



ACT
Government

ACT ACCO WORKFORCE TRAINEESHIP GRANTS PROGRAM 2026

Aboriginal Community-Controlled Organisation (ACCO) Applicant Planning Guide

July 2026

Contents

Contents	2
How to use this guide	3
Your pathway at a glance	3
Planning conversation	4
Traineeship overview	4
Step 1 — Identify the workforce need	5
Step 2 — Design a meaningful trainee role.....	5
Step 3 — Choose how the trainee will be employed	6
Step 4 — Explore the qualification and training.....	7
Step 5 — Plan support for the trainee	7
Step 6 — Estimate resources and budget	8
Step 7 — Review and submit the EOI.....	8
Step 8 — Strengthen and confirm the project	10
Step 9 — Project plan and support model	10
Step 10 — From indicative to detailed budget.....	10
Contacts and official sources	11
ACT Group Training Organisations (GTOs)	12
Frequently asked questions	14
Quick reference: common questions	14
A. Understanding traineeships	14
B. Direct employment and GTO hosting.....	15
C. Choosing the role, training and RTO	16



Acknowledgement of Country

The Chief Minister and Economic Development Directorate acknowledges the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region.

We respect the Aboriginal and Torres Strait Islander people, particularly our Aboriginal and Torres Strait Islander staff, and their continuing culture and contribution they make to the Canberra region and the life of our city.

How to use this guide

This guide is for Aboriginal Community-Controlled Organisations (ACCOs) and Aboriginal and Torres Strait Islander owned Registered Training Organisations considering an Expression of Interest for the ACT ACCO Workforce Traineeship Grants Program 2026.

It is designed to make traineeship planning easier. You do not need to read every section before starting. Use the parts that help you answer the matching step in the Project Planning Template.

The Project Planning Template records your decisions and forms the basis of your Expression of Interest (EOI).

Complete Part A of the template for the EOI and upload to your online SmartyGrants application.

If invited to apply, re-submit Part A, including any updates to the EOI and add Part B.

At EOI stage

The EOI should show a genuine workforce need, a meaningful paid role, a likely training pathway, a realistic employment model, practical support for the trainee and an indicative funding request. You do not need final agreements, a named trainee, quotes or a fully detailed budget at EOI stage.

Your pathway at a glance

Step	What you will do	Template section	When
PART A, EOI STAGE			
1	Identify the workforce need	Part A, Step 1	EOI
2	Design the trainee role	Part A, Step 2	EOI
3	Choose the employment model	Part A, Step 3	EOI
4	Explore qualification and training	Part A, Step 4	EOI
5	Plan trainee support	Part A, Step 5	EOI
6	Estimate resources and budget	Part A, Step 6	EOI
7	Review outcomes, risks and support needs	Part A, Steps 7-8	EOI
PART B, APPLICATION STAGE			
8	Confirm employment and training arrangements	Part B, Step 9	Full application
9	Build the support model and project plan	Part B, Steps 10-11	Full application
10	Update the detailed budget and final checks	Part B, Steps 12-13	Full application

Planning conversation

A useful first conversation may include the manager or CEO, the likely supervisor, a finance or payroll person, someone who understands cultural support and community needs, and any partner already connected to the proposal.

Aim of the first conversation

Agree on the workforce need, a possible role and arrangements for supervision and wraparound support for the trainee/s. You do not need to settle the qualification, provider or final budget yet.

Traineeship overview

A traineeship is employment combined with on and off the job training leading to a nationally recognised vocational qualification. The trainee works in a real role while completing structured training with a Registered Training Organisation in parallel with on-the-job training. A legally binding registered training contract links the employer and trainee training arrangement.

Who does what

Who	Main role
Applicant organisation as direct employer	Employs and pays the trainee; provides culturally safe work, meaningful on the job training, day-to-day supervision and support; works with the Registered Training Organisation (RTO) and Apprentice Connect Australia Provider; manages the grant.
Applicant organisation as host employer	Provides the workplace, on-the-job training, supervision and support where a GTO is the legal employer; works with the GTO and RTO; and manages the grant.
Trainee	Works, participates in on-the-job and off-the-job training, and develops the skills required for the role and qualification.
Registered Training Organisation (RTO)	Delivers and assesses training, develops the training plan, supports trainee and works with the supervisor/employer.
Apprentice Connect Australia Provider	Provides free advice, checks eligibility, helps establish the training contract, can provide additional employer and trainee support and assists with training contract variations.
Group Training Organisation (GTO), if used	Employs the trainee and places them with the applicant organisation. Usually manages wages, employment administration, training contract administration and placement monitoring. They also add an additional layer of support.

