



**Government of Western Australia
Department of Training
and Workforce Development**

**PROCEDURES FOR THE
TRAVEL AND ACCOMMODATION ALLOWANCE (TAA) POLICY
FOR APPRENTICESHIPS**

(INCLUDING TRAINEESHIPS, CADETSHIPS AND INTERNSHIPS)

EFFECTIVE: 21 SEPTEMBER 2016

VERSION 5.3

CONTENTS

1	INTRODUCTION	2
2	ELIGIBILITY	2
	2.1 APPRENTICES	2
	2.2 DISTANCE TRAVELLED.....	3
	2.3 CLOSEST TRAINING PROVIDER	3
	2.4 EXCEPTIONAL CIRCUMSTANCES.....	3
	2.5 CANCELLATIONS AND RE-SCHEDULED TRAVEL ARRANGEMENTS	4
3	CLAIMS	4
	3.1 GOODS AND SERVICES TAX (GST)	4
	3.2 SUBMITTING CLAIMS	5
	3.3 PAYMENT OF ALLOWANCES.....	5
	3.4 AUDIT BY THE DEPARTMENT	5
4	ROLES AND RESPONSIBILITIES	6
	4.1 APPRENTICES	6
	4.2 EMPLOYERS (FEDERAL <i>MODERN AWARDS</i>).....	7
	4.3 TRAINING PROVIDERS – APPRENTICE TRAVEL.....	8
	4.4 TRAINING PROVIDERS – LECTURER TRAVEL	9
	4.5 DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT	10
5	CONTACT INFORMATION	10
6	APPENDICES	11
	APPENDIX A TRAVEL AND ACCOMMODATION RATES FOR APPRENTICES	12
	APPENDIX B TRAVEL AND ACCOMMODATION RATES FOR LECTURERS	13
	APPENDIX C QUICK GUIDES FOR TAA	15
	QUICK GUIDE 1 – APPRENTICE ELIGIBILITY.....	16
	QUICK GUIDE 2 – APPRENTICE ENTITLEMENTS.....	17
	QUICK GUIDE 3 – MODERN AWARD (FEDERAL) EMPLOYERS	18
	QUICK GUIDE 4 – TRAINING PROVIDERS – APPRENTICE TRAVEL.....	19
	QUICK GUIDE 5 – TRAINING PROVIDERS – LECTURER TRAVEL	20
	APPENDIX D FREQUENTLY ASKED QUESTIONS BY APPRENTICES	21

1 INTRODUCTION

Through the *Travel and Accommodation Allowance (TAA) Policy for Apprenticeships* the Department of Training and Workforce Development provides financial assistance to support off the job training being delivered to apprentices (including trainees, cadets and interns) who are, or would normally be, required to travel long distances to attend off the job training.

Financial assistance is provided to assist with the travel and accommodation expenses of:

- apprentices who are Western Australian residents who are required to travel to attend off the job training; and
- training provider lecturers who travel to deliver off the job training to a group of apprentices when this arrangement is academically beneficial and cost effective

These procedures will assist apprentices, employers and training providers to understand:

- their eligibility for assistance;
- their entitlements;
- how to make a claim; and
- their roles and responsibilities.

The travel and accommodation allowance rates for:

- apprentices are detailed in Appendix A; and
- lecturers are detailed in Appendix B.

A series of 'Quick Guides' outlining eligibility and entitlements for apprentices; employers and training providers are contained in Appendix C.

Answers to some frequently asked questions by apprentices are contained in Appendix D.

The procedures should be read in conjunction with the *TAA Policy for Apprenticeships*.

2 ELIGIBILITY

The eligibility criteria for apprentices, employers and training providers are detailed in the *TAA Policy for Apprenticeships* and in the Quick Guides in Appendix C. Further information in relation to the eligibility to claim TAA is outlined below.

2.1 APPRENTICES

When more than one apprentice is travelling in the same private vehicle only one apprentice (who is usually the driver of the vehicle) is eligible to claim travel allowance. However the remaining apprentices who travel in the vehicle are eligible to claim accommodation allowance if they are required to temporarily live away from home to attend the approved training.

If an apprentice drives a company car to attend off the job training they are not entitled to claim travel allowance.

If an apprentice is driven by their parent in a private vehicle to attend off the job training, the apprentice is eligible to claim travel allowance.

If an apprentice lives in a regional or remote area and usually attends a training venue in the metropolitan area but arrangements are made for the lecturer to travel to deliver the off the job training, the apprentice is not eligible to claim TAA to travel to the metropolitan area to attend the off the job training.

Where an apprentice travels interstate to attend off the job training and there is a training provider scoped and able to deliver the qualification in Western Australia the apprentice will not be eligible for assistance under the *TAA Policy for Apprenticeships*.

2.2 DISTANCE TRAVELLED

When calculating travel allowances payable under the *TAA Policy for Apprenticeships*, travel distances are measured by Microsoft Virtual Earth (Bing Maps).

