

# Travel, Accommodation and Relocation Assistance

for apprentices & trainees in NSW

Includes:

Vocational Training Assistance Scheme (VTAS) &

Continuing Apprentices Placement Service (CAPS)

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**F**inancial assistance is available to eligible apprentices and trainees in NSW to assist in meeting some of the costs associated with training.

Assistance is available to:

- Offset some of the costs incurred for travel and accommodation related to class room based, off-the-job training with a registered training provider as required under the terms of the apprenticeship or traineeship; and/or
- Meet some of the costs incurred by unemployed apprentices or trainees with removal and rental expenses, where there is a need to relocate in order to recommence an apprenticeship or traineeship with a new employer.

## Travel and Accommodation Assistance

### General Eligibility

Any Training Services NSW office can advise on eligibility to claim the allowance.



To qualify for financial assistance to attend off-the-job training all of the following conditions must be satisfied:

- the apprentice or new entrant trainee must be registered under the *Apprenticeship and Traineeship Act 2001*, and
- the place of employment is in NSW, and
- the return journey from the usual place of residence to the off-the-job training location is at least 120km.

### Travel Allowance

Payment covers the number of kms travelled from the usual place of residence to the off-the-job training location and return via the shortest most practical road route.

For this purpose *Whereis* or *Google Maps* distance information will be used as the basis in the calculation of entitlement. The Commissioner for Vocational Training, or delegate, may exercise discretion to vary this distance where there is evidence that the route chosen was the shortest practical route in the circumstances because of weather, road works, or other temporary factor, etc.

### Who may not be eligible for the travel allowance?

- For **single day attendance**, the travel allowance **ONLY** may be claimed for each off-the-job training day. Apprentices and trainees attending training extending over several consecutive days who wish to travel home every day may receive travel allowance for each trip, but the

amount paid for each day's travel will be capped at an amount equivalent to the sum payable under the accommodation allowance.

- Apprentices and trainees approved to receive the **Commonwealth's Living Away From Home Allowance (LAFHA)** may only apply for travel from the 'away from home' address.
- Apprentices and trainees whose journey from home to the off-the-job training location falls within the **Sydney Trains area** are generally not eligible. However, application can be made and the Commissioner or delegate may consider it is unreasonable in the circumstances to expect the journey to be made by rail. Such applications must be submitted with a signed statement from the claimant setting out the reasons why the application should be approved. Any approval granted is valid for the calendar year. This statement must be endorsed as correct by the employer. The Sydney Trains area covers the following postcodes: 2000-2304, 2320, 2322- 2323, 2500-2535, 2541, 2560-2562, 2564-2567, 2570, 2747, 2750, 2753, 2755-2757, 2759-2774, 2776-2786.
- NSW Registered apprentices and new entrant trainees who are temporarily working interstate and returning to NSW to attend their approved off-the-job training will not be paid for any airfares (Fly In/ Fly Out) or per km travel incurred

from the interstate work address. If the apprentice or new entrant trainee returns to their home address in NSW and then travels to their approved off-the-job training, VTAS will be paid in the usual way. If the apprentice or new entrant trainee goes directly to their approved off-the-job training, the per night accommodation allowance only will be paid.

### *Accommodation Allowance*

Is generally payable for each night between consecutive training days.

### *Exceptions to general eligibility*

- The accommodation allowance may be paid for a **night before** the date on which a training block commences, or on the **last day** of a training block where it is unreasonable to expect an apprentice or trainee to travel to or from home on that day.

Applications must be submitted with a signed statement setting out the reasons why the application should be approved. This statement must also be endorsed as correct by the employer. Approvals are valid for the calendar year.

- Where training extends from one week to another, the apprentice or trainee will be eligible to receive the accommodation allowance for all nights spent away from home (including weekend nights). If the apprentice or trainee returns home for the weekend, the claim will be assessed as if each week is a distinct training block.

