



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

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

(INCLUDING TRAINEESHIPS, CADETSHIPS AND INTERNSHIPS)

EFFECTIVE: DECEMBER 2020

VERSION 5.5

CONTENTS

1	INTRODUCTION	2
2	ELIGIBILITY	3
2.1	Apprentices travelling to attend off the job training.....	3
2.1.1	Apprentice eligibility criteria.....	3
2.1.2	Minimum distance requirements for apprentice travel.....	4
2.1.3	Exceptional circumstances.....	4
2.1.4	Travel and accommodation entitlements for apprentices.....	4
2.1.5	Employer eligibility and entitlement.....	6
2.1.6	Training provider eligibility and entitlement.....	7
2.1.7	Apprentices not attending the closest training provider.....	7
2.1.8	Cancellations and rescheduled travel arrangements.....	8
2.1.9	Submitting claims.....	8
2.2	Lecturers travelling to deliver off the job training.....	8
2.2.1	Training provider eligibility.....	8
2.2.2	Travel and accommodation entitlement for lecturers.....	9
2.2.3	Cancellations and rescheduled travel arrangements.....	9
2.2.4	Submitting claims.....	9
2.3	Calculating distance travelled.....	9
2.4	Cancellations and re-scheduled travel arrangements.....	9
3	CLAIMS	9
3.1	Goods and Services Tax (GST).....	9
3.2	Submitting claims.....	9
3.3	Payment of allowances.....	10
3.4	Audit by the Department.....	10
4	ROLES AND RESPONSIBILITIES	10
4.1	Apprentices.....	10
4.2	Employers (<i>Federal Modern Awards</i>).....	12
4.3	Training providers – Apprentice travel.....	13
4.4	Training providers – Lecturer travel.....	14
4.5	Department of Training and Workforce Development.....	15
5	CONTACT INFORMATION	15
6	APPENDICES	16
	APPENDIX A TRAVEL & ACCOMMODATION RATES FOR APPRENTICES ...17	
	APPENDIX B TRAVEL & ACCOMMODATION RATES FOR LECTURERS19	
	APPENDIX C QUICK GUIDES FOR TAA	21
	Quick guide 1 – Apprentice eligibility.....	22
	Quick guide 2 – Apprentice entitlements.....	23
	Quick guide 3 – Federal Modern Award Employers.....	25
	Quick guide 4 – Training providers – Apprentice travel.....	26
	Quick guide 5 – Training providers – Lecturer travel.....	27
	APPENDIX D FREQUENTLY ASKED QUESTIONS BY APPRENTICES	28
	APPENDIX E GLOSSARY OF TERMS	30

1 INTRODUCTION

Through the *Apprenticeship and Traineeship Policy* the Department of Training and Workforce Development (Department) 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. This financial assistance is the Travel and Accommodation Allowance (TAA).

The Procedures for the Travel and Accommodation Allowance for Apprenticeships (TAA Procedures) are published on the Department's website providing an outline on eligibility, entitlement and claiming procedures for apprentices and training providers. In this document the term Apprentice is used to refer to Apprentice, Trainee, Cadet and Intern.

Financial assistance is provided for the travel and accommodation expenses of:

- apprentices who are Western Australian residents required to travel to attend off the job training;
- 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; and
- employers, where the Modern Award requires them to pay the apprentice travel and/or accommodation costs.

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.

A glossary of terms used in these procedures is provided in Appendix E

These *TAA Procedures* should be read in conjunction with the *Apprenticeship and Traineeship Policy* which can be found under <https://www.dtwd.wa.gov.au/about-us#Policy>.

2 ELIGIBILITY

2.1 APPRENTICES TRAVELLING TO ATTEND OFF THE JOB TRAINING

2.1.1 APPRENTICE ELIGIBILITY CRITERIA

An apprentice is eligible to claim a Travel and Accommodation Allowance when:

- (i) they have a training status of Active, Suspended or Out of Contract on the Department's Western Australian Apprentice Management System (WAAMS) at the time of undertaking off the job training (including the scheduled Capstone Assessment for Electrical trades);
- (ii) they are enrolled with a training provider for the period they are claiming TAA;
- (iii) the Department funds the off the job training;
- (iv) they have a residential address within Western Australia;
- (v) they are required to travel 71 kilometres or more (round trip) from their residential address to attend the closest training venue of all training providers able to deliver the off the job training; and
- (vi) they are the only apprentice claiming travel allowance if travelling in the same private vehicle to and/or from the training venue with one or more other apprentices.

