



## FACT SHEET

# Managing apprenticeships/traineeships

## Frequently asked questions about the impact of COVID-19

As an employer, COVID-19 may impact the continuity of an apprentice or trainee's training contract directly or indirectly. The Department of Training and Workforce Development Apprenticeship Office is taking a flexible approach to help businesses maintain the employment of their apprentices/trainees where possible.

### **What are my options if COVID-19 affects my business and I am unable to fulfil the agreed training contract conditions?**

If COVID-19 results in a change to your business, there are a number of options available to you.

#### **1 Extend the duration of the training contract**

A training contract expires if it reaches the nominal term without the apprentice or trainee having attained all of the required competencies. If the apprentice/trainee requires more time to complete their training, parties should extend the training contract. All parties should agree to extend the training contract before a request is made to Apprenticeship Office.

Extending the training contract provides more time for the apprentice/trainee to complete on and off the job training requirements. This may assist in periods where apprentices or trainees need to take an extended absence from work.

#### **2 Suspend the training contract**

A training contract may be suspended following agreement between the parties (employer and apprentice/trainee) involved in that training contract. Suspension of a training contract ceases the training contract obligations for both the employer and the apprentice/trainee for an agreed period. At the conclusion of the agreed period, the training contract will resume.

Suspending the training contract would allow you to recommence the apprentice/trainee at a later date, when conditions improve; without the loss of continuity for the apprentice/trainee.

#### **3 Vary the training contract from full time to part time**

The parties to a training contract may vary it, provided that all parties agree to the details of a variation prior to notice being given to Apprenticeship Office.

Varying the training contract from full time to part time provides continuity of employment if the apprentice/trainee needs to work reduced hours.

#### **4 Assign/transfer the training contract to a new employer**

An employer may assign (transfer) a training contract to a new employer if the apprentice or trainee and the new employer consent to the assignment, and the training contract is still in effect.

Assigning the training contract to a new employer allows the apprentice/trainee to continue their apprenticeship/traineeship and to remain in paid employment.

#### **Is there any funding available to assist me to keep my apprentice or trainee in employment?**

There are a number of financial incentives available from the State and Commonwealth Governments to help with the costs of employing apprentices and trainees.

##### **State Government incentives**

- The Jobs and Skills WA Employer Incentive  
see [jobsandskills.wa.gov.au/employerincentive](https://jobsandskills.wa.gov.au/employerincentive)
- One-off grant for of \$17,500 for small businesses paying payroll tax.
- Reductions and changes for payroll tax

Information about these State Government incentives can be found on the Jobs and Skills WA website: [jobsandskills.wa.gov.au/covid19business](https://jobsandskills.wa.gov.au/covid19business).

The State Government has also set up a dedicated small business assistance service through the Small Business Development Corporation (SBDC). You can access support services and assistance regarding these financial stimulus measures, as well as other advice – online and over the phone – to help manage the impact of COVID-19. There is also a range of useful information and resources on the SBDC website.

P: 133 140 (8.30 am to 4.30 pm weekdays)  
W: [smallbusiness.wa.gov.au](https://smallbusiness.wa.gov.au)

##### **Commonwealth Government incentives**

- Incentives for Australian Apprenticeships (IAA)
- Supporting Apprentices and Trainees
- The Additional Identified Skills Shortage (AISS) payment
- Support for Adult Australian Apprenticeships (SAAA)
- Disabled Australian Apprentice Wage Subsidy (DAAWS)

Detailed information about these Commonwealth Government incentives can be found at [australianapprenticeships.gov.au/aus-employer-incentives](https://australianapprenticeships.gov.au/aus-employer-incentives) and at [business.gov.au](https://business.gov.au).