



## **Funded Training Programs (Traineeships)**

**offered by**

## **Gow Learning International**

- ◆ Flexible, self-paced distance education programs that don't take employees out of the workplace
- ◆ Individualised on-the-job assessments that work within your organisational practices
- ◆ More confident, more competent, more productive employees
- ◆ Programs delivered and supported by Gow, working closely with your managers/leaders
- ◆ Nationally accredited qualifications that motivate and upskill your employees
- ◆ Opportunities to benefit from financial incentives paid to the employer

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## Funded Training – New Employees

### What is A 'New' Employee?



New Employees are employed:

- ◆ less than 3 months if full time (working 31+ hours per week)
- ◆ *or*
- ◆ less than 12 months if part time (and working 15-30 hours per week).

#### Other Eligibility Criteria

For new employees, the majority of training is funded by the State Government. To be eligible, the new employees should:

- Be Australian Citizens or Permanent Residents
- Not have completed an Australian qualification in the chosen area of study at the same level
- Not be the owners or directors of the business

### How Much Does it Cost?

The NSW State Government determines a TAFE Student Admin fee.

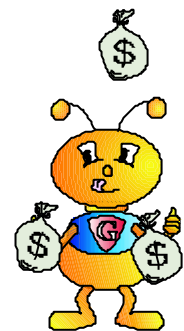
This TAFE Student Admin fee covers:

- Completion of Gow enrolment processes & entry on Gow's database
- Coordinating an Australian Apprenticeship Centre to complete a Training Agreement
- Delivery of learning and assessment resources to the student
- Forwarding of the Training Plan to the employer

The TAFE Student Admin fee is a compulsory fee set by the state government every year and is **non-refundable**.

### What Incentives are Available?

Incentive payments to you, the employer, are up to **\$4,000** for eligible students. In addition, payroll tax exemptions may apply.



### What are the Key Benefits?

- ◆ Students **learn while they work**, in a flexible, self-paced mode of delivery
- ◆ Students receive a **nationally recognised qualification**
- ◆ Employees have a **career pathway** within the organisation
- ◆ Employers can **track student's training** over the web
- ◆ Employers may be eligible for **financial incentives** up to \$4,000 per student
- ◆ Employers may be eligible for **payroll tax rebates** for new trainees

## What is the Eligibility for Payment of Incentives\*?

- Student must be enrolled on a traineeship
- Student must not possess an Australian Qualification at a **Certificate III level or above** - (Except if a vocational qualification – Certificate III or IV - older than seven years)#
- Eligibility is confirmed by an Australian Apprenticeship Centre (AAC)
- 3 month wait for the first payment
- AAC sends claim form to the employer and employer must return the form to the AAC for payment to be made
- Claims for incentives must be made within 12 months.

# **Please note** : If a student is not eligible for incentives payable by the Federal Government, they would most likely still qualify for the funding of training by the State Government.

The student fee is due when the employer receives the incentive payment.

### Incentives Summary for New Entrant Employees

	State Gov Incentives	Federal Gov Incentives
<b>New Employee</b>  (less than 3 months full time or 12 months part time)	If the student is eligible: <ul style="list-style-type: none"><li>• The State Government pays Gow to provide the <b>training programs</b> to your employees</li><li>• The employer is eligible for <b>NSW State Government Payroll Tax Rebates</b> for each trainee enrolled as a New Entrant Trainee.</li></ul>	*If the student is eligible: <ul style="list-style-type: none"><li>• The Federal Government through the AAC will pay the employer <b>up to \$4,000</b> (GST Free) for each student</li></ul> <p>* Please note, all Government Incentives are paid through an AAC and not by Gow and it is the client's responsibility to complete the Claim Form/Tax Invoice supplied by the AAC if an incentive is payable, and return completed form to the AAC.</p>

**Just one commencement payment of \$1,500 paid to the employer, covers the cost of numerous student administration fees,** so this is a great incentive to put *all* new employees through the program, including those with higher qualifications.  
In addition, payroll tax rebates provide further incentives for putting all new employees through the program.

**Payroll Tax** is payable when payroll exceeds a certain amount per annum. For further information, please consult the NSW Office of State Revenue's web site [www.osr.nsw.gov.au](http://www.osr.nsw.gov.au)



State Training Services

Funding for New Entrant Traineeships in New South Wales is funded by the NSW Department of Education and Training through the Apprenticeship and Traineeship Training Program.

## Existing Employee Traineeships

### What is an 'Existing' Employee?

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Existing Employees are employed:

- ◆ more than 3 months if full time (working 31+ hours per week)
- ◆ *or*
- ◆ more than 12 months if part time (and working more than **21-30** hours per week).