2.3 CLOSEST TRAINING PROVIDER

The closest training provider is the training provider able to deliver the off the job training that has a training venue located the shortest possible road distance from the apprentice's residential address (regardless of the method of transport used to travel to the training venue) **or**:

- where an apprentice travels by bus or train to the training venue (71 to 1199 kilometres round trip) — the one with a training venue accessed by the most direct bus or train route from the apprentice's residential address; or
- where an apprentice travels by plane (1200 kilometres or more round trip) — the one with a training venue accessed by the most direct plane route from the apprentice's residential address.

2.4 EXCEPTIONAL CIRCUMSTANCES

Exceptional circumstances outside the normal eligibility criteria can arise and will be considered by the Department on a case by case basis.

The applicant (the employer or apprentice) must apply in writing (by letter or email) to the Department's TAA Administration Officer fully outlining the reasons for the request for exceptional circumstances to claim TAA outside the normal eligibility criteria. Approval must be provided by the Department prior to the relevant travel occurring.

Some examples where exceptional circumstances may be approved include:

- medical/bereavement;
- the closest training provider is unable to accept an apprentice into the off the job training program due to resource issues;
- the closest training provider is unable to accept an apprentice into the off the job training program within a reasonable time frame to allow the training to be completed within the nominated training period;
- road closures resulting in a requirement to travel by a longer than usual route;
- cyclones which delay travel arrangements;
- an apprentice is eligible for accommodation allowance but has reasonable cause to travel to the training venue daily;
- where a young apprentice attends a training provider located where they have family support or access to pastoral care; and
- regional bus timetabling makes accessing the closest training provider extremely difficult due to excessive time required to travel.

Exceptional circumstances do not include:

- travel expenses incurred where an apprentice is indentured to a Group Training Organisation (GTO) or single employer and chooses to travel past an approved training provider to attend their preferred provider;
- associated child care costs for dependents of an apprentice during the period of attendance at the training provider; or
- where an employer elects to use an enterprise specific training provider, either internal or external to Western Australia.

Approval for an exceptional circumstance is only valid for an agreed duration. If the exceptional circumstance is ongoing, approval will only be given until the end of the current academic year. Approval will need to be sought for any continuation of a particular exceptional circumstance beyond these dates.

2.5 CANCELLATIONS AND RE-SCHEDULED TRAVEL ARRANGEMENTS

When an apprentice, training provider or employer needs to re-schedule travel arrangements, thereby incurring additional cost(s), exceptional circumstances must be requested and approved on a case-by-case basis.

If an apprentice travels by plane, bus or train and misses a booked journey without a valid reason, the Department will not pay for another trip.

3 CLAIMS

3.1 GOODS AND SERVICES TAX (GST)

On advice from the Australian Taxation Office, GST does not apply to this allowance.

All claimed amounts must be exclusive of GST. The only exception to this is if the organisation that paid these expenses is not registered for GST.

3.2 SUBMITTING CLAIMS

Claim forms and the associated policy and guidelines for Travel and Accommodation Allowance (TAA) for apprentices can be downloaded from dtwd.wa.gov.au/apprenticeshipoffice.

A training provider may assist an apprentice to complete their claim form.

Incomplete claims will be returned resulting in a delay in payment.

All claim forms and supporting documentation (see Section 4 Roles and Responsibilities for further information on the supporting documentation required to be submitted) must be provided to the Department **within 60 days** of the completion of the apprentice's training or attendance period.

Detailed steps for submitting claims are outlined under the roles and responsibilities of apprentices, employers and training providers and in the Quick Guides in Appendix C.

3.3 PAYMENT OF ALLOWANCES

The Department will reimburse:

- An apprentice directly through Electronic Funds Transfer (EFT) into the apprentice's nominated bank account when they have used private transport to attend off the job training and/or paid their accommodation expenses.
- An employer directly through EFT into their nominated bank account when the employer has paid for their apprentice's travel and/or accommodation expenses to attend off the job training as required under a *Modern Award*.
- A State Training Provider through the department to department payment process; or a private training provider directly through EFT into their nominated bank account where the training provider has purchased travel for apprentices to attend off the job training or sent a lecturer to another region or remote area to deliver off the job training to a group of apprentices.

3.4 AUDIT BY THE DEPARTMENT

The Department will regularly conduct a review of claim forms from all training providers associated with processing TAA claims in accordance with the *TAA Policy for Apprenticeships*, the *Procedures for the TAA Policy for Apprenticeships* and the *Financial Management Act 2006* requirements.

4 ROLES AND RESPONSIBILITIES

4.1 APPRENTICES

- 1 Be aware of the eligibility criteria for claiming travel or accommodation allowance prior to attending off the job training.
- 2 Arrange temporary accommodation for the duration of the training period (unless this is arranged and paid for by your employer). Accommodation should be close to the training venue since travel between this address and the training venue is at your own expense.
- 3 If you pay for your own bus or train ticket to travel outside the metropolitan area or your local area (if you live in the non-metropolitan area), ensure you submit your receipt when you claim travel allowance.
- 4 Board flights or public transport booked by the training provider.
- 5 If you fail to board your flight, bus or train without a valid reason, the Department will not pay for another ticket.
- 6 Inform DTWD Apprenticeship Office (apprenticeshipoffice@dtwd.wa.gov.au) of any changes to your residential address prior to the commencement of training.
- 7 If you intend to travel by private transport when you are eligible to travel by plane, you must inform the training provider before travel arrangements are made. You will be paid a reduced travel allowance not exceeding the value of a return economy airfare.
- 8 If required, ensure you, or your employer, submits an application for exceptional circumstances before any travel is arranged.
- 9 If you travelled by private transport or paid for your own bus or train ticket or accommodation, ensure that the *Travel and Accommodation Allowance (TAA) Claim Form for Apprentices/Trainees* is correctly completed. You should ensure:
 - the lecturer or training provider staff member verified the number of days you attended and signed your claim form;
 - travel receipts are attached in support of claims for travel allowance if you travelled outside the metropolitan area or your local area (if you live in the non-metropolitan area) and purchased your own ticket (Transperth receipts are not required to be submitted); and
 - accommodation receipts are attached in support of claims for accommodation allowance.