An apprentice is ineligible for this allowance when:

- (vii) the off the job training is conducted at an apprentice's place of employment;
- (viii) they are paid a travel and/or accommodation allowance by their employer while attending off the job training; or
- (ix) their employer incurs the total cost of the travel and/or accommodation.

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, able and funded to deliver the qualification in Western Australia the apprentice will not be eligible for TAA assistance.

2.1.2 MINIMUM DISTANCE REQUIREMENTS FOR APPRENTICE TRAVEL

To claim assistance the minimum round trip distance an apprentice must travel from their residential address to the closest training venue of all training providers able to deliver the off the job training is:

- 71 kilometres or more for travel allowance;
- 150 kilometres or more for accommodation allowance; and
- 1100 kilometres or more for airfare travel.

Note: Distances are measured by Google Maps.

The closest training provider is the one 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 get to the training venue) **or**:

- where an apprentice travels by bus or train to the training venue (71 to 1099 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 (1100 kilometres or more round trip) — the one with a training venue accessed by the most direct plane route from the apprentice's residential address.

2.1.3 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 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.

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.

2.1.4 TRAVEL AND ACCOMMODATION ENTITLEMENTS FOR APPRENTICES

The closest training provider does not have to be chosen to deliver the off the job training. However, an apprentice is only entitled to TAA calculated on the basis that they attended the closest training provider, regardless of the actual distance travelled, unless exceptional circumstances were approved.

An apprentice will only be provided with financial assistance to attend off the job training interstate where there is no training provider scoped and able to deliver the qualification in Western Australia.

An apprentice is entitled to claim the following based on the round trip distance travelled to the closest training provider:

- less than 71 kilometres – no assistance;
- between 71 and 149 kilometres - travel allowance only; and
- 150 kilometres or more - travel and accommodation allowance.

The travel allowance an apprentice is eligible to claim based on the round trip distance travelled is:

- between 71 and 1099 kilometres - private transport allowance or a return fare for bus or train travel; and
- 1100 kilometres or more - a return economy airfare.

An Airport Transfer Subsidy is also payable (see Appendix A).

If an apprentice lives in a regional or remote location and travels 71 kilometres or more (round trip) from their residential address to the airport they are also eligible for travel allowance for travel by private transport, bus or train from their residential address to the airport. The apprentice will also be entitled to the allowance on their return trip from the airport to their residential address.

If an apprentice travels by bus, train or plane an Accommodation Transfer Subsidy is available for travel from their place of arrival to their temporary accommodation and from their temporary accommodation to their place of departure (see Appendix A).

If an apprentice intends to travel by private vehicle when they are eligible to travel by plane, they must inform the training provider before travel arrangements are made. They can be paid a reduced travel allowance not exceeding the value of a return economy airfare.

If an apprentice lives in a regional or remote area and is enrolled with a training provider in the metropolitan area and arrangements are made for the lecturer to travel to the area to deliver 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.

DAY RELEASE ATTENDANCE

An apprentice is eligible for one return trip for each off the job training day attended for Day Release training when the distance travelled is between 71 kilometres and 500 kilometres (round trip).

The exception to this is an apprentice undertaking the scheduled Capstone Assessment for Electrical Trades. They are eligible for TAA if they travel 71 kilometres or more (round trip) to undertake the assessment.

BLOCK RELEASE ATTENDANCE

An apprentice is usually only entitled to accommodation allowance when attending block release off the job training.

An apprentice is:

- Eligible for one return trip per scheduled block release.
- Responsible for the travel cost if they choose to return to their usual residence on the weekends during a block but is eligible for the travel allowance if they are not claiming the accommodation allowance for the weekends. In this case the travel allowance is capped to the daily amount of the accommodation allowance.
- Ineligible to receive the respective night's accommodation allowance if they take any unauthorised absence from the approved off the job training.
- Eligible to claim the day either side of the attendance period to assist travelling to their scheduled Block Release program. Apprentices unable to obtain flights or public transport within one day of the attendance period are permitted to claim accommodation for additional nights, subject to prior Departmental approval.

Travel allowance is not payable for travel between the temporary accommodation and the training venue.

2.1.5 EMPLOYER ELIGIBILITY AND ENTITLEMENT

An employer is eligible to claim TAA when:

- they have paid their apprentice's travel and/or accommodation costs to attend off the job training as required under a federal *Modern Award*;
- their apprentice meets eligibility criteria (i) to (vi) in Section 2.1.1 and their apprentice would not be ineligible due to (vii) and (viii) in Section 2.1.1; and
- their apprentice has not received TAA.

