

**Frequently Asked Questions**

**Enterprise Training Program (ETP) & Priority Industry Training Program (PIT) – Attendance Subsidy**

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# Background to the ETP, PIT and the attendance subsidy

The initiative was introduced in the sector due to the high demand for training to build a skilled workforce. The Department of Training and Workforce Development (DTWD) implemented the Enterprise Training Program (ETP) as part of the National Partnership for Skilling Australians Fund (NPSAF).

The ETP is designed to address skills priorities for existing workers, support businesses and ensure that workers have the skills and knowledge to meet the current and future needs of the organisation and industry. Similar to ETP, PIT skills workers through completion of Certificate level qualifications.

The programs are a structured partnership between a Registered Training Organisation (RTO) and an employer, designed to provide funded training places for existing workers targeting identified skills gaps and future workforce requirements.

To encourage the uptake of the ETP and PIT, the Department of Communities have made funding available for an attendance subsidy to assist with the wage cost of workers attending ETP funded training.

# What is covered?

The attendance subsidy will contribute to the wage and on-costs of workers completing approved ETP or PIT training at unit/s of competency level. Breaks, travel time and travel cost are not subsidised.

Completion of a unit of competency is defined as both attending training (however delivered) and completing the assessment, regardless of the assessment outcome.

# How much is covered per worker?

The training attendance subsidy is $45 per hour plus tax, of worker attendance and assessment. The subsidy is capped at 100 hours per eligible worker, irrespective of employer, that successfully completes a unit/s of competency.

# How much can my organisation request?

NDIS registered service providers are able to apply for up to 100 hours per eligible worker. See [point 6](#_For_whom_can) of who is eligible.

To discuss your particular circumstances, contact NDS on 9208 9839 or email [ETPsubsidies@nds.org.au](mailto:ETPsubsidies@nds.org.au).

# How long is the attendance subsidy available for?

The attendance subsidy is available for training and assessment of unit/s of competency (course unit) that commence from 1 January 2021 and are completed and invoiced by 16 June 2023.

Examples

Nadia commences Course Unit A training on 6 January 2023 and completes the assessment on 10 January 2023: a wage subsidy can be paid.

Nadia commences Course Unit B training on 30 December 2020 and completes the assessment on 5 January 2021: no subsidy can be paid for any hours of attendance at Unit B.

Nadia commences Course Unit C training on 1 June 2023, completes the assessment and NDS receives the invoice for wage subsidy on 16 June 2023: a wage subsidy can be paid.

Nadia commences Course Unit D training on 10 June 2023, completes the assessment on 16 June 2023 and NDS receives the invoice on 25 June: no subsidy can be paid for any hours of attendance at Unit D.

# For whom can the wage attendance subsidy be claimed?

NDIS Registered Providers in the social assistance and allied health sectors can claim for their employees who:

* provide direct support for people with disability, and
* supervise direct support workers (first line supervisors).

# What training can attract the training attendance subsidy?

The programs are designed to develop and build the skill capacity of existing workers.

The wage subsidy can be paid for worker attendance and assessment of unit/s of competency funded through the ETP or PIT (Appendix 1), specifically:

* Unit/s of competency within nationally recognised full qualifications **(ETP and PIT)**
* existing worker traineeships **(ETP and PIT)** and
* skill sets from the CHC Community Services Training Package, the HLT Health Training Package and accredited courses/skill sets targeting the Social Assistance and Allied Health sectors. **(ETP only)**

# Who can conduct the training?

Registered Training Organisations must both be on the ETP and PIT Existing Worker panels. Refer to Appendix 2.

# What are the steps to apply for the Training Attendance Subsidy?

## Step 1:

NDIS Registered Providers contact the NDS Project Officer on 9208 9839 / [ETPsubsidies@nds.org.au](mailto:ETPsubsidies@nds.org.au) to discuss interest and eligibility

## Step 2:

Complete Attendance Subsidy Expression of Interest Form (EOI) provided by NDS and lodge at [ETPsubsidies@nds.org.au](mailto:ETPsubsidies@nds.org.au)

NDS will assess the EOI and provide written pre-approval.