Note: The 'private accommodation receipt' template is the preferred receipt to use for claiming private accommodation expenses and can be downloaded at dtwd.wa.gov.au/apprenticeshipoffice. A valid private accommodation receipt needs to include the address of the residence where you stayed, the dates of accommodation, the amount you paid and the contact details of the person who provided the receipt.

- 10 Email your completed claim form and receipts to taa@dtwd.wa.gov.au at the completion of the training period i.e. the week after Block Release or the end of each term for Day Release.
- 11 Ensure your completed claim form and receipts are received by the TAA Administration Officer at the Department of Training and Workforce Development taa@dtwd.wa.gov.au no more than **60 days** after the last day of training.
- 12 Keep a copy of the completed claim form and receipts until you receive payment for that claim.

4.2 EMPLOYERS (FEDERAL *MODERN AWARDS*)

- 1 Be aware of the eligibility criteria for you to be reimbursed for the travel and/or accommodation costs paid by you for your apprentice to attend the off the job training specified in their training plan.
- 2 If your apprentice travels by plane to attend off the job training (subject to the eligibility criteria and entitlements based on distance travelled) ensure their training provider arranges and pays for the travel.
- 3 If you have paid any of your apprentice's travel and/or accommodation costs to enable them to attend off the job training, ensure that the *TAA–Modern Award Employer Claim Form* is correctly completed:
 - ensure your apprentice's lecturer or other training provider staff member verified the number of days they attended and signed the claim form;
 - attach copies of invoices/tax invoices or other supporting documentation to support the amount(s) claimed for travel and/or accommodation; and
 - provide the names of the apprentices travelling and the dates of travel.
- 4 You do not have to submit receipts for bus and train travel within the metropolitan area or an apprentice's local area (if they live in the non-metropolitan area).
- 5 Submit your completed claim form and supporting documentation at the completion of the training period; the week after Block Release or the end of each term for Day Release.
- 6 Email your completed claim form and supporting documentation to taa@dtwd.wa.gov.au.
- 7 Ensure the completed claim form and supporting documentation are submitted within **60 days** after the last day of training.
- 8 Keep a copy of the claim form and supporting documentation until you receive payment for the claim.

4.3 TRAINING PROVIDERS – APPRENTICE TRAVEL

- 1 Explain the *TAA Policy for Apprenticeships* to both the apprentice and the employer at the time of enrolment and particularly the implications of not using the closest training provider to deliver the approved training specified in the apprentice's training plan.
- 2 Verify and endorse an apprentice's attendance at off the job training on their *Travel and Accommodation Allowance (TAA) Claim Form for Apprentices/Trainees* or *TAA–Modern Award Employer Claim Form*.
- 3 In situations where an apprentice travels by plane to attend off the job training (subject to the eligibility criteria and entitlements based on distance travelled), the training provider must arrange and pay for the transport from the apprentice's residential address to the vicinity of the training venue. Reasonable fares must be purchased.
- 4 When an apprentice travels outside the metropolitan area or their local area (if they live in the non-metropolitan area) by bus or train to attend the off the job training, a training provider can arrange and pay for the travel.
- 5 Contact the Department by email (taarto@dtwd.wa.gov.au) if you require system access to the Training Records System (TRS–TAA) to lodge claims.
- 6 Lodge claim forms for reimbursement for travel purchased for apprentices to attend off the job training electronically in TRS. For assistance with submitting claims electronically refer to the *TRS–TAA Operation Manual*.
- 7 Ensure that each lodgement (group of claims submitted for payment) is supported by:
 - copies of invoices/tax invoices from travel agents/vendors or other supporting documentation which identifies the amount(s) claimed;
 - the names of apprentices travelling; and
 - dates of travel.
- 8 Forward copies of invoices/tax invoices or receipts for travel and a tax invoice for the amount claimed addressed to the Department to taarto@dtwd.wa.gov.au.
- 9 Ensure completed claims and supporting documentation are received by the Department by email taarto@dtwd.wa.gov.au within **60 days** of the completion of the apprentice's training or attendance period.
- 10 Keep all original documentation including the hardcopy completed claim form, travel receipts and other documentation with the apprentice's normal records for a period of seven years.

- 11 If your organisation ceases to operate, forward the original claim form documentation to the taarto@dtwd.wa.gov.au for retention.
- 12 Allow departmental staff to enter and access documents during business hours, upon reasonable notice being given, for auditing purposes.

