

**Enterprise Training Program (ETP) – Attendance Subsidy**

**Frequently Asked Questions**

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# Background to the ETP and the attendance subsidy

The initiative was introduced in the sector due to the high demand for training as a consequence of the NDIS roll-out. 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.

The program is a structured partnership between a registered training organisation (RTO) and an organisation, designed to provide funded training places for existing workers targeting identified skills gaps and future workforce requirements.

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

# What is covered?

The ETP attendance subsidy will contribute to the wage and on costs of staff members completing approved ETP training at course unit level. Breaks, travel time and travel cost are not subsidised.

Completion of a course unit 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 of worker attendance/assessment. The subsidy is capped at 100 hours per eligible worker, irrespective of employer.

# How much can my organisation request?

To facilitate fair and equitable access for all NDIS registered service providers to the limited funding available, the assessment of applications will take into consideration the size of the organisation and proposed number of workers and training hours.

To discuss your particular circumstances, contact the NDS Project Officer on 9208 9839 / [ETPsubsidies@nds.org.au](mailto:ETPsubsidies@nds.org.au).

# How long is the attendance subsidy available for?

Attendance at training/assessment of units of study that commence delivery from   
1 January 2021 and are completed and invoiced by 17 June 2022 will be eligible for the wage attendance subsidy.

## Examples

Nadia commences Course Unit A training on 6 January 2021 and completes the assessment on 10 January 2021: 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 2022, completes the assessment and NDS receives the invoice for wage subsidy on 17 June 2022: a wage subsidy can be paid.

Nadia commences Course Unit D training on 10 June 2022, completes the assessment on 17 June 2022 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 service providers in the social assistance and allied health sectors can claim for their employees who:

* provide direct support for people with disability, or
* supervise direct support workers (first line supervisors), and
* meet eligibility to participate in ETP funded training, please head to the [Department of Training and Workforce Development website](https://www.dtwd.wa.gov.au/skilling-australians/enterprise-training-program)

# What training can attract the training attendance subsidy?

The ETP is designed to develop and build the skill capacity of existing workers.

The wage subsidy can be payable for worker attendance and assessment of course units funded through the ETP (Appendix 1), specifically:

* course units within nationally recognised full qualifications
* existing worker traineeships 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.

# Who can conduct the training?

Registered training providers on the ETP panel. Refer to Appendix 2.

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

## Step 1:

NDIS registered service 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 ETP Subsidy Expression of Interest Form provided by the NDS Project Officer 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 service provider works with preferred training organisation to apply to DTWD for ETP funding. Attendance subsidy pre-approval notification from NDS must be lodged with the ETP application.

## Step 4:

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

\* NDIS registered service providers which have lodged an attendance subsidy EOI, should advise the NDS Project Officer to confirm the outcome of their ETP application.

# 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 service 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 a course unit (i.e. training and assessment components)**, the NDIS registered service provider must lodge with the NDS Project Officer via email at [ETPsubsidies@nds.org.au](mailto:ETPsubsidies@nds.org.au).

## Invoice:

An invoice addressed to National Disability Services, detailing their organisation name, postal address, ABN, subsidy amount, organisation’s bank details, email address for the remittance advice, other identifiers required by the invoicing organisation.

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

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

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

# When can disability service 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 disability service providers apply more than once?

NDS will assess new applications made by NDIS registered service 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 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 but 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?

Sumi Behsman is the NDS Project Officer for the ETP Attendance Subsidy:

Telephone: 08 9208 9839

Mobile: 0448 802 767

Email: ETPsubsidies@nds.org.au

Post: PO Box 184 Northbridge WA 6865

# Appendix 1: List of Qualifications & Skill Sets

## List of Eligible Qualifications

| **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 |
| HLT35015 \* | Certificate III in Dental Assisting |
| 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 |
| HLT45015 \* | Certificate IV in Dental Assisting |
| 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 |

\* Eligible under Existing Worker traineeships

## List of Eligible National Skill Sets

| **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/) |
| Central Regional TAFE | Central Regional TAFE | Karen Watts | 08 9956 2716 | [karen.watts@crtafe.wa.edu.au](mailto:karen.watts@crtafe.wa.edu.au) | [centralregionaltafe.wa.edu.au](http://www.centralregionaltafe.wa.edu.au/) |
| Flex-Ability Pty Ltd | My Flex Training | Therese De Luce | 08 9427 7514 | [theresed@myflexhealth.com.au](mailto:theresed@myflexhealth.com.au) | [myflexhealth.com.au/training](http://www.myflexhealth.com.au/training/) |
| Insight Training Group Australia Pty Ltd | Insight Training | Amanda Barrett | 0438 302 321 | [amanda.barrett@insight.edu.au](mailto:amanda.barrett@insight.edu.au) | [insight.edu.au](https://insight.edu.au/) |
| Kimberley Aboriginal Medical Service Ltd | KAMS RTO | Raelene McKenn a | 08 9194 3200 | [rtoteamleader@kamsc.org.au](mailto:rtoteamleader@kamsc.org.au) | [kams.org.au](http://www.kams.org.au/) |
| North Metropolitan TAFE | North Metropolitan TAFE | Julie Fereday | 0409 752 116 | [julie.fereday@nmtafe.wa.edu.au](mailto:julie.fereday@nmtafe.wa.edu.au) | [nmtafe.wa.edu.au](http://www.northmetrotafe.wa.edu.au/) |
| North Regional TAFE | North Regional TAFE | Cheryl SongLoong | 08 9158 5609  0439 248 378 | [cheryl.songloong@nrtafe.wa.edu.au](mailto:cheryl.songloong@nrtafe.wa.edu.au) | [nrtafe.wa.edu.au](http://www.northregionaltafe.wa.edu.au/) |
| 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/) |
| South Metropolitan TAFE | South Metropolitan TAFE | Carole Little | 0439 696 827 | [carole.little@smtafe.wa.edu.au](mailto:carole.little@smtafe.wa.edu.au) | [smtafe.wa.edu.au](http://www.southmetrotafe.wa.edu.au/) |
| South Regional TAFE | South Regional TAFE | Tiana Spencer | 08 9780 7256 | [tiana.spencer@srtafe.wa.edu.au](mailto:tiana.spencer@srtafe.wa.edu.au) | [strafe.wa.edu.au](http://www.southregionaltafe.wa.edu.au/) |