## Special Circumstances

- Travel between **Bathurst and Orange** (110 km allowance) has been established as a special case for which off-the-job training assistance will be provided.
- Where **temporary, exceptional or unusual circumstances** apply (e.g. road closure due to flooding, family crisis, etc) resulting in additional travel or additional nights away from home, claims for additional payments may be lodged. Reasons for such claims must be included with the application together with any supporting evidence. Claims will be assessed by the Commissioner or delegate on a case by case basis.
- Some RTOs may require apprentices or trainees to participate in **interstate or overseas competitions** as part of the assessment process. Travel and accommodation support for these competitions is not available as the competition is not a mandatory requirement of the apprenticeship or traineeship under the relevant Vocational Training Order.
- **Lord Howe Island residents** who attend training on the mainland are reimbursed for a return economy airfare in addition to an accommodation allowance and travel allowance to and from the airport.



## Relocation and Rental Expenses

Financial assistance may be paid to apprentices and trainees who are:

- registered with the Continuing Apprentices Placement Service (CAPS), and
- who need to relocate to continue their apprenticeship or traineeship with a new employer.

### Eligibility

To qualify for CAPS assistance the following conditions must be satisfied:

- The apprentice or trainee must be unemployed and wishing to continue their apprenticeship or traineeship with a new employer in NSW, and
- The new employer's training address must be more than 60km from the apprentice or trainee's previous place of residence, and

- The apprentice or trainee must be preparing to continue their apprenticeship or traineeship with an identified new employer and the new employer's training address must be in NSW. For apprentices and trainees who work in multiple locations, those locations must be predominantly in NSW, and

### *Exceptions*

- Unemployed apprentices and trainees, from **another State or Territory**, may also be eligible if they supply an *Extract of Service* from the relevant State Training Authority confirming details of their training arrangement and its current status.
- Apprentices and trainees employed by a **Group Training Organisation** who need to relocate in order to take up a position with another host employer may be eligible if it can be established that there were no alternative employers or host employers in the town or region where the apprentice or trainee lived.
- Unemployed apprentices and new-entrant trainees whose NSW training contract is currently cancelled or suspended and are **yet to identify a new employer** (but can demonstrate that they are actively seeking a position with another employer) and are continuing their off-the-job training, are also eligible.

- An unemployed NSW apprentice or trainee who has **moved interstate** may be eligible provided they remain registered as an apprentice or trainee in NSW.

Financial assistance has two components:

- removal cost reimbursement, and
- rental and bond reimbursement allowance

### *Relocation Allowance*

The allowance is a payment to reimburse out-of-pocket expenses for the cost of moving house from a former residence to a new location.

### *Rental Allowance*

Covers the costs of a rental bond (equivalent to a maximum of four weeks rent) and two weeks rent in advance and will be paid after the new training contract has been approved and registered or an existing contract has been transferred.

*Evidence of removal and rental expenses must be provided before these allowances can be paid.*

## ***Taxation***

For tax advice on any of these payments, contact the Australian Taxation Office on 13 72 26 or visit [www.ato.gov.au](http://www.ato.gov.au)

## ***Lodging Claims***

Claims for travel and accommodation assistance to attend off-the-job training for the previous year must be submitted by 30 June in the year following the year of travel. Claims for expenses prior to the previous year will not be considered.

Claims for relocation and rental assistance must be submitted within six months of the commencement date of the new training contract, or within six months of the transfer date.

## ***Allowance Rates***

Travel:	\$0.33 per km
Accommodation:	\$ 56.00 per day
Relocation & Rental:	Up to a maximum of \$2500.00

## ***Information***

Contact your nearest Training Services NSW Office on 13 28 11 for further information in relation to apprenticeships and traineeships.

For enquiries regarding the **travel and accommodation allowance (VTAS)** call 1300 533 470 or email: [vtas@industry.nsw.gov.au](mailto:vtas@industry.nsw.gov.au)

For enquiries regarding the **relocation allowances (CAPS)** call 13 28 11 or email: [caps@industry.nsw.gov.au](mailto:caps@industry.nsw.gov.au)

## ***Forms***

Go to following link for all forms:

[https://www.training.nsw.gov.au/forms\\_documents/index.html](https://www.training.nsw.gov.au/forms_documents/index.html)