PART A- Planning your EOI

Step 1 — Identify the workforce need

Start with the work your organisation needs done, rather than starting with a qualification. A strong EOI explains the workforce need, why it matters and why a traineeship is a suitable response.

- What work is difficult to recruit for, retain or grow?
- Where is the organisation planning for succession, service growth or changing community needs?
- What capability would make services stronger or more sustainable?
- Could a new employee learn this work progressively while completing a qualification?
- What could the trainee move into after completing the traineeship?
- Who can support the trainee in on-the-job training for the qualification?

Step 2 — Design a meaningful trainee role

The role should be a genuine paid position with useful duties relevant to the traineeship, sufficient work and opportunities to learn. It should not be a collection of unrelated tasks created only to access funding.

A suitable trainee role has	What this means
Real work	The duties are useful to the organisation and linked to a genuine workforce need.
Enough work	There are suitable duties for the proposed hours and length of the traineeship.
Learning opportunities	The trainee can practise skills, receive feedback and gradually take on more responsibility.
Connection to training	The workplace duties can support the nationally recognised qualification.
A supervisor	A capable person has enough time, authority and relevant expertise to guide the trainee in their qualification.
A next step	There is a credible pathway to ongoing employment, career progression or further training.
Useful role-design test	
Would the role still be useful without the grant? Can the duties match a traineeship qualification? Is there enough work? Can the trainee learn safely and progressively? Is there a realistic pathway at completion?	

Australian School-based Apprenticeship (ASbA)

The grant can support an eligible Australian School-based Apprenticeship/traineeship where the participant is at least 15 years old and enrolled to complete their secondary certificate. A school-based traineeship combines secondary school, paid part-time employment and nationally recognised training.

Planning questions

- Is the role suitable for a school-based trainee?
- Who needs to be involved: student, parent or guardian where required, school or college, employer or GTO, RTO and Apprentice Connect Australia Provider?
- Can the workplace provide suitable hours, supervision and support during school terms and school holidays?
- How will training, school commitments, cultural obligations and work be balanced?

ACT work and training hours for ASbAs

Qualification level	ACT requirement
Certificate I	9–20 combined work and training hours a week
Certificate II	11–20 combined work and training hours a week
Certificate III	15–20 combined work and training hours a week

Hours may be averaged over 12 weeks. During school holidays, school-based trainees may work up to full-time hours where permitted by the award. Confirm the exact arrangement with the provider and school.

School-based trainees continue during school holidays

The employment and training arrangement operates throughout the year. Plan supervision, training and support during school holiday periods.

Step 3 — Choose how the trainee will be employed

There are two ways to take part. The applicant ACCO may employ the trainee directly, or host a trainee employed by a Group Training Organisation. Under either option, the applicant organisation provides the workplace, meaningful on-the-job-training, day-to-day supervision and support.

Question	Direct employment	Hosting through a GTO
Legal employer	Applicant organisation	GTO
Payroll, wages and super	Applicant organisation	GTO
Workers' compensation	Applicant organisation	GTO as legal employer; host still has safety duties
Training contract administration	Applicant organisation works with the provider	Usually managed by the GTO
Workplace and daily duties	Applicant organisation	Applicant organisation
Day-to-day supervision	Applicant organisation	Applicant organisation
Main benefit	Direct employment relationship and greater control	Less payroll, HR and training contract administration
Main issue to plan for	Employer obligations and capacity	GTO cost and clear host-employer agreement

Direct employment may suit your organisation when you:

- already have reliable payroll, HR and workers compensation arrangements
- have a manager who can take responsibility for the employment relationship
- want direct control over recruitment and employment decisions
- expect the role to continue after the grant period.