An employer is entitled to claim the same TAA their apprentice would have been entitled to if the employer had not paid their travel and/or accommodation costs or provided an allowance for these costs.

The entitlement of eligible employers varies depending on the method of transport used by an apprentice (based on their eligibility requirements).

Where the apprentice travels by:

- private transport and the employer pays the apprentice a travel allowance, the employer is eligible to claim the travel allowance rate payable to an apprentice (see Appendix A);

- bus or train and the employer pays the apprentice's fare, the employer is eligible to claim the cost of the fare; or
- plane and the employer arranges for the travel to be booked and paid for by the apprentice's training provider, the Department will reimburse the training provider.

The maximum accommodation allowance that an employer can claim is the accommodation allowance rate payable to apprentices (see Appendix A).

Employer claims must be submitted with supporting documentation.

2.1.6 TRAINING PROVIDER ELIGIBILITY AND ENTITLEMENT

When an apprentice travels by plane (subject to eligibility criteria and entitlements based on distance travelled) to attend off the job training the training provider is required to arrange and pay for the transport from the apprentice's residential address to the vicinity of the training venue. The training provider is eligible to claim TAA for the travel purchased.

If the apprentice attends the closest training provider able to deliver the off the job training, the Department will reimburse the training provider the full transport costs.

The Department will only reimburse a training provider for travel purchased for eligible apprentices (see Section 2.1.1) in accordance with their entitlement (see Section 2.1.4).

A training provider is not usually entitled to claim reimbursement for an apprentice's accommodation costs.

Training provider claims must be submitted with supporting documentation.

2.1.7 APPRENTICES NOT ATTENDING THE CLOSEST TRAINING PROVIDER

If airfares or public transport and/or accommodation are purchased for an apprentice to attend a training provider that is not the closest training provider and exceptional circumstances were not approved, the purchase cost will be compared to the estimated cost of travel to and accommodation near the closest training provider. The lesser amount will be the travel allowance payable.

If any employer chooses not to enrol an apprentice with the closest training provider and exceptional circumstances have not been approved, and the training provider arranges the apprentice's transport and accommodation, the training provider is not expected to pay for transport and accommodation costs for which it will not be fully reimbursed. In such cases, costs incurred are the responsibility of the employer.

2.1.8 CANCELLATIONS AND RESCHEDULED TRAVEL ARRANGEMENTS

Where an apprentice, training provider or employer needs to reschedule travel arrangements, thereby incurring additional cost(s), exceptional circumstances must be requested and approved on a case-by-case basis (see 2.1.3). Where a travel arrangement is rescheduled and a credit is issued to the training provider by the travel operator this credit must be used for the next travel arrangement of this apprentice/trainee.

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.

2.1.9 SUBMITTING CLAIMS

All claim forms and supporting documentation must be submitted **within 60 days** of the completion of an apprentice's off the job training or attendance period. Claims that do not meet the 60 day timeframe will not be paid unless the applicant can demonstrate exceptional circumstances.

2.2 LECTURERS TRAVELLING TO DELIVER OFF THE JOB TRAINING

2.2.1 TRAINING PROVIDER ELIGIBILITY

A training provider is eligible to apply for financial assistance for lecturers to travel to deliver block release off the job training to a group of apprentices when:

- (i) the arrangement is academically beneficial for the apprentices;
- (ii) the training is specified to be delivered at the training provider's premises in the apprentice's training plan;
- (iii) at least one of the apprentices attending the training would have been eligible for TAA (meets eligibility criteria (i) to (vi) in Section 2.1.1) if the lecturer had not travelled to deliver the off the job training;
- (iv) the amount payable to the training provider will not exceed the total TAA entitlement that would have been payable to the apprentices receiving the training (see Sections 2.1.2 and 2.1.4);
- (v) all parties to the training contract agree to the arrangement; **and**
- (vi) the training provider submits a *Travel and Accommodation Allowance (TAA) Claim Form for Lecturer* which is approved by the Department prior to the training being delivered.

To be eligible for this allowance a training provider must meet **all** of these eligibility criteria.

A training provider is ineligible for this allowance when they receive departmental funding at a regional rate to deliver training in the region.

2.2.2 TRAVEL AND ACCOMMODATION ENTITLEMENT FOR LECTURERS

A training provider is only eligible to apply for financial assistance for their lecturers' travel and accommodation costs associated with delivering off the job training to a group of apprentices.