## Step 3:

NDIS registered provider works with their preferred Registered Training Organisation to apply to DTWD for ETP or PIT funding. The attendance subsidy pre-approval notification from NDS must be lodged with the ETP or PIT application.

## Step 4:

Provide to NDS your ETP or PIT funding approval from DTWD to confirm the attendance subsidy. NDS will provide written approval of the attendance subsidy.

\* NDIS Registered Providers who have lodged an attendance subsidy EOI, should advise NDS of the outcome of their ETP or PIT application with DTWD.

# How will applications be assessed?

Applications will be assessed in order of receipt until the subsidy budget is fully allocated. Contingent upon the pattern of demand which emerges, funding rounds may be considered in order to facilitate fair and equitable access for all NDIS Registered Providers to the limited funding available.

Applicants who are unsuccessful will receive feedback and may have the opportunity to reapply if funds are still available.

# How is the subsidy claimed?

Within six weeks of a worker completing unit/s of competency (i.e. training and assessment components), the NDIS registered service provider must submit an invoice with NDS via email at [ETPsubsidies@nds.org.au](mailto:ETPsubsidies@nds.org.au)

## Invoice

An invoice addressed to National Disability Services (NDS), detailing their organisation name, postal address, ABN, subsidy amount, organisation’s bank details and email address for the remittance advice.

NDS must be invoiced no later than 16 June 2023 for all training completed.

## Details of training attendance and completion of assessment to support wage subsidy claim

* Attendee full name
* Name of training provider
* For each completed unit of competency (course unit) include:
  + Course unit ID
  + Course unit name
  + Hours attended at training and assessment
* Records of attendance provided by the training provider (if available).

NDS will seek further evidence of attendance from DTWD and registered training organisations if required.

# When can NDIS Registered Providers expect to be reimbursed?

The attendance subsidy will be paid within three weeks of receipt of both the invoice and evidence of completed training/assessment.

# Can NDIS Registered Providers apply more than once?

Yes, NDS will assess new applications made by NDIS Registered Providers in accordance with the established process and considerations of fairness and equity of access to the attendance subsidy.

# What happens if a worker does not complete the training requirement?

To receive the training attendance subsidy for a worker, training hours must be attended and the assessment completed.

## Examples

Nadia attends all the hours of training and completes the assessment for Course Unit A, however was not assessed as competent: a subsidy can be claimed for Nadia’s training and assessment hours

Nadia attends 10 of the 15 hours of training associated with Course Unit B and does not complete the assessment: a subsidy cannot be claimed for any of these hours.

Nadia attends 10 of the 15 hours of training associated with Course Unit C and completes the 2 hour assessment: a subsidy can be claimed for the 10 training hours and 2 hour assessment.

# Who can be contacted for help?

For further information, please contact NDS:

Telephone: 08 9208 9839

Email: [ETPsubsidies@nds.org.au](mailto:ETPsubsidies@nds.org.au)