4.4 TRAINING PROVIDERS – LECTURER TRAVEL

- 1 Be aware of the eligibility criteria for your organisation to be reimbursed for the travel and/or accommodation costs paid by you for your lecturer to deliver off the job training to a group of apprentices.
- 2 Ensure the *TAA–Lecturer Application Form* is correctly completed prior to the training being held providing:
 - the dates and where the training will be held;
 - a list of apprentices who will be attending the training;
 - certification that the apprentices would be required to attend off the job training;
 - the dates the lecturer will travel;
 - supporting documentation (eg quotes) identifying the amount likely to be claimed.
- 3 Email the application form and supporting documentation to the Department at taarto@dtwd.wa.gov.au.
- 4 If approved, conduct the off the job training.
- 5 Ensure the *TAA–Lecturer Claim Form* for reimbursement of the lecturer’s travel and accommodation costs is correctly completed providing:
 - the dates and where the training was held;
 - a list of apprentices who attended the training;
 - the dates the lecturer travelled;
 - supporting documentation (eg copies of invoices/tax invoices from travel agents/vendors and accommodation providers) which supports the amount claimed.
- 6 Forward the completed claim form; supporting documentation; and tax invoice for the amount claimed addressed to the Department to taarto@dtwd.wa.gov.au within **60 days** of the completion of the training.
- 7 Keep all original documentation including the hardcopy completed claim form, travel receipts and other documentation for a period of seven years.
- 8 If your organisation ceases to operate, forward the original claim form documentation to the taarto@dtwd.wa.gov.au for retention.
- 9 Allow departmental staff to enter and access documents during business hours, upon reasonable notice being given, for auditing purposes.

4.5 DEPARTMENT OF TRAINING AND WORKFORCE DEVELOPMENT

- 1 In relation to exceptional circumstances, the TAA Administration Officer:
 - considers requests for exceptional circumstances;
 - allocates a reference code if the request is approved which will remain valid for the academic year (or time period in question) unless circumstances change;
 - forwards the request to their line manager for approval; and
 - informs the applicant of the outcome at the earliest possible convenience.

- 2 In relation to applications from training providers for lecturers to travel to deliver off the job training to a group of apprentices, the TAA Administration Officer:
 - processes the *TAA–Lecturer Application Form* in accordance with the *TAA Policy for Apprenticeships*;
 - forwards the request to their line manager for approval; and
 - informs the applicant of the outcome within five to seven working days, subject to complete information being provided by the applicant.

- 3 Process all claims received in accordance with the *TAA Policy for Apprenticeships*.

- 4 Ensure all compliant claims for travel and accommodation are processed and paid within 30 days of receiving the appropriate documentation.

- 5 Ensure all incomplete claims and application forms are followed up at the earliest possible convenience.

- 6 Process apprentice claims for attendance at training venues in accordance with the *TAA Policy for Apprenticeships*.

- 7 Review the *TAA Policy for Apprenticeships* in February 2016.

5 CONTACT INFORMATION

Department of Training and Workforce Development

Locked Bag 16

Osborne Park Delivery Centre WA 6916

E: (Apprentice/Trainees/Employers): taa@dtwd.wa.gov.au

E: (Training Providers): taarto@dtwd.wa.gov.au

Telephone (general enquiries): 6551 5494

6 APPENDICES

APPENDIX A travel and accommodation rates for apprentices

The amount apprentices are entitled to is calculated based on the distance from the apprentice's residential address to the training venue of the closest training provider able to deliver the off the job training.

ROUND TRIP DISTANCE TRAVELLED	TRAVEL ALLOWANCE ENTITLEMENT	ACCOMMODATION ALLOWANCE ENTITLEMENT*
1 – 70 km	NIL	NIL
71 km – 199 km	Private transport: 17 cents/km and /or Public transport: Return Fare (Bus/Train)	NIL
200 km to 1199 km	Private transport: 17 cents/km and /or Public transport: Return Fare (Bus/Train)	Training venues in WA below the 26 th parallel: \$70.00 per night OR Training venues in WA above 26 th parallel: \$110.00 per night OR Interstate training venues: \$110.00 per night
1200 km and over	Airfare - Return Economy Airfare (training provider must arrange reasonable rate airfare and claim reimbursement from Department) and Airport Transfer Subsidy: \$20.00 (payable to apprentice. Apprentice can claim twice to include return travel, airport to residential address) For regional and remote locations, travel to airport with a distance from residential address 71km or more: Private transport: 17 cents/km and/or Public transport: Return Fare (Bus/Train).	Training venues in WA below the 26 th parallel: \$70.00 per night OR Training venues in WA above 26 th parallel: \$110.00 per night OR Interstate training venues: \$110.00 per night
Exceptional Circumstances Written applications MUST be sent to the TAA Admin Officer and approved prior to the travel occurring	Subject to Department approval	Subject to Department approval

APPENDIX B travel and accommodation rates for lecturers

Applications MUST be submitted to the TAA Admin Officer and approved prior to the travel occurring.

