Timeline for Traineeships*

ELIGIBILITY

REGISTRATION

CONFIRMED

CLAIM FORM 1st PAYMENT

COMPLETION

2nd PAYMENT

2-3 DAYS from returning staff list AT YOUR CONVENIENCE

2-4 WEEKS from registration

3 MONTHS from registration

2-4 WEEKS from returning commencement from returning completion from returning completion claim form

1-2 WEEKS certificates 2-3 WEEKS claim

Complete emplyee list from staff.

Forward list to Mairgroup for funding eligibility check.

Australian Apprenticeship Centre (AAC) confirm eligibility from database.

Mairgroup confirm fees & incentives and recommendation of **Registered Training** Organisation (RTO).

Staff enrolled into traineeships by Registered Training Company (RTO).

Staff registered into traineeship contract by AAC.

Employer & Employee to sign contracts.



Registration fee of \$424 due at enrollment.

State Training (DET) registers contracts and confirms traineeship to Employer and Employee.

Induction by RTO, first unit delivered.

Claim forms are sent by AAC for Employer & Employee signature.

Claim forms are to be returned 'promptly' for commencement payment to be made.



\$1,500

^Commencement payment deposited into bank account.

Fees dues for 'Existing Worker' trainee.

AAC to review traineeship at 6 & 12 months.

RTO completes training (Early completion is encouraged fo those who are dedicated to the training scheldule).

RTO sends completion certificates to employer for successful completion.



AAC to have Employer and Employee sign 'compentcy completion claim form' and submit to **DET with RTO completion** certificate.

DET will register and approve the completion claim.

> AAC to forward completion claim form for signature, return promptly for payment.

\$2,500

^Completion payment deposited into bank account.

Fees dues for 'Existing Worker' trainee.

