



EXPANDING CAREER OPTIONS FOR WOMEN SCHOLARSHIP PROGRAM FREQUENTLY ASKED QUESTIONS

General

Q. Why is the Western Australian Government offering this scholarship?

- A. This scholarship program is intended to assist in building the Western Australian workforce to meet economic and community needs by encouraging women into trade and industry areas with low female participation.

This scholarship program is a joint initiative of the Department of Training and Workforce Development, the Department of Local Government and Communities and the Construction Training Fund. The program is being managed by the Department of Training and Workforce Development.

Q. What are non-traditional trades and industries?

- A. Occupations where women make up less than 25 per cent of the total workforce are considered 'non-traditional.' Refer to the [Eligible qualifications list](#) for qualifications eligible for this scholarship.

Q. How were the qualifications selected?

- A. The qualifications are linked to occupational groups where women made up less than 25 per cent of the total workforce based on the 2011 Census data.

Q. How does the scholarship work?

- A. If you are planning to start an eligible non-traditional qualification and meet the eligibility requirements, you can apply for a scholarship to assist with the costs associated with your training.

Scholarships will be available for both institutional and employment based training:

- i institutional training - \$3 000 will be available for women planning to do a publicly funded institutional training course in an approved qualification; or
- ii employment based training - \$1 000 will be available for women planning to do an approved apprenticeship or traineeship; and their employers will receive a \$2 000 incentive payment.

Successful applicants will receive a one off payment from the State Government upon the provision of evidence of enrolment, and continuation of training past the withdrawal/census period stipulated by the training provider. The employer will be eligible to receive their incentive payment once their apprentice or trainee completes their probation period. The probation period begins on the commencement date stated in the training contract and is the shorter of three months; or one-twelfth of the contract's nominal period.

Q. Why does an apprentice's/trainee's employer receive an incentive payment?

- A. An incentive is paid to employers to encourage them to offer an apprenticeship or traineeship opportunity. The payment assists employers in meeting the costs associated with taking on a new apprentice or trainee.

Q. What can the scholarship be used for?

- A. The funds are provided to assist with any costs associated with undertaking publicly funded training, or overcoming any barriers to participation. This can include items such as student fees, learning resources, mentoring, coaching, accommodation, transport, childcare, tools, work clothes and computers.

Q. How often will scholarships be awarded?

- A. A total of 400 scholarships will be offered over a period of four years.

Q. How will I know when scholarships are available?

A. Application rounds for scholarships will be announced [on the Scholarships section of the Department of Training and Workforce Development's website](#). Those interested in the scholarship program should register an expression of interest on the Department's website.

Q. How will applications be assessed?

A. Applications will be assessed considering spread of industry and regional allocations.

Eligibility

Q. Who can apply for the scholarship?

A. Both eligible individuals and employers can apply for the scholarship program. To be eligible to apply for the scholarship you must:

- be a woman who has left school by 1 January 2018;
- be a Western Australian resident and:
 - an Australian citizen; or
 - permanent visa holder or holder of Visa subclass 309, 820, or 826; or
 - dependent or spouse of the primary holder of a visa subclass 457.
- plan to:
 - undertake training in an [eligible qualification](#) between 1 January and 31 December 2018; and
 - train at an approved publicly funded training provider; or
 - if applicable, start an apprenticeship or traineeship between 1 January and 31 December 2018;
- not be receiving another scholarship for your course of study;
- not have previously claimed a payment under the Expanding Career Options for Women scholarship program; or
- be an employer who is planning to commence a training contract with an eligible woman between 1 January and 31 December 2018.

Application

Q. When do applications open and close?

A. The next round of applications open 1 September and close 31 October 2017.

Q. How do I apply?

A. All applications must be submitted [online](#). An application may be submitted by:

- a) an eligible woman; or
- b) an employer who plans to offer an apprenticeship or traineeship to an eligible woman.

Should you be experiencing difficulties lodging your application; please contact the Department of Training and Workforce Development on 08 6551 5365 or WNTT@dtwd.wa.gov.au.

Q. If I am unsuccessful in this scholarship round, can I re-apply in future rounds?

A. Yes, provided you still meet the eligibility criteria at that time.

Q. Can I apply if I am still at school?

A. If you are a current Year 12 female student, you are eligible to apply whilst still at school. However, to remain eligible to receive a scholarship place you will need to complete Year 12 prior to 1 January 2018.

Q. If I am already enrolled in a qualification on the eligible qualifications list can I apply for a scholarship for that qualification?

A. No. The scholarship is only available for those who commence training between 1 January and 31 December 2018.

Q. Am I eligible to apply if I want to do my training part-time?

A. Yes, if the qualification is on the [Eligible qualifications list](#) and offered by an approved training provider on that basis. Please check with your nominated approved provider to discuss delivery options.

Q. As an employer, am I eligible to apply for the scholarship program?

A. Yes. Employers can submit an application for the scholarship program. They can submit an application either nominating a female apprentice or trainee; or indicating they plan to offer an apprenticeship or traineeship to a female who meets the eligibility criteria and commence the training contract between 1 January and 31 December 2018.

If you are successful in securing a scholarship place, please note that the Department will undertake an assessment of the lodged training contract to determine whether the registration assessment criteria are met. This includes determining whether your nominated qualification is appropriate for the intended occupation of the prospective apprentice/trainee.

Q. I am an employer wanting to apply but haven't yet found an eligible apprentice or trainee, can I still apply?

A. Yes, you may apply. If you are successful in securing a scholarship place you will need to commence a training contract with an eligible woman between 1 January and 31 December 2018.

Q. Can I apply if I am already employed as an apprentice or trainee?

A. No. Applications must be for apprenticeships and traineeships starting between 1 January and 31 December 2018. The training contract must be signed and commenced between these dates. The purpose of the scholarship is to encourage new entrants into non-traditional occupations.