Entitlement	Details																																																										
Travel Allowance Entitlement	Public transport: Return Fare (Bus/Train) and/or Airfare – Return Economy Airfare																																																										
<p>Accommodation Allowance Entitlement* (Based on the <i>Western Australian TAFE Lecturers' General Agreement 2011 AG 24 of 2012</i>)</p> <p>*Where applicable these rates will be adjusted in line with changes to the General Agreement.</p>	<p><u>Staying in hotel or motel (maximum rates)</u></p> <p>Training venues in the Perth metropolitan area: \$305.45 per night OR Training venues in WA below the 26th parallel: \$208.85 per night OR Training venues in WA above 26th parallel as follows per night:</p> <table data-bbox="794 772 1236 1624"> <tbody> <tr><td>Broome</td><td>\$456.70</td></tr> <tr><td>Carnarvon</td><td>\$255.15</td></tr> <tr><td>Dampier</td><td>\$366.70</td></tr> <tr><td>Derby</td><td>\$342.20</td></tr> <tr><td>Exmouth</td><td>\$292.70</td></tr> <tr><td>Fitzroy Crossing</td><td>\$370.20</td></tr> <tr><td>Gascoyne Junction</td><td>\$291.70</td></tr> <tr><td>Halls Creek</td><td>\$247.20</td></tr> <tr><td>Karratha</td><td>\$445.70</td></tr> <tr><td>Kununurra</td><td>\$331.70</td></tr> <tr><td>Marble Bar</td><td>\$271.70</td></tr> <tr><td>Newman</td><td>\$338.95</td></tr> <tr><td>Nullagine</td><td>\$256.70</td></tr> <tr><td>Onslow</td><td>\$273.30</td></tr> <tr><td>Pannawonica</td><td>\$192.70</td></tr> <tr><td>Paraburdoo</td><td>\$259.70</td></tr> <tr><td>Port Hedland</td><td>\$367.15</td></tr> <tr><td>Roebourne</td><td>\$241.70</td></tr> <tr><td>Shark Bay</td><td>\$240.20</td></tr> <tr><td>Tom Price</td><td>\$320.20</td></tr> <tr><td>Turkey Creek</td><td>\$235.70</td></tr> <tr><td>Wickham</td><td>\$508.70</td></tr> <tr><td>Wyndham</td><td>\$254.70</td></tr> </tbody> </table> <p><u>Staying in accommodation provided by an organisation “free of charge”</u></p> <p>Allowance eligible to be claimed if meals are not provided:</p> <table data-bbox="719 1749 1305 1928"> <thead> <tr> <th></th> <th>WA below the 26th parallel</th> <th>WA above the 26th parallel</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>\$16.30</td> <td>\$21.20</td> </tr> <tr> <td>Lunch</td> <td>\$16.30</td> <td>\$33.20</td> </tr> <tr> <td>Dinner</td> <td>\$46.50</td> <td>\$52.20</td> </tr> </tbody> </table> <p>Allowance cannot be claimed if meals are provided.</p> <p style="text-align: right;"><i>Continued over</i></p>	Broome	\$456.70	Carnarvon	\$255.15	Dampier	\$366.70	Derby	\$342.20	Exmouth	\$292.70	Fitzroy Crossing	\$370.20	Gascoyne Junction	\$291.70	Halls Creek	\$247.20	Karratha	\$445.70	Kununurra	\$331.70	Marble Bar	\$271.70	Newman	\$338.95	Nullagine	\$256.70	Onslow	\$273.30	Pannawonica	\$192.70	Paraburdoo	\$259.70	Port Hedland	\$367.15	Roebourne	\$241.70	Shark Bay	\$240.20	Tom Price	\$320.20	Turkey Creek	\$235.70	Wickham	\$508.70	Wyndham	\$254.70		WA below the 26 th parallel	WA above the 26 th parallel	Breakfast	\$16.30	\$21.20	Lunch	\$16.30	\$33.20	Dinner	\$46.50	\$52.20
Broome	\$456.70																																																										
Carnarvon	\$255.15																																																										
Dampier	\$366.70																																																										
Derby	\$342.20																																																										
Exmouth	\$292.70																																																										
Fitzroy Crossing	\$370.20																																																										
Gascoyne Junction	\$291.70																																																										
Halls Creek	\$247.20																																																										
Karratha	\$445.70																																																										
Kununurra	\$331.70																																																										
Marble Bar	\$271.70																																																										
Newman	\$338.95																																																										
Nullagine	\$256.70																																																										
Onslow	\$273.30																																																										
Pannawonica	\$192.70																																																										
Paraburdoo	\$259.70																																																										
Port Hedland	\$367.15																																																										
Roebourne	\$241.70																																																										
Shark Bay	\$240.20																																																										
Tom Price	\$320.20																																																										
Turkey Creek	\$235.70																																																										
Wickham	\$508.70																																																										
Wyndham	\$254.70																																																										
	WA below the 26 th parallel	WA above the 26 th parallel																																																									
Breakfast	\$16.30	\$21.20																																																									
Lunch	\$16.30	\$33.20																																																									
Dinner	\$46.50	\$52.20																																																									

Entitlement	Details
	<p data-bbox="699 315 1342 349" style="text-align: center;"><u>Staying in other accommodation (maximum rates)</u></p> <p data-bbox="746 349 1294 412" style="text-align: center;">Training venues in WA below the 26th parallel: \$93.65 per night</p> <p data-bbox="995 412 1038 439" style="text-align: center;">OR</p> <p data-bbox="767 439 1273 501" style="text-align: center;">Training venues in WA above 26th parallel: \$128.25 per night</p>