2.2.3 CANCELLATIONS AND RESCHEDULED TRAVEL ARRANGEMENTS

Where a training provider needs to reschedule travel arrangements, thereby incurring additional cost(s), exceptional circumstances must be requested and approved on a case-by-case basis (see 2.1.3).

2.2.4 SUBMITTING CLAIMS

A training provider must submit their claim and supporting documentation for reimbursement **within 60 days** of completion of the training. Claims that do not meet the 60 day timeframe will not be paid unless the applicant can demonstrate exceptional circumstances.

2.3 CALCULATING DISTANCE TRAVELLED

When calculating travel allowances payable under the TAA, travel distances are measured by Google Maps.

2.4 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

Travel and Accommodation Allowance (TAA) Claim Form for apprentices or trainees can be downloaded from <https://www.dtwd.wa.gov.au/about-us#guidelines>

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 TAFE 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 *Apprenticeship and Traineeship Policy*, *TAA Procedures* and the *Financial Management Act 2006*.

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 <https://www.dtwd.wa.gov.au/about-us#guidelines>. 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 *Travel and Accommodation Allowance (TAA) Claim Form for Employers (Federal Modern Awards)* 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 Procedures* 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 *Travel and Accommodation (TAA) Claim Form for Employers (Federal Modern Award)*.
- 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 (STARS 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 *Instructions for RTO – Claiming Apprentice Travel STARS TAA-TRS* which can be requested from the Department or RTO staffs by e-mailing taarto@dtwd.wa.gov.au.
- 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 *Travel and Accommodation (TAA) Claim Form for Lecturers* 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 (e.g. quotes) identifying the amount likely to be claimed.
- 3 Email the claim 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 *Travel and Accommodation (TAA) Claim Form for Lecturers* 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 (e.g. 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 claims from training providers for lecturers to travel to deliver off the job training to a group of apprentices, the TAA Administration Officer:
 - processes the *Travel and Accommodation (TAA) Claim Form for Lecturers* in accordance with these procedures;
 - 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 Procedures*.

- 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 claim forms are followed up at the earliest possible convenience.

- 6 Process apprentice claims for attendance at training venues in accordance with these procedures.

- 7 Review these procedures every two years.

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 – 149 km	Private transport: 20 cents/km and /or Public transport: Return Fare (Bus/Train)	NIL
150 km to 1099 km	Private transport: 20 cents/km and /or Public transport: Return Fare (Bus/Train)	Training venues in WA below the 26 th parallel: Up to \$70.00 per night OR Training venues in WA above 26 th parallel: Up to \$110.00 per night OR Interstate training venues: Up to \$110.00 per night
1100 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) And Accommodation Transfer Subsidy: \$20 for travel from place of arrival to temporary accommodation and \$20 for travel from temporary accommodation to place of departure payable to apprentice. For regional and remote locations, travel to airport with a distance from residential address 71km or more: Private transport: 20 cents/km and/or Public transport: Return Fare (Bus/Train).	Training venues in WA below the 26 th parallel: Up to \$70.00 per night OR Training venues in WA above 26 th parallel: Up to \$110.00 per night OR Interstate training venues: Up to \$110.00 per night

<p>Exceptional Circumstances</p> <p>Written applications MUST be sent to the TAA Admin Officer and approved prior to the travel occurring</p>	<p>Subject to Department approval</p>	<p>Subject to Department approval</p>
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APPENDIX B Travel and Accommodation Rates for Lecturers

