *upon forwarding of receipts.*)

Travel:	<50 km	Nil
	>50 km and <650 km	15c per km
	>650 km and <2000 km	19c per km

Air Travel: Apprentices/trainees who are required to travel in excess of 2,000 km return to the location of the training provider.

### **Assessment of Entitlements**

In assessing entitlements in response to a claim, the following guidelines will apply:

- The school-based apprentice or trainee will only be entitled to allowances equivalent to that provided for attendance at the closest training provider who provides the course of instruction for the particular training program.
- An accommodation subsidy will be paid on a daily rate.
- The journey distance will be calculated from the usual place of residence of the claimant to the off-the-job training location and return.
- For single day attendance (e.g. day release attendance) only travel assistance can be claimed providing it meets the requirements relating to distance travelled.

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## Process for Application

### School

1. The school shall make available to the school-based apprentice/trainee the “Travel and Accommodation Subsidy Claim Form”.
2. The school will assist with the completion of the school-based apprentice/trainee’s claim form and ensure that each of the parties has completed the form accurately.
3. The school should then forward the completed form to the Executive Officer – Education, QCEC, for reimbursement to the school for the amount paid to the school-based apprentice/trainee.

### CONTACT

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