Hosting through a GTO may suit your organisation when you:

- are new to employing trainees
- have limited payroll or HR capacity
- want help with recruitment, employment administration and the training contract
- want extra monitoring and support around the traineeship.

A list of ACT GTOs is available at the end of this document.

At EOI stage

You can state a preferred model or say both options are still being explored. Record what information or partner discussions are still needed.

Step 4 — Explore the qualification and training

Choose the job first, then select training that helps the trainee perform and grow in that job. The qualification should fit the workplace duties, not the other way around.

- Describe the role and core duties.
- Talk with an Apprentice Connect Australia Provider. There are two providers contracted for the ACT region: [MAS National](#) and [MEGT](#). They may be able to assist you with identifying a suitable qualification and RTO if you're not sure how to go about this.
- Identify one or more qualifications or training pathways that appear to fit.
- Check that the qualification is available as an ACT traineeship.
- Ensure you have suitably experienced and/or qualified staff to support the traineeship and on-the-job training.
- Talk with an RTO about delivery, assessment, fees and learner support.

Ask the Apprentice Connect Australia Provider and /or RTO

- Does the qualification match the duties?
- Is the proposed traineeship and participant likely to be eligible?
- How will training be delivered and assessed?
- What is required to establish the training contract?
- What support is available for the learner and supervisor?
- What current incentives or additional supports may apply?
- What fees remain after any subsidy?
- What happens if hours, employer or qualification later change?

What will need to be confirmed later

A training contract usually needs the legal employer, trainee details, ACT workplace address, qualification and RTO, commencement date and duration, hours, workplace supervisor and probation details.

Step 5 — Plan support for the trainee

Good support is part of the traineeship model. Plan regular, culturally safe support from the beginning rather than waiting for the trainee to ask for help after a problem occurs.

Support area	Questions to consider	Possible provider
Workplace supervision	Who has the relevant expertise/ qualification to supervise and provide on-the-job training, check progress and provide feedback? Who is the backup supervisor? You can refer to the WorkSafe ACT Supervision Guidance Note for further details on supervision obligations or contact WorkSafe ACT for advice	Supervisor or team leader

Cultural support	Who can provide culturally safe support without placing all cultural load on one person?	Internal or external cultural mentor
Learning support	How will work and training time be coordinated? What help may be needed with literacy, numeracy or digital skills?	RTO, supervisor, foundation skills support
Wellbeing support	How will concerns be raised early and privately?	Manager, mentor, EAP or community support
Practical support	Could transport, childcare, clothing, tools, equipment or digital access affect participation?	Project funding or referral services
Team support	Does the team understand the role and how to support learning?	Manager and whole team
Cultural safety is part of project design Consider how the trainee will be welcomed, how cultural obligations will be respected, who they can speak with, and how cultural support work will be recognised and resourced.		

Step 6 — Estimate resources and budget

The EOI needs an indicative funding request, not a final budget. Build the estimate from the resources needed to employ, train and support the trainee successfully.

- trainee wages and employment on costs
- GTO fees, if a GTO may be used
- supervision time, staff release and leave cover
- cultural support, mentoring and wellbeing support
- recruitment, onboarding and checks
- training-related costs not met through existing funding this includes employer tuition fees.
- equipment, clothing, tools and workplace needs
- transport, childcare, digital access or other participation support
- project coordination, reporting and evaluation.

Estimate, do not guess

Use likely hours, duration, wage assumptions, known fees and reasonable quantities. Record how each figure was estimated. Exact figures and quotes can be confirmed at the full application stage.

Important budget checks

- Request only costs reasonably needed for the project.
- Show any organisational contribution or other subsidy. Matched funding is not mandatory, but value for money is assessed.
- Do not fund the same cost twice.
- Core training costs should use existing training funding, such as User Choice, where available.
- Include cultural load and staff time where directly related to delivery and permitted by the guidelines.

Step 7 — Review and submit the EOI

Before uploading Part A of the Project Planning Template, check that another authorised person has reviewed it.

- The workforce need is clear.
- The role is meaningful, paid and linked to a likely qualification.

- The employment model has been considered.
- Supervision, cultural support and practical support have been considered.
- The funding request is based on listed costs.
- Outstanding questions and support needs are openly recorded.