Claims 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 style="text-align: center;">Accommodation Allowance Entitlement* (Based on the <i>Western Australian TAFE Lecturers' General Agreement 2019 AG 15 of 2020</i>)</p> <p>*Where applicable these rates will be adjusted in line with changes to the General Agreement.</p>	<p style="text-align: center;"><u>Staying in hotel or motel (maximum rates)</u></p> <p>Training venues in the Perth metropolitan area: \$305.45 per night OR</p> <p>Training venues in WA below the 26th parallel: \$208.85 per night OR</p> <p>Training venues in WA above 26th parallel as follows per night:</p> <table style="margin-left: auto; margin-right: auto;"> <tbody> <tr><td>Broome</td><td style="text-align: right;">\$456.70</td></tr> <tr><td>Carnarvon</td><td style="text-align: right;">\$255.15</td></tr> <tr><td>Dampier</td><td style="text-align: right;">\$366.70</td></tr> <tr><td>Derby</td><td style="text-align: right;">\$342.20</td></tr> <tr><td>Exmouth</td><td style="text-align: right;">\$292.70</td></tr> <tr><td>Fitzroy Crossing</td><td style="text-align: right;">\$370.20</td></tr> <tr><td>Gascoyne Junction</td><td style="text-align: right;">\$291.70</td></tr> <tr><td>Halls Creek</td><td style="text-align: right;">\$247.20</td></tr> <tr><td>Karratha</td><td style="text-align: right;">\$445.70</td></tr> <tr><td>Kununurra</td><td style="text-align: right;">\$331.70</td></tr> <tr><td>Marble Bar</td><td style="text-align: right;">\$271.70</td></tr> <tr><td>Newman</td><td style="text-align: right;">\$338.95</td></tr> <tr><td>Nullagine</td><td style="text-align: right;">\$256.70</td></tr> <tr><td>Onslow</td><td style="text-align: right;">\$273.30</td></tr> <tr><td>Pannawonica</td><td style="text-align: right;">\$192.70</td></tr> <tr><td>Paraburdoo</td><td style="text-align: right;">\$259.70</td></tr> <tr><td>Port Hedland</td><td style="text-align: right;">\$367.15</td></tr> <tr><td>Roebourne</td><td style="text-align: right;">\$241.70</td></tr> <tr><td>Shark Bay</td><td style="text-align: right;">\$240.20</td></tr> <tr><td>Tom Price</td><td style="text-align: right;">\$320.20</td></tr> <tr><td>Turkey Creek</td><td style="text-align: right;">\$235.70</td></tr> <tr><td>Wickham</td><td style="text-align: right;">\$508.70</td></tr> <tr><td>Wyndham</td><td style="text-align: right;">\$254.70</td></tr> </tbody> </table> <p style="text-align: center;"><u>Staying in accommodation provided by an organisation “free of charge”</u></p> <p style="text-align: center;">Allowance eligible to be claimed if meals are not provided:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">WA below the 26th parallel</th> <th style="text-align: center;">WA above the 26th parallel</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td style="text-align: center;">\$16.30</td> <td style="text-align: center;">\$21.20</td> </tr> <tr> <td>Lunch</td> <td style="text-align: center;">\$16.30</td> <td style="text-align: center;">\$33.20</td> </tr> <tr> <td>Dinner</td> <td style="text-align: center;">\$46.50</td> <td style="text-align: center;">\$52.20</td> </tr> </tbody> </table> <p style="text-align: center;">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
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Entitlement	Details
	<p data-bbox="715 315 1353 344" style="text-align: center;"><u>Staying in other accommodation (maximum rates)</u></p> <p data-bbox="762 347 1305 376" style="text-align: center;">Training venues in WA below the 26th parallel:</p> <p data-bbox="938 378 1129 407" style="text-align: center;">\$93.65 per night</p> <p data-bbox="1011 409 1056 439" style="text-align: center;">OR</p> <p data-bbox="778 441 1289 470" style="text-align: center;">Training venues in WA above 26th parallel:</p> <p data-bbox="922 472 1145 501" style="text-align: center;">\$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**

QUICK GUIDE 1 – APPRENTICE ELIGIBILITY

Are you eligible for TAA? If you tick <u>ALL</u> of the boxes below you will be eligible for TAA.	
<input type="checkbox"/> I am a Western Australian resident.	
<input type="checkbox"/> I am attending or will be attending a training provider (i.e. TAFE or private provider) for my off the job training.	
<input type="checkbox"/> I am currently employed as an apprentice or I am under suspension or my contract has been cancelled for less than six months.	
<input type="checkbox"/> My off the job training is conducted away from my workplace.	
<input type="checkbox"/> I attended off the job training (travelling between 71 and 1099 kms round trip).	
<input type="checkbox"/> I would have to travel 71 kms or more (round trip) from my residential address to attend the closest training provider ¹ .	
<input type="checkbox"/> I travelled by private vehicle, bus, train or plane to attend the off the job training.	
<input type="checkbox"/> I don't get a travel and/or accommodation allowance from my employer when I attend off the job training.	
<input type="checkbox"/> My family or I have to pay for my travel and/or accommodation costs when I attend off the job training.	

Did you tick <u>ALL</u> 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 or provides you with a company car to attend training 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.

QUICK GUIDE 2 – APPRENTICE ENTITLEMENTS

What eligible apprentices are entitled to under the TAA 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 149 kms (round trip) a private transport allowance (20c per km) or return fare by bus or train;
- between 150 and 1099 kms (round trip) private transport allowance (20c per km) or return fare by bus or train (booked and paid for by your training provider) and accommodation allowance (see Appendix A); or
- 1100 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). You may also be eligible for an Accommodation Travel subsidy for travel between your temporary accommodation and your place of arrival and departure. (See Appendix A)

Travel allowance is provided for day release training when you travel between 71 and 1099 kms (round trip).

