

**Fact Sheet**

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

What is the Attendance Subsidy?

The attendance subsidy contributes $45 per hour of training attendance and assessment to assist in covering the wage cost of existing disability service workers providing direct care for clients and includes supervises of workers providing direct care for clients to complete eligible ETP or PIT accredited training.

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

The subsidy is capped at 100 hours per eligible worker irrespective of employer, that successfully completes a unit/s of competency..

Duration of the attendance subsidy

The attendance subsidy is available for training and assessment of unit/s of competency that commence from 1 January 2021 to 16 June 2023.

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

How to Apply

## Step 1:

Contact the NDS Project Officer at [ETPsubsidies@nds.org.au](mailto:ETPsubsidies@nds.org.au) to discuss interest and eligibility.

## Step 2:

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

NDS will assess EOI and provide written pre-approval.

## Step 3:

NDIS registered provider works with their preferred Registered Training Organisation to apply to Department of Training and Workforce Development (DTWD) for ETP or PIT funding. The attendance subsidy pre-approval notification from NDS must be lodged with your ETP or PIT application.

## Step 4:

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

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.

What are the subsidy payment terms?

Within six weeks of a worker completing a course unit (ie training and assessment components), the NDIS Registered Provider must lodge the following documentation with NDS via email at [ETPsubsidies@nds.org.au](mailto:ETPsubsidies@nds.org.au)

1. Invoice

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

## 2. 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/or Registered Training Organisations if required.

Further Information

For further information, please contact NDS:

Telephone: 08 9208 9839

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