#### Other Eligibility Criteria

To be eligible, the employees should:

- Be Australian Citizens or Permanent Residents
- Not possess an Australian Qualification at a **Certificate III level or above** - (Except if a vocational qualification - Certificate III or IV - older than seven years)
- Not be the owners or directors of the business

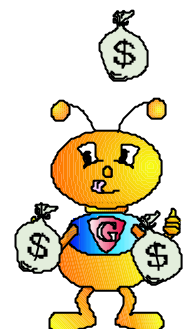
### How Much Does it Cost?

The Gow student fees for existing employees are **\$1,500** paid upon enrolment and **\$800** paid at the end of the program

The reason this payment is higher than the new employee fees is because Gow is not funded for the training by the Government.

### What Incentives are Available?

Incentive payments to you, the employer, are up to **\$4,000** for eligible existing employees.



### What are the Key Benefits?

- ◆ Students **learn while they work**, in a flexible, self-paced mode of delivery
- ◆ Employees **do not have to be new** to be eligible – they can be team members who have been with you for years and you want to upskill and motivate them
- ◆ Students receive a **nationally recognised qualification**
- ◆ Employees have a **career pathway** within the organisation
- ◆ Employers can **track student's training** over the web
- ◆ Employers may be eligible for **financial incentives** up to \$4,000 per student (while only paying student fees of \$2,300)

## What is the Eligibility for Payment of Incentives\*?

- Student must be enrolled on a traineeship
- Student must not possess an Australian Qualification at a **Certificate III level or above**.  
An exception to this may be where the qualification is a vocational qualification older than seven years.
- Eligibility is confirmed by an Australian Apprenticeship Centre (AAC)
- 3 month wait for the first payment
- AAC sends claim to the employer and employer must return the form to the AAC
- Claims for incentives must be made within 12 months.

## Incentives Summary for Existing Employee Traineeships

	State Government Incentives	Federal Government Incentives
<b>Existing Employee</b> (more than 3 months full time or 12 months part time)	<b>None available.</b>  Gow is not funded for the training so fees are invoiced to the employer.	*If the student is eligible: <ul style="list-style-type: none"><li>• The employer will pay Gow student fees (maximum of <b>\$2,300</b> per student).</li><li>• The Federal Government through the AAC will reimburse the employer up to <b>\$4,000</b> (GST Free) for each student</li></ul>

## Refund Policy for Existing Employee Traineeships

- The relevant fee will be invoiced from the traineeship commencement date and will be due within 45 days of the traineeship commencement date.
- If a student withdraws, a full refund (less **\$400** admin fee) can only be given if documentary evidence is supplied to Gow from an Australian Apprenticeship Centre (AAC) stating that the organisation was **not eligible** to receive incentive payments for the student. It is the employer's responsibility to obtain this statement and forward to Gow, upon which a refund will be granted.
- **Invoice Payment Term – 45 days**. If payment of the original invoice is not received as per the Invoice Payment Terms noted above, **no refund will be granted** and the invoice must still be paid as per this policy.
- Students will only be assessed once payment has been received.

## How is the Training Delivered?

- ◆ At enrolment, the program & the learning and assessment process is explained to the student (and manager, where possible). Learning material is given to the student - a red **Learning Guide** that contains information and work related activities and a blue **Assessment Workbook** containing work-related assessment tasks.
- ◆ As the program is distance education, students work through the books at their own pace, learning the information and applying it to their workplace through various activities. A Gow Assessor is available to provide support, motivation and encouragement to the student.
- ◆ At specified times within the program (eg. at the end of 3 months for Phase A if a full time new employee), a Gow Assessor will contact the student to set an appointment time for conducting the assessment. Assessments may be a **face to face** meeting or over the **telephone**.
- ◆ Upon completion of the assessment, the Gow Assessor verifies the student's competence with a workplace supervisor. Once competent, the Gow Assessor provides the student with the next phase.
- ◆ Upon assessment of all phases, a nationally recognised certificate is issued. Depending on your specified requirements, Certificates may be sent to the student or to a central contact who can then present the certificate to the student.



## How Can I Keep Track of my Students?

Gow clients have access to on-line services, which help them manage the training process. This includes access to their student's records from Gow's web site at any time once they have been given an access password. This facility allows the client to view all of their enrolments and allows the client the opportunity to track invoice payments.



## Summary of Key Benefits

- ✓ **The learning is flexible**. The program is individualised allowing students to work at their own pace.
- ✓ **The learning takes place in the workplace**, and builds on workplace specific policies, practices and procedures.
- ✓ **Students receive a nationally recognised qualification** on completion.
- ✓ **It is a platform for future learning** programs. The programs are linked to a comprehensive national qualification pathway for vocational education.
- ✓ **You will have better skilled employees**. This training requires students to complete activities based on their real work environment, specific to your organisation.
- ✓ **You are supported by qualified trainers/assessors** from Gow Learning so the program does not interfere with your core business – we work in partnership with you.
- ✓ You may be eligible for **financial incentives**.