APPENDIX C QUICK GUIDES FOR TAA

- 1 APPRENTICE ELIGIBILITY**
- 2 APPRENTICE ENTITLEMENT**
- 3 MODERN AWARD (FEDERAL) EMPLOYERS**
- 4 TRAINING PROVIDERS – APPRENTICE TRAVEL**
- 5 TRAINING PROVIDERS – LECTURER TRAVEL**

TRAVEL AND ACCOMMODATION ALLOWANCE (TAA) FOR APPRENTICESHIPS

QUICK GUIDE 1 – APPRENTICE ELIGIBILITY

Are you eligible for TAA? If you tick **ALL** of the boxes below you will be eligible for TAA.

- I am a Western Australian resident.
- I am attending or will be attending a training provider (ie State Training Provider or private provider) for my off the job training.
- I am currently employed as an apprentice or I am on the *Out of Contract Register* or suspended.
- My off the job training is conducted away from my workplace.
- I attended day release training (travelling between 71 and 1199 kms round trip), block release training or did a Capstone Assessment for Electrical Trades.
- I would have to travel 71 kms or more (round trip) from my residential address to attend the closest training provider¹.
- I travelled by private vehicle, bus, train or plane to attend the off the job training.
- I don't get a travel and/or accommodation allowance from my employer when I attend off the job training.
- My family or I have to pay for my travel and/or accommodation costs when I attend off the job training.

Did you tick **ALL** of the boxes above?

Yes

No, not eligible for TAA

Eligible for TAA

But:

If more than one apprentice travels in the same private vehicle only one can claim travel allowance. If the apprentices travelling together are attending block release training they can all claim accommodation allowance.

If your employer pays you a travel allowance you aren't eligible to claim travel allowance.

If your employer pays you an accommodation allowance you aren't eligible to claim accommodation allowance.

If you or your employer pay commercial fees for your off the job training, then you are not eligible to claim TAA.

You may want to consider submitting an application for exceptional circumstances (see Section 2.4).

¹ See Section 2.3 for the definition of closest training provider.

TRAVEL AND ACCOMMODATION ALLOWANCE (TAA) FOR APPRENTICESHIPS

QUICK GUIDE 2 – APPRENTICE ENTITLEMENTS

What eligible apprentices are entitled to under the *TAA Policy for Apprenticeships* is outlined below.

Do you attend the training venue of the closest training provider able to deliver the off the job training? (See Section 2.3 for the definition of closest training provider.)

Yes

What are you entitled to?

If you travel:

- between 71 and 199 kms (round trip) a private transport allowance (17c per km) or return fare by bus or train;
- between 200 and 1199kms (round trip) private transport allowance (17c per km) or return fare by bus or train (booked and paid for by your training provider) and accommodation allowance (see Appendix A); or
- 1200 kms or more (round trip) a return economy air fare (booked and paid for by your training provider) and accommodation allowance. You may also be eligible for an Airport Transport Subsidy and travel allowance for travel from your residential address to the airport, and your return trip from the airport to residential address. (see Appendix A).

Travel allowance is provided for day release training when you travel between 71 and 1199 kms (round trip).

If you undertake a Capstone Assessment assistance is provided if you travel 71 kms or more.

One round trip per block release is funded.

Accommodation allowance is usually only paid for attending block release training.

If you organise and pay for your own travel (by bus or train) or accommodation, you will be reimbursed by the Department.

NB: If you miss a scheduled trip by bus, train or plane without a valid reason the Department will not pay for another trip.

No

What are you entitled to?

The amount of TAA you are entitled to claim is calculated on the basis that you attended the training venue of the closest training provider.

If you are not attending the closest training provider you may want to consider submitting an application for exceptional circumstances in writing (by letter or email) to the TAA Admin Officer to increase the amount you can claim. This must be done before attending the training to find out if you would be eligible for TAA. All applications for exceptional circumstances are considered on a case by case basis.

If your application for exceptional circumstances is approved, then you will be able to claim TAA.

If your application for exceptional circumstances is not approved, then you will be entitled to TAA worked out as if you did attend the training venue of the closest training provider.

How do you claim TAA?

Print the claim form from dtwd.wa.gov.au/apprenticeshipoffice. When your training is completed get the lecturer or other training provider staff member to verify the number of days you attended and sign the form. Send by email your completed claim form and receipts for accommodation and travel expenses (Transperth receipts do not have to be submitted) you paid to taa@dtwd.wa.gov.au. The completed claim form and receipts have to be submitted within **60 days** of completing your training. Make sure you keep a copy of your completed claim form and receipts.

TRAVEL AND ACCOMMODATION ALLOWANCE (TAA) FOR APPRENTICESHIPS

QUICK GUIDE 3 – MODERN AWARD (FEDERAL) EMPLOYERS

When employers pay the travel and/or accommodation costs for their apprentices to attend off the job training as required under a federal *Modern Award*, the assistance they are entitled to under the *TAA Policy for Apprenticeships* is outlined below.

