



VTAS is a NSW Government program which provides eligible apprentices and new entrant trainees with financial assistance to attend off-the-job training during the term of their apprenticeship/traineeship.

Please COMPLETE ALL SECTIONS of this form either on your computer, manually using a PEN (not pencil), or a combination of both. If this form is not completed correctly it will be returned for correction/completion. Note: Claims for payment MUST be submitted by 30 June of the year following training attendance.

CLAIMANT DETAILS

Training Contract ID, Date of Birth, Surname, Given Names, Street address, Suburb, State, Postcode, Home Phone, Mobile, Email, Are you receiving Living Away From Home Allowance (LAFHA)?, Address (if yes), Suburb, State, Postcode

TRAINING DETAILS

Employer's Name, Street address, Suburb, State, Postcode, College, Course, College Attendance, Year of Apprenticeship/Traineeship

CLAIM DETAILS

Training attended: (Teacher MUST sign, date and stamp this section or form will be returned) Table with columns: First Date of Block Or Single Day, Last Date, Number of Days, Teacher Initial, TRAINING ORGANISATION DECLARATION, Official College Stamp

Mode of transport: Motor Car/Bike, Train/Bus/Plane; Travel: Daily, Stay Overnight, Combination

Allowance/s being claimed: Travel Allowance, Accommodation Allowance, Night before training starts (*), Night training completes (*), Weekend (Fri/Sat) nights (*)

(* Please ensure an applicant Signed Statement has been submitted and approved for the year if you wish to claim: an accommodation allowance for stays either before or after your block training, or for weekends; and/or the travel allowance for travel within the Sydney trains area.

See Eligibility and Conditions on page 2 for further information.

LEARNER DECLARATION (This MUST BE SIGNED or form will be returned)

I, _____ the undersigned, declare that the above information is correct.

Apprentice/Trainee Signature

Date

Office use only

Days, Trips, Distance, CLAIM TOTAL \$

VTAS Information Line - 1300 533 470

VTAS Email Enquiries - sts.vtas@industry.nsw.gov.au

Illawarra & South East NSW

State Office Block
Level 1, Block E, 84 Crown Street
WOLLONGONG NSW 2520
(PO Box 469, WOLLONGONG EAST 2520)
Ph: (02) 4240 3700 Fax: (02) 4240 3734
sts.wollongong@industry.nsw.gov.au

Riverina

87 Forsyth Street
WAGGA WAGGA NSW 2650
(PO Box 2304, WAGGA WAGGA NSW 2650)
Ph: (02) 6937 7600 Fax: (02) 6921 0724
sts.waggawagga@industry.nsw.gov.au

New England

Level 2, Noel Park House
155-157 Marius Street
TAMWORTH NSW 2340
(PO Box 399, TAMWORTH NSW 2340)
Ph: (02) 6763 3055
sts.tamworth@industry.nsw.gov.au

Western NSW

161 Kite Street
ORANGE NSW 2800
Ph: (02) 6363 9800 Fax: (02) 6391 3336
sts.orange@industry.nsw.gov.au

ELIGIBILITY AND CONDITIONS

Assistance under VTAS is only available to NSW registered apprentices and new entrant trainees. People undertaking post trade courses and existing worker trainees are not eligible.

Apprentices and new entrant trainees who travel more than 120km return trip (home address to college) to attend approved trade or off-the-job training courses (single day or block release), may be eligible for:

- a per km travel allowance
- an accommodation allowance (block release training only)

Note: Apprentices and new entrant trainees may only claim the travel allowance for one return trip for each block of training.

Apprentices or new entrant trainees within the Sydney trains area who want to claim the travel allowance will need to provide an applicant [Signed Statement](#) yearly, outlining the reason why they are not traveling by public transport using the Transport Concession Entitlement Card.

Similarly, those apprentices or new entrant trainees wishing to claim the accommodation allowance for the night before training commences or the night of the final day of training, or for weekend nights between consecutive weeks of block training will also need to complete an applicant [Signed Statement](#) yearly, outlining the reason why this accommodation is necessary.

Note: A Signed Statement **MUST** be renewed annually.

For further information on VTAS, including allowance rates, please refer to our website:

www.training.nsw.gov.au/forms_documents/apprenticeships_traineeships/vtas_guidelines.pdf

BANK DETAILS *(These MUST be the Apprentice or Trainee's bank details)*

SAP Vendor number (Office use only)

This is an Initial Payment

I request that my VTAS allowance be deposited into the following bank account:

Bank

Branch

BSB

Account number

Account name

- Note:**
1. Payments will only be made by direct deposit into the Apprentice or Trainee's banks account.
 2. A notification of payment will be sent to the email address noted on front of form.

Apprentice/Trainee Name

Apprentice/Trainee Signature

Date