It is ok not to know everything at the EOI stage

A realistic proposal can include matters still being explored and finalised. Say what needs to be confirmed and what help you would need to further develop your idea in the application stage.

PART B- If invited to submit a full application

If invited to apply, keep Part A of the template and update it only where information has developed.

Step 8 — Strengthen and confirm the project

- Confirm the legal employer and employment conditions.
- Confirm the qualification, RTO, training delivery and likely fees.
- Confirm the GTO, if applicable.
- Confirm supervision, mentoring, cultural support and escalation arrangements.
- Develop a practical recruitment approach.
- Build a timed project plan.
- Convert the indicative estimate into an itemised budget and obtain required evidence.
- Explain the pathway to continued employment, career progression or further training.

Step 9 — Project plan and support model

The full application should show how the project will work in practice. Include who is responsible for key activities, when they will occur, what evidence will show they are complete, and how the trainee will be supported if issues arise.

Useful milestones include finalising partners, recruiting the trainee, completing the training sign-up, trainee commencement, first-month review, first 90-day review, ongoing progress reviews, grant reporting, completion and transition planning, and final acquittal.

Step 10 — From indicative to detailed budget

At EOI	For the full application	Useful evidence
Likely wage cost refer to wage resources at Fair Work Ombudsman	Wage calculation based on hours, duration and employment basis	Award/pay advice or GTO estimate
Possible GTO fee	Confirmed fee and services	Written estimate or quote
Supervisor time	Hours, rate and reason for staff release	Internal calculation
Training fees not covered by User Choice or other funding	Confirmed subsidy and remaining fee	RTO information
Equipment/support/ and other costs	Quantity, price and project purpose	Quote where required

Contacts and official sources

The National Code of Good Practice for Australian apprenticeships and traineeships is a guide to help employers and apprentice/trainees understand their obligations under the legally binding training contract.

Question	Contact
Grant eligibility, budget or project changes	Skills Canberra Grants and Projects Team
Choosing a qualification, sign-up or training-contract variations, incentives and general inquires.	Apprentice Connect Australia Provider
Training delivery, assessment or learning support	Selected RTO
Pay, award and employment entitlements	Fair Work Ombudsman or employment adviser
GTO employment or placement issues	GTO
Workplace safety including supervision or workers compensation	WorkSafe ACT
WWVP or screening	Access Canberra
Program support Skills Canberra Grants and Projects Team Phone: 6205 4006 Email: skills.projects@act.gov.au Contact the team if you are unsure about eligibility, employment models, eligible costs, training arrangements, support needs, SmartyGrants or project changes.	

ACT Group Training Organisations (GTOs)

Current as at July 2026.

For an up-to-date listing of ACT GTOs refer to the [National GTO register](#) and apply the ACT filter.

GTO Trading Name	GTO Legal Name	Industries Served
1300 Apprentice	Sydney Training and Employment Ltd	Building and Construction; Communications; Finance, Insurance and Business Services
AFL Sports Ready	AFL Sports Ready Limited	Arts and Entertainment; Communications; Finance, Insurance and Business Services; Public Sector; Retail and Wholesale; Sport and Recreation
AI Group Apprentice and Trainee Centre	Alliance Industry Group Training Services Pty Ltd (ACN 007 111 337) ATF Australian Industry Group Training Services Trust	Automotive; Building and Construction; Furnishing, Light Manufacturing, Textile Clothing and Footwear; Manufacturing Engineering; Process Manufacturing; Utilities and Electrotechnology
Apprenticeship Careers Australia	Alliance Health Services Group Pty Ltd	Automotive; Building and Construction; Finance, Insurance and Business Services; Food Services; Manufacturing Engineering; Process Manufacturing; Utilities and Electrotechnology
Apprenticeships R Us	Apprenticeships Are Us Ltd	Automotive
Australian Training Company Limited	Australian Training Company Limited	Automotive; Building and Construction; Communications; Community Services and Health; Finance, Insurance and Business Services; Food Services; Public Sector; Sport and Recreation,
Electro Group Training	The Electrotechnology Industry Group Training Company Limited	Utilities and Electrotechnology
Housing Industry Association Limited	Housing Industry Association Limited	Building and Construction
HTN - Hospitality Employment Solutions	Hospitality Training Network Ltd	Food Services
IAHA Group Training	Indigenous Allied Health Australia	Community Services and Health
Maxima Group Training	Maxima Training Group (Aust) Ltd	All industries
MEGT	MEGT (Australia) Ltd	Building and Construction; Communications; Finance, Insurance and Business Services; Public Sector; Utilities and Electrotechnology
MobReady Pty Ltd	MobReady Pty Ltd	Automotive; Building and Construction; Communications; Finance, Insurance and Business Services; Food Services;