Would your apprentice have been eligible for TAA if you did not pay their travel and accommodation expenses or provide an allowance for these costs to attend off the job training?
(See Quick Guide 1 – Apprentice Eligibility)

Yes

No, not eligible for TAA

Eligible to claim TAA

Your entitlement is the same as an eligible apprentice's calculated on the basis they attended the closest training provider (see Quick Guide 1 – Apprentice Eligibility and Quick Guide 2 – Apprentice Entitlements).

If your apprentice travelled by:

- private vehicle and you paid them a vehicle allowance the Department will reimburse you as outlined in Appendix A;
- bus or train and you paid their fares the Department will reimburse you the cost of the fares;
- plane and you ensured the travel was booked and paid for by the apprentice's training provider the Department will reimburse the training provider the cost of these fares.

If you paid your apprentice's accommodation expenses, you will be reimbursed an allowance as outlined in Appendix A.

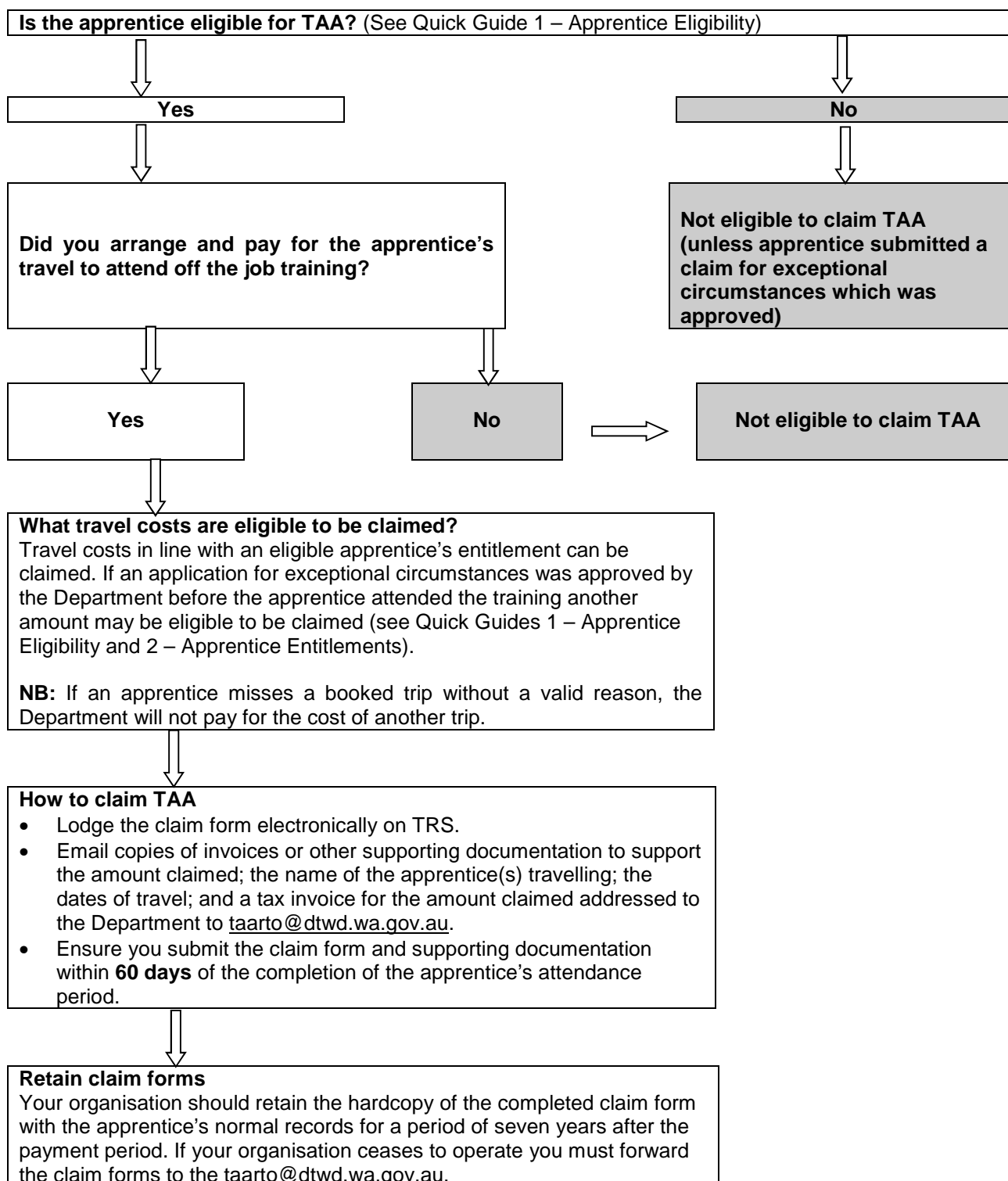
The Department will not reimburse you an amount greater than what you paid for these expenses.

