

January 2011

Tools For Your Trade Payment Initiative

What are the Tools For Your Trade payments?

The Tools For Your Trade payments are five tax exempt cash payments provided to support Australian Apprentices with the costs of their training, purchases of relevant tools, and other costs associated with their Australian Apprenticeship. The payments are paid directly to the Australian Apprentice under the Australian Apprenticeships Incentives Program.

Who is eligible for the Tools For Your Trade payments?

The Tools For Your Trade payments are available to Australian Apprentices who are undertaking a Certificate III or IV qualification leading to a trade occupation listed on the National Skills Needs List. For the most up-to-date version of the National Skills Needs List, visit www.australianapprenticeships.gov.au.

Australian Apprentices who are undertaking the following qualifications may also be eligible for Tools For Your Trade payments;

- Certificate II, III or IV agricultural qualification; or
- Certificate II, III or IV horticulture qualification in rural or regional Australia.

Your Australian Apprenticeships Centre will be able to confirm your eligibility for specific Tools For Your Trade payments.

When will eligible Australian Apprentices receive their payments?

From 1 January 2011, the payments will be delivered as five tax exempt cash payments totalling up to \$5500 over the life of the Australian Apprenticeship.

Australian Apprentices will be eligible for those payments where the relevant milestone point falls on or after 1 January 2011.

For eligible Australian Apprentices who commence or recommence their Australian Apprenticeship on or after 1 January 2009, payments will be made as follows:

- \$800 payable after three months.
- \$1000 payable after 12 months.
- \$1000 payable after 24 months.
- \$1200 payable after 36 months.
- \$1500 payable upon successful completion of the Australian Apprenticeship.

Australian Apprentices may be eligible for one or more of the Tools For Your Trade payments during the course of their Australian Apprenticeship. Eligibility for each of the Tools For Your Trade payments will be assessed by your Australian Apprenticeships Centre.

What about part-time and Australian School-based Apprentices?

Part-time Australian Apprentices or Australian School-based Apprentices will receive the first payment once they have completed three months of their Australian Apprenticeship. Subsequent payments will be paid after 24, 48, and 72 months and upon successful completion of the Australian Apprenticeship.

What if an Australian Apprentice completes their training early?

If an Australian Apprentice completes their Australian Apprenticeship prior to reaching a payment point, they will receive the balance of the Tools For Your Trade payments owed to them. The Tools For Your Trade payments for which they are eligible will depend on their individual circumstances. To discuss eligibility for Tools For Your Trade payments please contact your Australian Apprenticeships Centre.

How do eligible Australian Apprentices apply for Tools For Your Trade payments?

Australian Apprenticeships Centres are contracted by the Australian Government to administer the Tools For Your Trade payments. Your Australian Apprenticeships Centre will be able to determine eligibility for Tools For Your Trade payments and assist with making a claim.

How will Tools For Your Trade payments be received?

The Tools For Your Trade payments are paid directly into the Australian Apprentice's nominated bank account.

What about paying tax?

Tools For Your Trade payments are tax exempt. If you have any questions about how tax exempt payments are treated as income you can talk to the Tax Office on 13 28 61, an accountant or a registered tax agent.

Where can I find out more?

For more information about Australian Apprenticeships visit your local Australian Apprenticeships Centre, visit australianapprenticeships.gov.au, or call the Australian Apprenticeships referral line on 13 38 73 to find Australian Apprenticeships Centres in your region.

13 38 73

www.australianapprenticeships.gov.au

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