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.

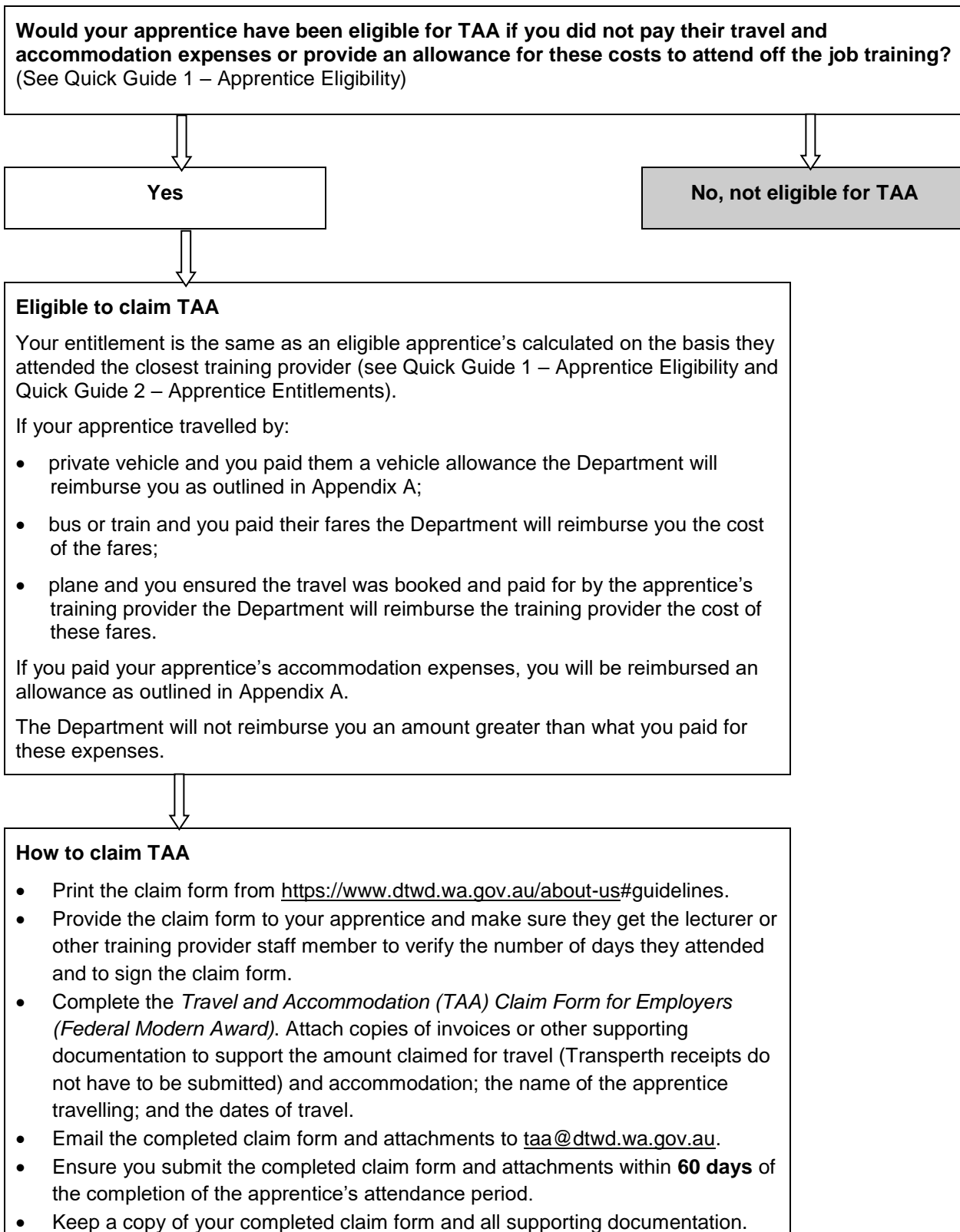
If your application for exceptional circumstances is not approved, then you will be entitled to TAA worked out as if you did attend the training venue of the closest training provider.

How do you claim TAA?