		Property Services; Public Sector; Transport and Distribution; Utilities and Electrotechnology
Murray Mallee Training Company Ltd	Murray Mallee Training Company Ltd	Transport and Distribution
NECA Electrical Apprenticeships	NECA Training Pty Ltd	Utilities and Electrotechnology
Programmed Skilled Workforce Limited	Programmed Skilled Workforce Limited	All industries
Protech Personnel	Protech Personal (NSW) Pty Ltd	All industries
Y Careers Limited	Y Careers	Community Services and Health
Zeal Futures	Zeal Futures Pty Ltd	All industries

Frequently asked questions

Use this section when you need a specific answer. Contact Skills Canberra if your circumstances are unusual or the answer affects your grant proposal.

Quick reference: common questions

Do we need a named trainee for the EOI?

No. The EOI should show a realistic role, employment model and recruitment approach. A named trainee and final agreements are not required at EOI stage.

Does the grant require more than one trainee?

No. A project may support one or more trainees. Quality, likely impact and the strength of the employment and support model matter more than participant numbers alone.

Can we use the grant for an existing employee?

The program is intended to create new traineeship opportunities. It is not intended to subsidise an existing position or support an existing employee to undertake training as part of their current role.

Do we have to guarantee an ongoing job?

No unconditional guarantee is required, but the proposal should show a credible pathway to ongoing employment, career progression or further training.

Can the trainee be casual?

No. ACT traineeships must be full-time or part-time. Casual employment is not permitted under an ACT training contract.

Do we need quotes at the EOI stage?

No. The EOI does not require a fully itemised budget, final agreements or quotes.

A. Understanding traineeships

What is the difference between a traineeship and ordinary employment?

A traineeship is employment under a formal training contract. The employee also completes structured on-the-job and, where required, off-the-job training and assessment towards a nationally recognised qualification.

Is a trainee an employee?

Yes. A trainee is a paid employee, not a volunteer, work-experience participant or unpaid student placement.

What is the difference between a traineeship and an apprenticeship?

Both combine paid employment and formal training through Australian Apprenticeship arrangements. Apprenticeships commonly lead to trade qualifications and are often longer in duration. Traineeships are often shorter, commonly one to two years, and may cover occupations such as administration, business, community

services and information technology. Both apprenticeships and traineeships are formalised through Australian Apprenticeships arrangements.

How long does a traineeship take?

Many full-time traineeships take about one to two years, but the official duration depends on the qualification and employment arrangement. Part-time arrangements usually take longer.

B. Direct employment and GTO hosting

What does direct employment mean?

Your organisation is the legal employer. It manages the employment relationship, payroll, superannuation, leave, workers compensation, training-contract relationship, on-the-job training, supervision and support.

What is a Group Training Organisation?

A Group Training Organisation, or GTO, recruits and employs apprentices and trainees and places them with host employers. The GTO manages employment and apprenticeship administration, while the host provides the workplace, on-the-job learning and daily supervision.

Does using a GTO remove all responsibility from our organisation?

No. Your organisation remains responsible for providing safe work, suitable duties, daily supervision, on-the-job learning and prompt communication with the GTO and RTO.

Can a small ACCO host a trainee?

Yes, if it can provide enough suitable work, safe supervision and support. A GTO may reduce the HR and payroll burden, but it does not replace day-to-day workplace supervision.

Can the grant pay GTO costs?

Reasonable GTO costs may be considered where they are necessary, clearly explained, value for money and not funded elsewhere.

What should be in the host-employer agreement?

A host-employer agreement should clearly cover responsibilities, supervision, safety, communication, the charge-out rate, other possible costs, training arrangements, performance issues and what happens if the placement ends.

