

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

What is the ETP –Attendance Subsidy?

The ETP attendance subsidy will contribute $45 per hour of worker attendance to assist in covering the wage cost of existing disability service workers to complete eligible ETP training.

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

The subsidy is capped at 100 hours per eligible worker that successfully completes the training at a course unit level.

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.

Duration of the attendance subsidy

Attendance at training of course units which commence delivery from 1 January 2021 and are completed by 17 June 2022 will be eligible for the attendance subsidy.

NDS must be invoiced by no later than 17 June 2022 for training completed to ensure payments are completed by 30 June 2022.

Follow these steps to apply

## Step 1:

NDIS registered service providers to make contact with NDS Project Officer at ETPsubsidies@nds.org.au to discuss interest and eligibility.

## Step 2:

Complete ETP Wage Subsidy Expression of Interest Form provided by the NDS Project Officer and lodge at ETPsubsidies@nds.org.au

NDS will assess EOI and provide written pre-approval.

## Step 3:

NDIS registered service provider works with preferred training organisation to apply to Department of Training and Workforce Development (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.

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.

What are the subsidy payment terms?

Within six weeks of a worker completing a course unit (ie training and assessment components), the NDIS registered service provider must lodge with the NDS Project Officer via email at ETPsubsidies@nds.org.au :

## 1. 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.

## 2. 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.

Further Information

For further information, please contact Sumi Behsman:

Telephone: 08 9208 9839

Mobile: 0448 802 767

Email: ETPsubsidies@nds.org.au