Q. I have (or am due to) complete a pre-apprenticeship, can I apply?

A. Yes. You may apply if you meet the eligibility requirements and plan to start training between 1 January and 31 December 2018. If you decide to pursue an apprenticeship or traineeship it does not have to relate to your pre-apprenticeship.

Training

Q. What training can I do?

A. A list of eligible qualifications for the program are specified on the [Eligible qualifications list](#). Eligible qualifications include apprenticeships, traineeships and institutional training.

Q. I'm interested in commencing training in one of the eligible qualifications on the list, who enrolls me?

A. If you are interested in commencing training with one of the nominated approved training providers for your qualification, please contact them directly to secure a training place and arrange enrolment. You are responsible for your enrolment. Contact details for your nominated training provider can be found on the Department's [Approved provider list](#). The training provider will be able to provide you with further information such as cost, location, dates and length of the training.

If you are interested in commencing an apprenticeship or traineeship, you will first need to find an employer willing to offer you a job as an apprentice or trainee. Enrolment with an approved training provider will be done in consultation with your employer.

For further information about apprenticeships and traineeships visit the Apprenticeship Office website.

Q. How will I select my training provider?

A. You are able to choose any approved training provider from the Department's [Approved provider list](#).

Q. If I am awarded a scholarship am I guaranteed a training place?

A. Scholarship recipients are not guaranteed a training place. This is subject to a training place being available. You will need to check training place availability and enrol with the nominated approved training provider.

Q. What if I don't get into the course I specified in the application?

A. If you are unable to secure a training place please contact the Department for further information on (08) 6551 5365 or WNNTT@dtwd.wa.gov.au.

Q. How do I enrol in the qualification I have chosen?

A. Contact a provider from the Department's [Approved provider list](#) directly to discuss enrolment requirements.

Q. What is the start date of my training?

A. For institutional training your training start date will be determined by your approved training provider but must start between 1 January and 31 December 2018.

For apprentices and trainees your training start date is the date you sign and commence your training contract. Please note your training contract must commence between 1 January and 31 December 2018.

Q. What is institutional training?

A. Institutional training is the delivery of nationally recognised qualifications by a registered training provider. Students undertaking institutional training have no employment contract associated with their training.

For the purposes of this scholarship, it refers to qualifications delivered by TAFE colleges or a Department approved private training provider.

Q. What is an apprenticeship or traineeship?

A. An apprenticeship or traineeship qualification combines practical experience at work with structured training. As an apprentice or trainee you enter into a formal training contract with an employer (registered by the Apprenticeship Office) that leads to a nationally recognised qualification. Refer to the [Apprenticeship Office](#) website for further information.

Q. How do I get an apprenticeship or traineeship?

A. You will need to find an employer willing to offer you a job as an apprentice or trainee. Visit the [Apprenticeship Office](#) website for further information.

You should also register your interest with your local [Australian Apprenticeship Support Network](#).

Q. As an apprentice/trainee when will I select my training provider?

A. This will be done in consultation with your employer. The training provider must be selected from the Department's [Approved provider list](#) available on the website.

Q. If I start my apprenticeship/traineeship off the job training after 1 January 2018 am I eligible to apply?

A. **Yes** – as long as your training contract is signed and commenced between 1 January and 31 December 2018.

Notifications, claims and payments

Q. How will I know if I have been awarded a scholarship?

A. Applicants will be advised of the outcome of their application by **December 2017**.

Q. Where do I get the claim form from?

A. If you are successful for a scholarship, you will receive a claim form with your letter of notification along with further information on how to receive payment.

Additional claim forms or those in an alternative format can be requested by contacting the Department of Training and Workforce Development by email WNTT@dtwd.wa.gov.au or phoning 08 6551 5365.

Q. What evidence do I need to provide to receive payment?

A. You will receive a claim form and further information about the evidence that you need to provide to receive payment when you are notified that you have been successful.

Q. Will I need to report or provide receipts on what I spend the money on?

A. No.

Q. As an apprentice or trainee, how and when would I receive the scholarship payment?

A. If successful for a scholarship, you will need to submit a claim form after you complete the necessary probationary period for your apprenticeship or traineeship. The claim form along with information on how to claim will be sent to you when you are notified that you have been successful.

Funds will be paid to you after you or your employer submits a claim form. You must have completed the necessary probationary period for your apprenticeship or traineeship before you submit the claim form. It will not be necessary for both parties to submit a claim form. A claim form submitted by either the apprentice/trainee or employer will trigger payment to both parties.

Q. As an employer, how and when would I receive the incentive payment?

A. A claim form should be submitted when your apprentice/trainee completes the necessary probationary period. The claim form will be sent to you when you are notified that you have been successful. Additional claim forms can be requested by emailing WNTT@dtwd.wa.gov.au or by phoning 08 6551 5365.

Funds will be paid to you after you or your apprentice/trainee submits a claim form. Your apprentice/trainee must have completed their necessary probationary period before you submit the claim form. It will not be necessary for both parties to submit a claim form. A claim form submitted by either the apprentice/trainee or employer will trigger payment to both parties.

Q. If I move away from Western Australia am I still eligible to claim my scholarship?

A. No. The scholarship program is only available to Western Australian residents.

Access to other concessions and subsidies

Q. Will the scholarship be considered 'income' for the calculation of taxation and other Commonwealth benefits?

A. You will need to check with the Australian Tax Office and/or Centrelink.

Q: I live in regional WA and receive the Travel and accommodation allowance, am I still eligible to apply for this scholarship?

A: Yes. Please refer to the [Department's Travel and accommodation allowance \(TAA\)](#) section on the website for more details on this allowance.