



# GOLD COAST LEARNING CENTRE

Boosting Apprenticeship Commencements



## UPSKILL YOUR STAFF AND RECEIVE WAGES SUPPORT

Boosting Apprenticeship Commencements

You can SAVE up to \$7000 per quarter per employee for the next 12 months by taking advantage of the Federal Government Wage Subsidy Program called Boosting Apprenticeship Commencement.

### CONTACT US

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Australia

# WHAT IS THE SUBSIDY?

Under the Boosting Apprenticeship scheme, you can receive 50% of the wages (maximum \$7000 per quarter for a 12-month period) per employee if your employee agrees to upskill by studying a hospitality course while working with you. The subsidy is designed to encourage business to hire and train their staff.



## WHAT EMPLOYEES ARE ELIGIBLE?

To be eligible for this incentive, employees must meet the following criteria:

- Australian Citizen/Permanent Resident or a New Zealand Passport holder who has resided in Australia for more than 6 months
- Be a permanent part-time (minimum of 15-38 hours per week) or Full-Time employee (be accruing annual leave and sick leave).
- Not be in a business relationship with the ABN (cannot be the business owner, partner, trustee or shareholder).
- Have not previously completed the same qualification before.

## WHICH BUSINESSES ARE ELIGIBLE?

Every Australian Business eligible to receive this subsidy if:

- The Business engages an apprentice or trainee between now and 30th March 2022. It applies equally to every business, larger and small, and there are no restrictions on geographic location
- This funding is not available for any apprentice or trainee receiving other wage subsidies, such as Supporting Apprentices and Trainees (SAT)

Regarding Existing Workers, there is a cap of 30 places per employer (ABN) where they meet the following criteria:

- A casual staff member moving to a full-time employment position and undertaking an apprenticeship or traineeship
- A casual staff member moving to part-time employment position and undertaking an apprenticeship or traineeship
- A part-time employee moving to a full-time position to undertake an apprenticeship or traineeship.

## WHAT HAPPENS NEXT?

You will need to identify eligible employees as per the criteria above. These employees will need to undertake a traineeship. This training will be delivered by GCLC. A training contract will be implemented by an Australian Apprenticeship Support Network provider (AASN).

There will be a sign up involving the employee, the employer, the RTO and the AASN to formalise this contract.



## HOW IS TRAINING DELIVERED?

We will discuss your needs and develop a training plan that is most appropriate to your business needs. There will be no changes to the way you schedule their shifts or the activities they perform during their shifts as the training plan will be customized to meet their job description. A GCLC trainer will be on site from time to time to ensure that the training plan is being followed and the employee is getting adequate supervision.

## ROLE OF THE EMPLOYER

- Participate in the signup procedure with relevant parties to commence this program
- Sign the training plan and follow it throughout the term of the agreement
- Make an arrangement to provide supervision to the contracted employees to ensure they are learning and developing new skills

**IDENTIFY  
ELIGIBLE  
EMPLOYEES**

**SIGN A  
TRAINING  
CONTRACT**

**RETAIN THE  
EMPLOYEES TO  
RECEIVE WAGE  
SUBSIDY**

# ROLE OF THE APPRENTICESHIP OR TRAINEE

You will need to identify eligible employees as per the criteria above. These employees will need to undertake a traineeship. This training will be delivered GCLC. A training contract will be implemented by an Australian Apprenticeship Support Network provider (AASN).

There will be a sign up involving the employee, the employer, the RTO and the AASN to formalise this contract.



# ROLE OF THE SUPERVISING REGISTERED TRAINING ORGANISATION (SRTO)

- Negotiate a training plan with the employer and the employee (apprentice/trainee)
- Sign the training plan with the employer and apprentice/trainee sign within 3 months of the start of the program (apprenticeship/traineeship)
- Ensure a copy of the signed training plan and a training record book is issued and give to the employer and apprentice/trainee within 14 days after all parties sign it
- Instruct the employer and the apprentice/trainee about filling in the training record book
- Regularly visit the apprentice/trainee in the workplace and ensure the training plan is followed

If you require further information please contact us.

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