



SCHOOL-BASED APPRENTICESHIPS & TRAINEESHIPS

GUIDELINES FOR TRAVEL AND ACCOMODATION SUBSIDY

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

To be eligible to claim this assistance the student must be:

1. undertaking a school-based apprenticeship or traineeship
2. registered under the Training and Employment Act 2000.
3. travelling more than 100km return to attend off-the-job training.

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 and Vocational Learning Network.

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

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

Subsidy Rates

The following rates will apply to all applications:

1. **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.*)
2. **Road Travel:** *total distance (return) between student residence and SRTO*

< 100 km	Nil
> 100 km and < 650 km	15c per km
> 650 km and < 2000 km	19c per km
3. **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

The following guidelines will apply when assessing a claim:

- The school-based apprentice or trainee will only be entitled to allowances equivalent to that provided for attendance at the closest training provider for that 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.

Process for Application

All claims for assistance must be submitted on the “Travel and Accommodation Form” (*form*). The process is as follows:

1. The school will:
 - provide the school-based apprentice/trainee access to the *form*
 - assist with the completion of the *form*
 - verify that the information on the *form* meets the guidelines
 - forward the completed *form* to the Executive Officer – Education QCEC via email (details below)
2. The student will:
 - Obtain a copy of the *form* from the school
 - Complete sections 1,2,4 and 6 of the *form*
 - Ensure that the SRTO completes Sections 3 and 5 of the *form*
 - Return completed *form* to the school
3. QCEC: Executive Officer – Education:
 - After receipt of an application, claims will be assessed.
 - As soon as funds become available, they will be remitted to the School Authority’s designated account in accordance with the payment advice which provides details of the student for whom the claim was made and the funding subsidy amounts remitted.
4. The school:
 - Upon receipt of the money, the school reimburses the student’s family for costs incurred in accessing off-the-job vocational training.
 - However, if the school paid the travel and accommodation costs incurred on behalf of the student, the payment should be retained by the school.

CONTACT

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