

PROCESS FOR APPLYING FOR GOVERNMENT FUNDING

For training undertaken with **HR Coach Academy** under a traineeship:



ELIGIBILITY FOR FUNDING

As a registered training organisation (RTO), HR Coach Academy provides a range of training programs that are eligible for government funding, including traineeships for existing workers.

Government funding is available for eligible employees that register for the **Diploma of Management**, **Certificate IV in Human Resources** or the **Certificate IV in Frontline Management** qualifications delivered by HR Coach Academy under a traineeship.

Traineeships are an excellent way to improve the skills of your employees. The process is easy to manage and paperwork is minimal.

HOW MUCH AND WHEN?

Government funding is paid directly to the employer, and is usually **\$4000 per eligible employee**.

Payment is made to the employer in two instalments:

- **\$1,500 initially** (approximately three months from enrolment); and
- **\$2,500 upon completion** (usually paid approximately two months post-completion).

ELIGIBILITY

There are eligibility requirements for those wanting to undertake a traineeship.

Generally participants must be:

- An Australian citizen or permanent resident or New Zealand passport holder who has been a resident in Australia for at least 6 months;
- Employed full time or part time;
- Working a minimum of 15 hours per week; and
- Over 15 years of age.

There are additional criteria that may apply and eligibility varies by state. To find out which employees are eligible,

employers should contact an Australian Apprenticeship Centre (ACC) for an assessment.

If you don't already use the services of an ACC, HR Coach Academy can recommend the services of a highly-reputable and experienced ACC.

WHAT IS AN ACC?

The Australian Apprenticeship Centre will provide services to employers and trainees.

Primarily, they will complete the training contract to engage the trainee and the employer in a traineeship.

The ACC will also provide advice to employers regarding Commonwealth Incentives which may be made available to the employer.

WHAT NEXT?

For more information, please call 1300 550 674 or email academy@hrcoach.com.au and a HR Coach Academy Course Advisor will be happy to assist.