How to claim TAA

- Print the claim form from dtwd.wa.gov.au/apprenticeshipoffice.
- Provide the claim form to your apprentice and make sure they get the lecturer or other training provider staff member to verify the number of days they attended and to sign the claim form.
- Complete the *TAA–Modern Award Employer Claim Form*. Attach copies of invoices or other supporting documentation to support the amount claimed for travel (Transperth receipts do not have to be submitted) and accommodation; the name of the apprentice travelling; and the dates of travel.
- Email the completed claim form and attachments to taa@dtwd.wa.gov.au.
- Ensure you submit the completed claim form and attachments within **60 days** of the completion of the apprentice's attendance period.
- Keep a copy of your completed claim form and all supporting documentation.

TRAVEL AND ACCOMMODATION ALLOWANCE (TAA) FOR APPRENTICESHIPS

QUICK GUIDE 4 – TRAINING PROVIDERS – APPRENTICE TRAVEL



TRAVEL AND ACCOMMODATION ALLOWANCE (TAA) FOR APPRENTICESHIPS

QUICK GUIDE 5 – TRAINING PROVIDERS – LECTURER TRAVEL

Are you eligible for financial assistance to enable a lecturer to travel to deliver block release training to a group of apprentices? If you tick ALL of the boxes below you are eligible.

- The arrangement is academically beneficial for apprentices.
- At least one of the apprentices attending the training would have been eligible for TAA if the lecturer did not travel to deliver the training.
- In the apprentice's training plan, the training is specified to be delivered at the training provider's premises.
- The amount payable to the training provider is not more than the total entitlement that would have been payable to the apprentices receiving the training under the TAA (see Quick Guide 2 - Apprentice Entitlements; Appendix A – Travel and Accommodation Rates for Apprentices; and Appendix B – Travel and Accommodation Rates for Lecturers).
- All parties to the training contract agree to the training being delivered in another region.
- You do not receive Department of Training and Workforce Development funding at a regional rate to deliver training in the region.
- You submitted a *TAA–Lecturer Application Form* which was approved by the Department before the training was delivered.



Did you tick ALL of the boxes above?

Yes, eligible for TAA

No, not eligible for TAA

What travel and accommodation costs are eligible to be claimed?

Travel and accommodation allowance rates for lecturers are outlined in Appendix B.

How to claim TAA

- Print the *TAA–Lecturer Claim Form* from dtwd.wa.gov.au/apprenticeshipoffice and complete it.
- Provide copies of invoices or other supporting documentation to support the amount claimed for travel and accommodation; the name of the apprentices who attended the training; and dates the training was held.
- Email the completed claim form; supporting documentation; and a tax invoice for the amount claimed to the Department to taarto@dtwd.wa.gov.au.
- Ensure you submit the completed claim form and supporting documentation within **60 days** of the completion of the training course.

Retain claim forms

Your organisation should retain the hardcopy of the completed claim form and supporting documentation for a period of seven years after the payment period. If your organisation ceases to operate you must forward the claim forms to the taarto@dtwd.wa.gov.au.

APPENDIX D FREQUENTLY ASKED QUESTIONS BY APPRENTICES

1 I didn't keep any of the bus/train receipts for my travel to training. Can I still claim a travel allowance?

Yes - if you travelled by bus or train within the metropolitan area or your local area you can still claim travel allowance without a receipt.

No – if you travelled by bus or train outside the metropolitan area or your local area and you paid for your ticket you cannot claim travel allowance unless you submit your receipt.

2 The accommodation allowance doesn't cover my expenses. If I provide receipts will you reimburse the full cost of accommodation?

No. The accommodation allowance is paid at the prescribed rate outlined in this policy and is not designed to fully reimburse costs. Receipts for accommodation expenses must be provided to the Department to claim accommodation allowance.

3 While attending Block Release I had to travel to training each day from my temporary accommodation address. Can I claim this cost as part of my travel allowance?

No. If claiming accommodation while attending training, you are entitled to one round trip from home to the vicinity of the training venue. Any additional travel is at your own expense.

4 While attending Block Release my temporary accommodation address is 71 kilometres or more from the training venue. Can I claim travel to training from this address?

No. It is expected that any accommodation arranged is as close to the training venue as possible to minimise costs incurred by you to travel to training each day.

5 I caught a cab/shuttle bus from the airport. Can I claim these fares?

No. Actual fares cannot be claimed, but an Airport Transfer Subsidy of \$20 for each trip from the airport (ie residential to airport and return airport to residential) is payable under the current *TAA Policy for Apprenticeships*.

6 I live in a remote area and travel to training by air/bus/train. To reach the nearest airport/place of departure I have to drive a round trip of 80km. Can I claim an allowance for private travel?

Yes. If you live in a regional or remote location and travel 71 kilometres or more (round trip) from your residential address to the airport you are eligible for travel allowance.

7 I didn't complete a claim form when I finished training and the 60 day deadline for submitting the form has now lapsed. Will I receive payment if I hand the form in now?

No. TAA claim forms submitted after the 60 day deadline will not be accepted. It is your responsibility to make sure that TAA claim forms are completed and submitted by the required time.

8 My claim form was sent to the training provider or Department and I haven't been paid yet. What should I do?

Please allow 30 days for processing before contacting the Department. In the event of a lost claim form, the documents must be resubmitted and will be processed by the Department as soon as possible. Please note that it is your responsibility to keep a copy of the completed claim form and receipts. Training providers and the Department cannot be held responsible for processing claims if forms are illegible, lost or incomplete.