



FACT SHEET

Apprenticeship and Traineeship Reengagement Incentive

The *Apprenticeship and Traineeship Reengagement Incentive* (the reengagement incentive) provides financial assistance to Western Australian businesses when they employ an apprentice or trainee whose training contract was terminated or cancelled by a previous employer.

Eligible employers (including group training organisations [GTOs]) receive a one-off payment of \$6,000 for reengaging an apprentice, and \$3,000 for reengaging a trainee; payable after the apprentice or trainee's probation period has passed.

Eligibility criteria

Employers (including GTOs) **are eligible** to receive the reengagement incentive provided that they enter into a training contract:

- with an apprentice or trainee whose training contract was terminated (including termination in probation) or cancelled, on or after 1 March 2020 and on or before 30 June 2022, and who is registered on the Department of Training and Workforce Development's (the Department) *Out Of Contract Register* (OOCR);
- the commencement date of employment of the apprentice or trainee is between 1 July 2021 and 30 June 2022;
- the business is not a State or Commonwealth Government agency;
- the business is a WA employer;
- the apprentice or trainee resides in Western Australia. The Indian Ocean Territories are included for the purpose of the reengagement incentive; and
- the apprentice or trainee has passed the relevant probation period or completed the training contract with the new employer.

Local Government, Government Trading Enterprises and not for profit organisations are also eligible to access the reengagement incentive.

Employers who **are not eligible** to receive the reengagement incentive are those who:

- have reinstated an apprentice or trainee whose employment they previously terminated;
- have employed an apprentice or trainee whose employment was terminated by an employer or GTO from the same group of companies or related bodies corporate;
- employ apprentices or trainees who live outside of Western Australia;
- employ an apprentice or trainee following a second or subsequent training contract termination or cancellation, including school-based apprentices and trainees; or
- are a State or Commonwealth government agency.

Claiming the reengagement incentive

Employers who have reengaged an apprentice or trainee who was terminated by a previous employer, prior to 30 June 2022, will be contacted by Apprenticeship Office after the apprentice or trainee has passed through the probation period.

Eligible employers will be required to provide the following evidence prior to the approval of an incentive claim:

- confirmation that a training plan has been signed by the employer, apprentice/trainee (and parent/guardian where applicable) and the nominated registered training organisation (RTO); and
- a copy of a payroll report, time and wages sheet or payslip which includes the following minimum information:
 - the name of the apprentice/trainee as recorded on the training contract in WAAMS;
 - the name of the employer as recorded on the training contract in WAAMS; and
 - the pay period which covers the claim open date.

Please note that if the probation period is extended, then the claim open date will also be extended.

Payment of the reengagement incentive

On receipt of all required information and supporting documentation, Apprenticeship Office will process the claim and make payment to the employer's nominated bank account.

Payments will be made after the expiry of the probation period for the apprenticeship or traineeship, as indicated by the nominal duration of the training contract.

GTOs are not required to pass the reengagement incentive payment on to host employers.

Claims for the reengagement incentive should be made within three months of the apprentice or trainee passing the probation period.

Changes to the training contract

Training contract changes (excluding the assignment or transfer of a training contract to another employer) that are made before or after the probation period expires, will not result in a change to the employer's eligibility to receive the full amount of the reengagement incentive.

Payment will be based on training contract status at the claim open date; that is, the date the probation period has passed.

However, if Employer A reengages a displaced apprentice/trainee and then assigns (transfers) the training contract to Employer B before the probation period expires, then:

- Employer A receives no payment.
- Employer B receives the full incentive payment.

Further information

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