# Travel and accommodation financial assistance information

### *For school-based apprentices and trainees*

The Department of Education (DoE) provides financial assistance to eligible state school-based apprentices and trainees who are required to travel to and from their usual place of residence to attend **off-the-job training** with the Supervising Registered Training Organisation (SRTO) as part of their school-based apprenticeship or traineeship.

Financial assistance consists of:

* car travel and accommodation subsidy; and/or
* funding for flights.

Subsidy limits (including car travel, accommodation and flights) for a 12-month period apply for each state school-based apprentice and trainee.

**Car travel and accommodation subsidy**

A state school-based apprentice or trainee must meet the following requirements to be eligible to claim car travel and/or accommodation subsidy:

* have an active training contract registered under the [*Further Education and Training Act 2014* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2014-025)
* be required to travel 100 or more km return to attend off-the-job training
* attend the closest training provider who provides the course of instruction for the particular training program
* the claim is lodged and finalised within 12 months of a completed training block.

|  |
| --- |
| ***Additional information to assist with the claim*** |
| * The School-based apprenticeships and traineeships (SATs) coordinator in consultation with the apprentice or trainee, will apply for car travel and/or accommodation subsidy using DoE’s [Travel and accommodation subsidy claim form](https://ppr.qed.qld.gov.au/attachment/travel-and-accommodation-subsidy-claim-form.docx).
 |
| * A separate claim form should be completed and submitted following each training block.
 |
| * Applicants may claim **EITHER**:
 | 1. accommodation subsidy and return journey claim **OR**
2. daily travel assistance claim (no accommodation).
 |
| * Subsidy rates for return land travel are:
	+ Zone 1 up to 99 km
	+ Zone 2 between 100 km and 649 km
	+ Zone 3 between 650 km or more km
 |  Not eligible 26 cents per km 32 cents per km. |
| * The accommodation subsidy rate is $55.00 per training day. Any payment for additional nights to accommodate travel is subject to approval by DoE.
 |
| * Subsidy limits for a 12-month period apply for each state school-based apprentice/trainee:
	+ Zone 2 $1500.00
	+ Zone 3 $2550.00.

 The subsidy received is conditional and depends on the date the first training commences. The training must be a continuous block of training, or regular scheduled days over a lengthy period of time.  Contact DoE Curriculum officer, Senior Schooling via VETinSchools@qed.qld.gov.au prior to commencement of any further training to check if a subsidy will be available.  |

|  |
| --- |
| ***Process to apply for car travel and/or accommodation subsidy*** |
| The Principal or nominated officer:1. confirms the apprentice or trainee meets eligibility requirements for financial assistance
2. completes the [Travel and accommodation subsidy claim form](https://ppr.qed.qld.gov.au/attachment/travel-and-accommodation-subsidy-claim-form.docx) in consultation with the apprentice/trainee ensuring:
	1. the claim form relates to one block of training
	2. only one type of claim has been requested:
* accommodation subsidy and return journey; **or**
* daily travel assistance.
	1. all sections are completed legibly and accurately
	2. signatures have been obtained from the SRTO, apprentice/trainee and parent/carer (if under 18 years)
1. scans and emails the completed claim form to VETinSchools
2. provides the apprentice/trainee with a copy of the claim form; and
3. retains a copy of the claim form at the school.
 |
| The DoE Curriculum officer, Senior Schooling:1. checks the details on the Travel and accommodation subsidy claim form for eligibility, completeness and accuracy
2. obtains financial approval from Director, Senior Schooling,
3. facilitates payment through Accounts Payable to the apprentice/trainee.
 |

**Funding for flights**

A state school-based apprentice or trainee must meet the following requirements to be eligible for a funded flight to attend off-the-job training:

* have an active training contract registered under the [*Further Education and Training Act 2014* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2014-025)
* is required to travel in excess of 48 hours; or
* must travel 1400 km or more (return) to the location of the *closest* training provider; or
* reside in Cape York or Torres Strait Islands.

|  |
| --- |
| ***Additional information to assist with air travel funding applications*** |
| * The Principal or nominated officer in consultation with the apprentice/trainee will apply for air travel funding using DoE’s [Air travel application form](https://ppr.qed.qld.gov.au/attachment/air-travel-application-form.docx).
 |
| * An [Air travel application form](https://ppr.qed.qld.gov.au/attachment/air-travel-application-form.docx) must be received by DoE Curriculum officer, Senior Schooling via VETinSchools **at least** 28 days prior to commencement of travel.
 |
| * DoE will book the economy class air ticket upon receipt of the Air travel application form. Once booked the air ticket is NON TRANSFERABLE and NON REFUNDABLE.

NB. Airfares purchased by persons other than DoE Curriculum officer, Senior Schooling **will not be refunded** by DoE. |
| * DoE will email confirmation of the air travel booking to the apprentice/trainee and the Principal or nominated officer using the contact details provided.
 |
| * The apprentice/trainee will be issued with an “E-Ticket” which must be produced, together with student identification or other photo identification at the time of check-in to obtain their boarding pass.

NB. Information provided by the apprentice or trainee could be subject to audit checks.  |

|  |
| --- |
| ***Process to apply for air travel financial assistance*** |
| The Principal of nominated officer:1. confirms the apprentice or trainee meets eligibility requirements for air travel funding
2. completes the [Air travel application form](https://ppr.qed.qld.gov.au/attachment/air-travel-application-form.docx) in consultation with the apprentice or trainee and parent/carer ensuring:
	1. the application is lodged at least 28 days before the commencement of travel
	2. the student understands the conditions of the air ticket to be issued
	3. all sections are completed legibly and accurately
	4. signatures have been obtained from the SRTO, apprentice/trainee and parent/carer (if under 18 years).
3. scans and emails the completed application form to VETinSchools
4. provides the apprentice/trainee with a copy of the application form
5. retains a copy of the application form at the school
6. retains a copy of the airline booking on receipt of the confirmation email from DoE Curriculum officer, Senior Schooling.
 |
| The DoE Curriculum officer, Senior Schooling:1. checks the details on the [Air travel application form](https://ppr.qed.qld.gov.au/attachment/air-travel-application-form.docx) for eligibility, completeness and accuracy
2. obtains financial approval from Director, Senior Schooling
3. books flights following DoE travel guidelines
4. sends confirmation email of airline booking to apprentice/trainee and Principal or nominated officer using the contact details provided.
 |