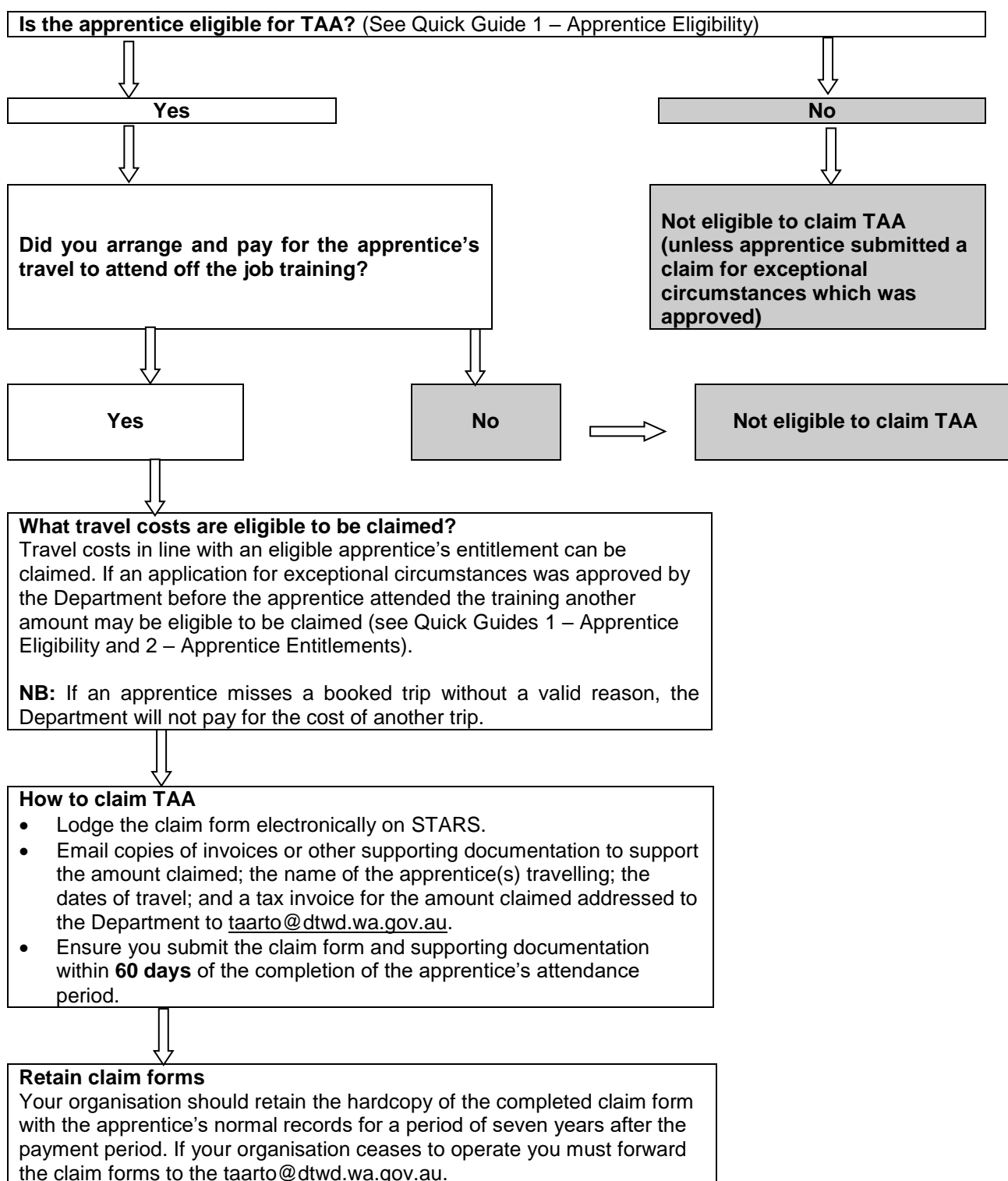
Print the claim form from <https://www.dtwd.wa.gov.au/about-us#guidelines>. When your training is completed get the lecturer or other training provider staff member to verify the number of days you attended and sign the form. Send by email your completed claim form and receipts for accommodation and 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.

QUICK GUIDE 3 – FEDERAL MODERN AWARD 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 is outlined below.



QUICK GUIDE 4 – TRAINING PROVIDERS – APPRENTICE TRAVEL



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 *Travel and Accommodation (TAA) Claim Form for Lecturer* 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 *Travel and Accommodation (TAA) Claim Form for Lecturer* from <https://www.dtwd.wa.gov.au/about-us#guidelines> 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 up to the prescribed rate outlined in these procedures 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 my temporary accommodation address is 71 kilometres or more from the training venue. Can I claim travel to training from this address?

No. As you are eligible for the accommodation allowance 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.