# Appendix 1: List of Qualifications & Skill Sets

## List of Eligible Qualifications (all eligible under ETP)

**\* Also eligible under PIT and Existing Worker traineeships**

|  |  |
| --- | --- |
| **Qualification Id** | **Qualification Name** |
| CHC22015 \* | Certificate II in Community Services |
| CHC24015 | Certificate II in Active Volunteering |
| CHC32015 \* | Certificate III in Community Services |
| CHC33015 \* | Certificate III in Individual Support |
| CHC34015 | Certificate III in Active Volunteering |
| CHC40313 \* | Certificate IV in Child, Youth and Family Intervention |
| CHC42015 \* | Certificate IV in Community Services |
| CHC43015 \* | Certificate IV in Ageing Support |
| CHC43115 \* | Certificate IV in Disability |
| CHC43215 | Certificate IV in Alcohol and Other Drugs |
| CHC43315 \* | Certificate IV in Mental Health |
| CHC43415 | Certificate IV in Leisure and Health |
| CHC43515 \* | Certificate IV in Mental Health Peer Work |
| HLT20113 \* | Certificate II in Aboriginal and/or Torres Strait Islander Primary Health Care |
| HLT23215 \* | Certificate II in Health Support Services |
| HLT26115 \* | Certificate II in Indigenous Environmental Health |
| HLT30113 \* | Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care |
| HLT31115 | Certificate III in Non-Emergency Patient Transport |
| HLT33015 \* | Certificate III in Allied Health Assistance |
| HLT33115 \* | Certificate III in Health Services Assistance |
| HLT33215 | Certificate III in Health Support Services |
| HLT36015 | Certificate III in Population Health |
| HLT36115 \* | Certificate III in Indigenous Environmental Health |
| HLT37315 | Certificate III in Health Administration |
| HLT40113 | Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care |
| HLT40213 \* | Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice |
| HLT41115 | Certificate IV in Health Care |
| HLT43015 \* | Certificate IV in Allied Health Assistance |
| HLT46015 | Certificate IV in Population Health |
| HLT46115 | Certificate IV in Indigenous Environmental Health |
| HLT47415 | Certificate IV in Audiometry |
| HLT47715 | Certificate IV in Medical Practice Assisting |
| 10719NAT | Certificate IV in Leadership and Innovation in Dementia Services |

## List of Eligible National Skill Sets (ETP only)

Units of competency within these skill sets are also eligible.

|  |  |
| --- | --- |
| **Qualification Id** | **Skill Set Name** |
| CHCSS00061 | Family support services work skill set - provide support |
| CHCSS00063 | Working with families skill set |
| CHCSS00066 | Client-oriented service delivery skill set |
| CHCSS00067 | Administer and Monitor Medication Skill Set |
| CHCSS00070 | Assist Clients with Medication Skill Set |
| CHCSS00071 | Basic Foot Care Skill Set |
| CHCSS00075 | Chronic Disease Self-Management |
| CHCSS00076 | Coordinate Client Directed Services |
| CHCSS00078 | High Support and Complex Care - Aged Care |
| CHCSS00084 | Lead and support colleagues |
| CHCSS00087 | Risk Management |
| CHCSS00089 | Service Coordination and Collaboration |
| CHCSS00091 | Team Leader |
| CHCSS00093 | Alcohol and Other Drugs Skill Set |
| CHCSS00094 | High Support and Complex Care - Disability Skill Set |
| CHCSS00095 | Dementia Support - Service Delivery Skill Set |
| CHCSS00096 | Disability Work - Behaviour Support Skill Set |
| CHCSS00097 | Individual Support - Ageing Skill Set |
| CHCSS00098 | Individual Support - Disability Skill Set |
| CHCSS00099 | Individual Support - Home and Community (Ageing) Skill Set |
| CHCSS00100 | Individual Support - Home and Community (Disability) Skill Set |
| CHCSS00102 | Mental Health Co-existing Needs Skill Set |
| CHCSS00103 | Mental Health Peer Work Skill Set |
| CHCSS00105 | Palliative Approach Skill Set |
| CHCSS00106 | Facilitate Independent Travel Skill Set |
| CHCSS00110 | Mediation Skill Set |
| CHCSS00112 | Suicide Bereavement Support Skill Set |
| CHCSS00113 | Crisis Support Skill Set |
| HLTSS00027 | Occupational First Aid Skill Set |
| HLTSS00029 | Ear and Hearing Health Skills Set for Aboriginal and/or Torres Strait Islander Primary Health Care |
| HLTSS00035 | Chronic Condition Self-management for Aboriginal and/or Torres Strait Islander Clients Skill Set |
| HLTSS00036 | Aboriginal and/or Torres Strait Islander Eye Health Coordinator Skill Set |
| HLTSS00038 | Aboriginal and/or Torres Strait Islander Disability Care Skill Set |
| HLTSS00039 | Aboriginal and/or Torres Strait Islander Aged Care Skill Set |
| HLTSS00044 | Nutrition Support Skill Set for Aboriginal and/or Torres Strait Islander Communities |
| HLTSS00047 | Audiometry Skill Set |
| HLTSS00049 | Oral Health Care Skill Set |
| HLTSS00050 | Oral Health Care Skill Set for Aboriginal and/or Torres Strait Islander Health Workers |
| HLTSS00051 | Allied Health Assistance - Community Rehabilitation Skill Set |
| HLTSS00052 | Allied Health Assistance - Nutrition and Dietetics Skill Set |
| HLTSS00053 | Allied Health Assistance - Occupational Therapy Skill Set |
| HLTSS00054 | Allied Health Assistance - Physiotherapy Skill Set |
| HLTSS00055 | Allied Health Assistance - Podiatry Skill Set |
| HLTSS00056 | Allied Health Assistance - Social Work Skill Set |
| HLTSS00057 | Allied Health Assistance - Speech Pathology Skill Set |
| HLTSS00061 | Food safety supervision skill set - for community services and health industries |

