

Workwear/Workgear Bonus

Information for Apprentices and Trainees

What is the Workwear/Workgear Bonus?

The Workwear/Workgear bonus is a one-off payment that apprentices or trainees are eligible for after three months of employment.

A bonus of \$300 will be paid to registered apprentices and trainees that meet eligibility requirements and a bonus of \$1000 will be paid to trade apprentices undertaking training in an identified Northern Territory occupational shortage area.

Through the Workwear/Workgear Bonus Scheme, the Northern Territory Government aims to help apprentices and trainees with the costs they incur buying workwear, safety gear and other work related necessities during the first year of their apprenticeship or traineeship.

Who's eligible for the Workwear/Workgear Bonus?

For apprentices/trainees to claim under the Workwear/Workgear Bonus they must:

- be an Australian citizen, permanent Australian resident or a New Zealand citizen who has resided in Australia for a minimum of 6 months;
- be enrolled in a Level II qualification or above listed in the Northern Territory Apprenticeships and Traineeships Database (www.apprenticeships.nt.gov.au) to claim the \$300 bonus;
- be an apprentice in an identified occupational shortage trade to claim the \$1000 bonus http://www.nt.gov.au/dbe/employment/workforce_nt/occupation_shortage_list.shtml
- have a commencement date in their registered training contract with Australian Apprenticeships NT that is dated less than one year from the date that the Workwear/Workgear Bonus claim is being made;
- still be employed as an apprentice or trainee by the same employer after the three-month qualifying period;
- if commencing a new contract of training, this must be in a different qualification (i.e., Cert II Automotive to Cert III Hospitality) or, if in the same qualification, there must be a 6 month or greater break in employment prior to recommencing and must not have previously completed more than 12 months of the recommenced qualification; and,
- have not previously received the bonus.

The Workwear/Workgear Bonus is also available to part-time apprentices/trainees and school-based new apprentices.

How do I apply for the bonus?

Eligibility against the above criteria will be assessed from information in the Apprenticeship/Traineeship Training Contract lodged with Australian Apprenticeships NT.

Australian Apprenticeships NT will inform apprentices or trainees in writing if they are eligible to receive the bonus and provide claim forms.

After the three-month qualifying period the eligible apprentice or trainee may lodge a claim for the Workwear/Workgear bonus entitlement with Australian Apprenticeships NT. All eligibility criteria must be met prior to the apprentice or trainee receiving the bonus. If you are unsure if you qualify

for the bonus under any of these criteria, please contact Australian Apprenticeships NT on 1300 137 130.

Why do I have to wait three months for the payment?

You will have to wait until the end of the three-month qualifying period for the payment, as the aim of this bonus is to support secure employment, ensure workforce continuity and to increase participation in apprenticeships and traineeships.

Who is eligible for the \$1000 bonus?

Apprentices and trainees in an identified occupational shortage trade can claim the \$1000 bonus.

Eligible occupational shortage trade apprenticeships and traineeships were identified with input from industry, unions, Northern Territory Training Advisory Councils, and Northern Territory and Australian Government departments. The trade occupations that have been identified as being occupational shortage areas for this scheme are listed at

http://www.nt.gov.au/dbe/employment/workforce_nt/occupation_shortage_list.shtml. The occupational shortage list is reviewed annually, to take into account emerging shortages and changes.

How is the bonus paid?

On receipt and assessment of the claim form for eligibility, Australian Apprenticeships NT will make the payment directly into a financial institution account, as nominated by the apprentice/trainee.

Is this bonus taxable?

This bonus forms part of your income and must therefore be included as income on your tax return at the end of the financial year. However, you will also most likely be entitled to claim a deduction for any purchases that you make that are compulsory work wear or gear. If you are entitled to claim a deduction you will need to keep receipts for all work wear and work gear that you purchase.

Can I receive more than one bonus, for example if I am recommencing an apprenticeship?

Each apprentice/trainee is eligible to receive the bonus once only.

This holds for all circumstances, even if the apprentice/trainee leaves one apprenticeship or traineeship to start a different one.

Aims of the Workwear/Workgear Bonus

Through Jobs Plan NT, the Northern Territory Government aims to encourage the uptake of apprenticeships and traineeships by Territorians. The Workwear/Workgear Bonus Scheme is aimed at:

- reducing the financial burden on apprentices and trainees during the first year of their
- employment;
- assisting apprentices and trainees to have appropriate workwear and/or workgear for their job;
- increasing participation in apprenticeships and traineeships;
- building the Territory skills base;
- addressing NT skill shortages.