Can we change from direct employment to a GTO later?

Possibly, but this changes the legal employer and training contract and may change the grant project. Obtain advice and any required approvals before making the change.

Can the trainee move between host employers?

A GTO may arrange another host where appropriate. The GTO, Apprentice Connect Australia Provider, RTO and Skills Canberra must manage the formal arrangements and any grant implications.

C. Choosing the role, training and RTO

Should we choose the role or qualification first?

Choose the job and workforce need first. Then select a qualification that supports the actual duties and skills needed.

What makes a role suitable for a trainee?

The role needs real work, enough duties for the proposed hours, learning opportunities, an available suitably experienced or qualified supervisor and a clear connection to the qualification.

Can the role include different kinds of work?

Yes, where the duties are coherent, safe and suitable for the qualification. Avoid creating a collection of unrelated tasks that does not provide a clear occupation or learning pathway.

How do we find an appropriate qualification?

Use the ACT Qualifications Register and ask an Apprentice Connect Australia Provider for help. The qualification must be approved for an ACT traineeship.

What if the qualification is not on the ACT Qualifications Register?

Speak with Skills Canberra early. A process may be available to consider adding a qualification, but approval can take time and is not guaranteed.

What is an RTO?

A Registered Training Organisation, or RTO, is the provider that delivers and assesses the nationally recognised qualification.

Can we choose an Aboriginal and Torres Strait Islander owned RTO?

Yes, if it is approved to deliver the selected qualification in the ACT. Check delivery quality, availability, fees, cultural safety and learner support.

Can the RTO deliver training in our workplace?

Possibly. Delivery may be workplace-based, classroom-based, online or in blocks. Ask the RTO what is available and suitable for the trainee and role.

What is a training plan?

A training plan records the units, training and assessment arrangements, workplace learning, responsibilities and expected timing. The employer, trainee and RTO should understand and agree to it.

Can prior skills be recognised?

The RTO can assess whether recognition of prior learning or credit transfer is suitable. Recognition should be based on evidence of actual skills and previous study.

D. Recruitment and sign-up

How can we find a trainee?

You may use community networks, schools or colleges, a GTO, employment services, community organisations and suitable public advertising. The process should be fair, appropriate and culturally safe.

Can we choose someone already known to our organisation?

Potentially, if the person is suitable and eligible and the selection process is appropriate. Declare and manage any family, governance, ownership or other conflict of interest.

What is an Apprentice Connect Australia Provider?

An Apprentice Connect Australia Provider is a free service funded by the Australian Government that helps employers and trainees understand options, check eligibility, establish the training contract and access support.

There are two providers contracted for the ACT region:

- [MAS National](#)
- [MEGT](#)

When should we contact an Apprentice Connect Australia Provider?

As soon as you have a reasonably clear role, hours and employment model. Early contact can help prevent problems with qualification choice, eligibility, wages and timing.

What information will we need for sign-up?

Usually the legal employer name and ABN, ACT workplace address, proposed hours, award or agreement, qualification, RTO, supervisor details, commencement date and trainee eligibility information.

Does the workplace need to be in the ACT?

An ACT training contract requires an ACT employer with a physical workplace address in the ACT. The grant participant must also live or work in the ACT.

Does the trainee need a Unique Student Identifier?

Yes. The trainee must have, or be prepared to apply for, a Unique Student Identifier, or USI, for nationally recognised training.

Can employment start before the training contract is approved?

Employment may start, but do not assume trainee wages or conditions apply before there is an approved training contract. Contact the Apprentice Connect Australia Provider and obtain pay advice before the start date.

What if the trainee is under 18?

A parent or guardian may need to be involved in the sign-up. Under this grant, a person still enrolled at school or college would normally participate through an eligible school-based traineeship.

E. Pay, hours and workplace obligations

How much must we pay the trainee?

It depends on the applicable award or enterprise agreement and the person and traineeship. Use the [Fair Work Pay and Conditions Tool](#) or obtain tailored advice. Do not use a guessed rate.

Can we pay more than the minimum?

Yes. The legal rate is a minimum. A higher rate may be paid if it is affordable and reasonably explained in the grant budget.

