

# National Traineeship Timeline

## 1. Sign up occurs

Training contract & Training Plan (NSW and SA) is signed by employee & trainee.



## 2. Training contract approval

4 - 6 weeks

From State Training Authority. Letter received with all details. Receive incentive eligibility from Sarina Russo Apprenticeships.



## 3. Paid to Employer

6 months

If eligible receive Commencement Incentive Claim, complete & return.

New workers (\*Cert II) \$1,250  
 New workers (Cert III, IV) \$1,500  
 Existing workers \$0



## 4. Monitoring

6 - 7 months

Sarina Russo Apprenticeships visit or phone call to employer & trainee.



## 5. Successful completion

Trainee successfully completes the program and the RTO advises Sarina Russo Apprenticeships.



## 6. Completion Claim & Paperwork

Sarina Russo sends employer Completion Claim and completion paperwork.

If in NSW or SA Early Completion forms with a copy of the certificate must be completed by employer and sent to Sarina Russo Apprenticeships before Completion Claims can be paid. In remaining states the RTO is to advise the Government of trainees completion.



## 7. Paid to Employer

If eligible and providing completion claim and relevant paperwork is received Sarina Russo Apprenticeships pays employer.

Completion Incentive reaches employers bank account in 10-20 working days.

New workers \$2,500  
 Existing workers \$3,000



\*The Certificate II commencement and/or GTO Special Completion incentives are payable where the Australian Apprentice is in one of the following nominated equity groups

- Indigenous Australians;
- Mature aged Australian Apprentices (aged 45 and over);
- Australian Apprentices with a disability;
- Australian Apprentices working in a rural or remote area;
- Australian School-based Apprentices; and
- Job seekers with severe barriers to employment.



Call Sarina Russo Apprenticeships on 1300 178 776 or visit [srapprentice.com.au](http://srapprentice.com.au)  
 f /sarinarussoapprenticeships t @srapprentice

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 Apprenticeships