4 I caught a cab/shuttle bus from my place of residence to the airport and from point of arrival to my temporary accommodation. Can I claim these fares?

A subsidy of up to \$20 is available for travel from your point of arrival (airport/train station/bus station) to your temporary accommodation and from your temporary accommodation to your point of departure. Also, from your residential address to local point of departure (airport/train/bus station) and back to residential address.

5 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.

6 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.

7 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.

If you have not received payment after 30 days of lodging your claim, you can contact the Department's TAA general enquiries line on 6551 5494 or email taa@dtwd.wa.gov.au

APPENDIX E GLOSSARY OF TERMS

Apprentice — a person aged 15 years or more who is undertaking an approved apprenticeship, traineeship, cadetship or internship that leads to a nationally recognised qualification and employed under a training contract. This term refers to apprentices, trainees, cadets and interns, unless specified otherwise.

Apprenticeship — a structured employment based training program that leads to apprentices gaining a nationally recognised qualification. Apprenticeships (including apprenticeships, traineeships, cadetships and internships) may be full time, part time or school based.

Block release — a scheduled period of continual attendance at the training provider's premises which is usually of two weeks duration or as a minimum of five business work days. An application for exceptional circumstances is required to attend a block release of less than five business work days in duration.

Closest training provider — the training provider able to deliver the off the job training which has a training venue located the shortest possible road distance from the apprentice's residential address (regardless of the method of transport used to get to the training venue) **or**:

- where an apprentice travels by bus or train to the training venue (71 to 1099 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 (1100 kilometres or more round trip) — the one with a training venue accessed by the most direct plane route from the apprentice's residential address.

Day release — a scheduled attendance pattern where an apprentice attends the training venue one day per week/fortnight or as specified in the apprentice's training plan.

Distance travelled — the total number of kilometres travelled by an apprentice from their residential address to the training venue of the closest training provider. For the payment of allowances the distance travelled is measured by Google Maps.

Employer — an apprentice's employer.

Exceptional circumstances — situations outside the normal eligibility criteria that must be approved (in writing) in order for payment to be made. An application for exceptional circumstances must be made in writing, and approved, prior to the relevant travel taking place.

Lecturer — the lecturer employed by a training provider to deliver off the job training to apprentices.

Modern Awards — are legal documents that outline the minimum pay rates and conditions of employment, including obligations of some employers to pay tuition fees for, and wages of apprentices while, attending off the job training. Modern awards apply to employees covered by the national workplace relations system but do not apply to some apprentices covered by the State award system.

Off the job training — the approved training specified in an apprentice's training plan that is to take place at the training provider's premises.

Private training provider (PTP) — refer to definition for training provider.

Private vehicles — do not include company cars.

Residential address — an apprentice's usual place of residence from which they travel to work each day. It is not usually a work site address. For Fly In Fly Out apprentices the residential address cannot be a worksite address. The apprentice's residential address must be recorded on the Department's Western Australian Apprentice Management System (WAAMS).

TAFE — refer to definition for training provider.

Training Contract — a legally binding agreement between an employer, an apprentice and their legal guardian, where required, to undertake an apprenticeship. The contract contains information such as employment arrangements and specifies employer and apprentice obligations and responsibilities. Training contracts are registered with the Department of Training and Workforce Development.

Training plan — outlines the training delivery and assessment strategy to be undertaken throughout an apprenticeship training contract. It is developed by the training provider in accordance with the *Vocational and Training Act 1996* and the *Vocational Education and Training (General) Regulations 2009*; and in negotiation with the parties to the training contract.

Training provider — a state funded public (TAFE) or private (PTP) training organisation registered by a state or territory recognition authority to deliver training and/or conduct assessments and issue nationally recognised qualifications in accordance with the Australian Quality Training Framework (AQTF).

For the purpose of this procedures, the term "training provider" refers specifically to a training provider contracted by the Department to deliver the approved training specified in an apprentice's training plan.

Western Australian Apprentice Management System (WAAMS) — the Department's apprenticeship administrative management information system.

Training status — the status of an apprentice's training contract.

Active — the training contract status is active and the apprentice is currently employed and attending off the job training. This includes apprentices who are on probation.

Cancelled — the training contract status is cancelled when the training contract ceases during the nominal term (after the probationary period) for any reason permitted under the *Vocational and Training Act 1996*, before a successful outcome (completion) is achieved.

Suspended — the training contract has been temporarily suspended and the apprentice may or may not be attending off the job training.

Training venue — the actual location of the training provider's premises or temporary location where the approved off the job training is conducted.