Can we pay a trainee rate before the training contract is in place?

No. An employee cannot be paid trainee wages and conditions merely because they are young, inexperienced or expected to become a trainee.

Is training time paid?

Usually, but exact rules vary. Fair Work identifies exceptions for school-based trainees and some part-time trainees whose training is wholly off the job. Confirm the rule for the proposed award and arrangement.

Can the traineeship be part-time?

Yes. A non-school-based ACT part-time traineeship must generally include at least 15 combined work and training hours a week.

Does the trainee receive annual leave and sick leave?

A full-time or part-time trainee receives the applicable National Employment Standards and award or agreement entitlements.

Who pays superannuation?

The legal employer pays superannuation. This is the ACCO under direct employment, or the GTO under a host arrangement.

Do we need workers compensation insurance?

A direct ACT employer must have an appropriate workers compensation policy. A GTO carries the employer policy under a host arrangement, but the host organisation still has workplace-safety duties.

Does the trainee need WWVP registration?

It depends on the duties and whether the work is a regulated activity involving regular contact with vulnerable people. Check the exact role before recruitment.

Can the trainee work from home?

Possibly, if the duties, training, safety and supervision arrangements are suitable. A largely remote role may not provide enough day-to-day learning and support for a new trainee.

F. Supervision, cultural safety and support

Who can supervise the trainee?

A suitable supervisor should have the skills, experience and time to provide safe, effective supervision. Where the occupation requires a licence or qualification, the supervisor must meet the relevant requirement.

Does the supervisor need a training qualification?

The supervisor must have relevant expertise or qualifications to supervise and provide on-the-job training. The level of supervision needed will depend on the qualification, work being undertaken and associated risks. Refer to [WorkSafe ACT supervision guidance](#) or contact [WorkSafe ACT](#) for advice where needed.

Can the supervisor also be the mentor?

Yes, but separating the roles can help. A trainee may want to discuss cultural, personal or career issues with someone who is not their direct manager.

How much supervision time should we budget?

There is no single amount. New trainees generally need more time early on for induction, demonstrations, checking work, feedback and coordination with the RTO.

Can cultural support be funded?

Yes, where it is reasonable, directly related to delivery and not funded elsewhere. This can include mentoring, cultural advice, staff-release time and recognition of cultural load.

Can support be provided by a partner organisation?

Yes. Explain the partner's role, cost, referral arrangements, cultural safety, information sharing and who remains responsible.

What support may be available outside the grant?

The Apprentice Connect Australia Provider, RTO, GTO and other government or community programs may offer mentoring, foundation skills or personal support. Check before budgeting the same cost to the grant.

What if the trainee does not want to discuss a problem with the supervisor?

Provide another trusted contact, such as a mentor, senior manager, GTO consultant or provider support person. Make this pathway clear from the start.

G. Costs and funding

Who pays for the qualification?

The ACT Government may subsidise eligible training through User Choice. The RTO may still charge fees, and the employer may have obligations under the award or agreement. Obtain written fee information.

Does User Choice make training free?

No. Subsidies, fees and employer obligations vary. Use the current ACT Qualifications Register and confirm costs with the RTO.

Can the grant pay the core RTO training fee?

The grant is not intended to replace User Choice or other core training funding. Discuss any remaining costs with Skills Canberra before including them.

Can we receive a wage subsidy or apprenticeship incentive as well?

Possibly. Disclose all other funding and confirm current eligibility with the Apprentice Connect Australia Provider. The same cost cannot be funded twice.

How do we calculate wages for the full project?

Estimate the correct hourly or annual rate, paid hours including applicable training time, expected increases, superannuation, leave and other on-costs. Obtain payroll or employment advice.

What should a GTO quote show?

Ask for the wage component, on-costs, administration or service margin, support services and any extra charges. Make sure the proposed charge covers the full period and likely wage changes.

When are quotes required for the full application?

At least one quote is required for a single purchase of goods or subcontracted services over \$10,000. Internal wages and staffing costs do not require quotes.

Can we claim costs incurred before the Deed of Grant is signed?

No. The guidelines do not allow retrospective funding for costs incurred before the Deed of Grant is executed.