# Appendix 2: Panel: Registered Training Providers

| **Legal Name** | **Trading Name** | **Contact person** | **Contact telephone** | **Contact email** | **Website** |
| --- | --- | --- | --- | --- | --- |
| Activ Foundation Inc | Activ Pathways | Trish Ridley | 08 9387 0496  0412 268 774 | [trish.ridley@activ.asn.au](mailto:trish.ridley@activ.asn.au) | [activ.asn.au](http://www.activ.asn.au/) |
| Alzheimers Australia WA Ltd | Alzheimers WA | Sharon Richards | 08 9388 2800 | [sharon.richards@alzheimerswa.org.au](mailto:sharon.richards@alzheimerswa.org.au) | [alzheimerswa.org.au](http://www.alzheimerswa.org.au/) |
| AMA Services (WA) Pty Ltd | AMA Training Services | Jan Norberger | 0488 792 153 | [jan.norberger@amawa.com.au](mailto:jan.norberger@amawa.com.au) | [amatraining.edu.au](http://www.amatraining.edu.au/) |
| Amana Living Incorporated | Amana Living Training Institute | Rathini Sonnadara | 0400 767 616 | [rsonnadara@amanaliving.com.au](mailto:rsonnadara@amanaliving.com.au) | [training.amanaliving.com.au](http://www.training.amanaliving.com.au/) |
| ATC Work Smart Inc. | Corporate First Aid Australia | Tony Sommerville | 0408 714 617  1300 177 337 | [tony@corporatefirstaid.com.au](mailto:tony@corporatefirstaid.com.au) | [corporatefirstaid.com.au](http://www.corporatefirstaid.com.au/) |
| Australian Professional Skills Institute Pty Ltd | Australian Professional Skills Institute | Liza Gomes | 08 6365 4386 | [liza.gomes@apsi.edu.au](mailto:liza.gomes@apsi.edu.au) | [apsi.edu.au](http://www.apsi.edu.au/) |
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| Roman Catholic Archbishop of Perth | Centacare Employment and Training | Maree Cleaver | 08 9482 7000 | [mcleaver@centacarewa.com.au](mailto:mcleaver@centacarewa.com.au) | [centacarewa.com.au](http://www.centacarewa.com.au/) |
| SMR Learning Services Pty Ltd | TrainSmart Australia, New Horizons Learning Centre (Perth) | Michael Philip | 08 9265 9600  0406 371 744 | [mphilip@tsa.edu.au](mailto:mphilip@tsa.edu.au) | [tsa.edu.au](http://www.tsa.edu.au/) |
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