



EMPLOYING AND SUPPORTING *APPRENTICES* *TOOLKIT*

DELIVERING
FOR QUEENSLAND

Considering employing an apprentice?

Employing an apprentice or trainee is a fantastic way of giving people an opportunity to expand their skills and take the first step in their career. You as a potential employer of an apprentice are key in helping solve the skills shortage. Imparting your years of gained knowledge and experience on the next generation can be a rewarding experience.

Often Employers do not have the time to navigate government programs and incentives for employers and apprentices.

The following guide has been put together to assist in making sure you have all the information at your fingertips and so you don't miss out on the opportunities that can alleviate the pressure of employing an apprentice or trainee.

Already have an apprentice?

See what support is available for your apprentice [click here](#) 

SUPPORT FOR EMPLOYING AN APPRENTICE

Small Business Apprenticeship Pilot Program

The Small Business Apprenticeship Pilot Program supports small and family-owned construction businesses with wage subsidies to train and retain skilled workers.

Eligible small businesses can receive a wage subsidy of 50 per cent of the typical wage for first and second year construction apprentices and 25 per cent for third and fourth year apprentices while attending the equivalent of up to eight weeks of training a year.

The program includes:

- apprentices under 21 may be eligible for a total subsidy payment of \$10,060 over four years;
- apprentices 21 and over may be eligible for a total subsidy payment of \$13,740 over four years.

The pilot program will support 2,000 small business employed construction trade apprentices across the state who commence their apprenticeship from 1 July 2025.

Small business owners can register once an apprentice has completed their probation period, and will be eligible for the subsidy once the apprentice is enrolled and attends training.

For more information, including full eligibility criteria and registration form, visit business.qld.gov.au/apprentice-pilot 

Free Apprenticeships for under 25's

What does 'free' mean

'Free' means we will cover the cost of training, so you or your employer don't have to pay tuition fees. However, you might have to pay related costs, such as uniforms, resources or travel to and from your training provider.

Eligibility

- be a Queensland apprentice or trainee (under a training contract) in a high priority apprenticeship and traineeship qualification
- [High Priority Training List](#) 
- be aged under 25.

Use an Approved training providers

To receive the subsidy, make sure your training provider is an approved training provider.

You can check this by [finding a provider](#)  on the Queensland Skills Gateway: — if they are an approved provider, they will be listed as 'Funded'.

Start an apprentice here = follow our [steps to get started](#)  in an apprenticeship or traineeship.

Not eligible for Free Apprentices for under 25's

You may be able to access

[Fee-Free TAFE](#) ✨

Or Apprentices and trainees may be able to access subsidised training through the [User Choice program](#) ✨

School based apprentices:

- Students are typically in Year 10, 11 or 12
- work **at least** 7.5 hours per week, averaged over every 3 months, for every 12 months of the training contract
- attend school for most of the week
- participate in regular training delivered by the training organisation (e.g. online at school, at TAFE or trade school or at the workplace during the hours of work).

[School, work and training timetable](#) | [Education and training](#) | [Queensland Government](#) ✨



SUPPORT FOR APPRENTICES

Support for apprentices having to travel away for training:

A travel and accommodation subsidy is available to eligible apprentices and trainees who are required to travel at least 100kms return to attend the off-the-job training for the apprenticeship or traineeship. [Find out more here](#) 

Women in Trades program:

The Program is supporting employers and female apprentices in automotive, construction, electrical and manufacturing industries by:

Providing industry led mentoring to female apprentices and female trainees in traineeships with a duration of two or more years.

Supporting workplace cultural change by developing resources and providing training to employers. Resources created as part of the Program will continue to be available and assist employers to create positive changes to workplace culture well beyond the life of the Program.

The program can be accessed by 1st – 4th year Apprentices.

Program information can be found:



Women In Trades Mentoring
[Manufacturing Skills Queensland](#) 



Apprentice Mentoring Program
[HIA](#) 



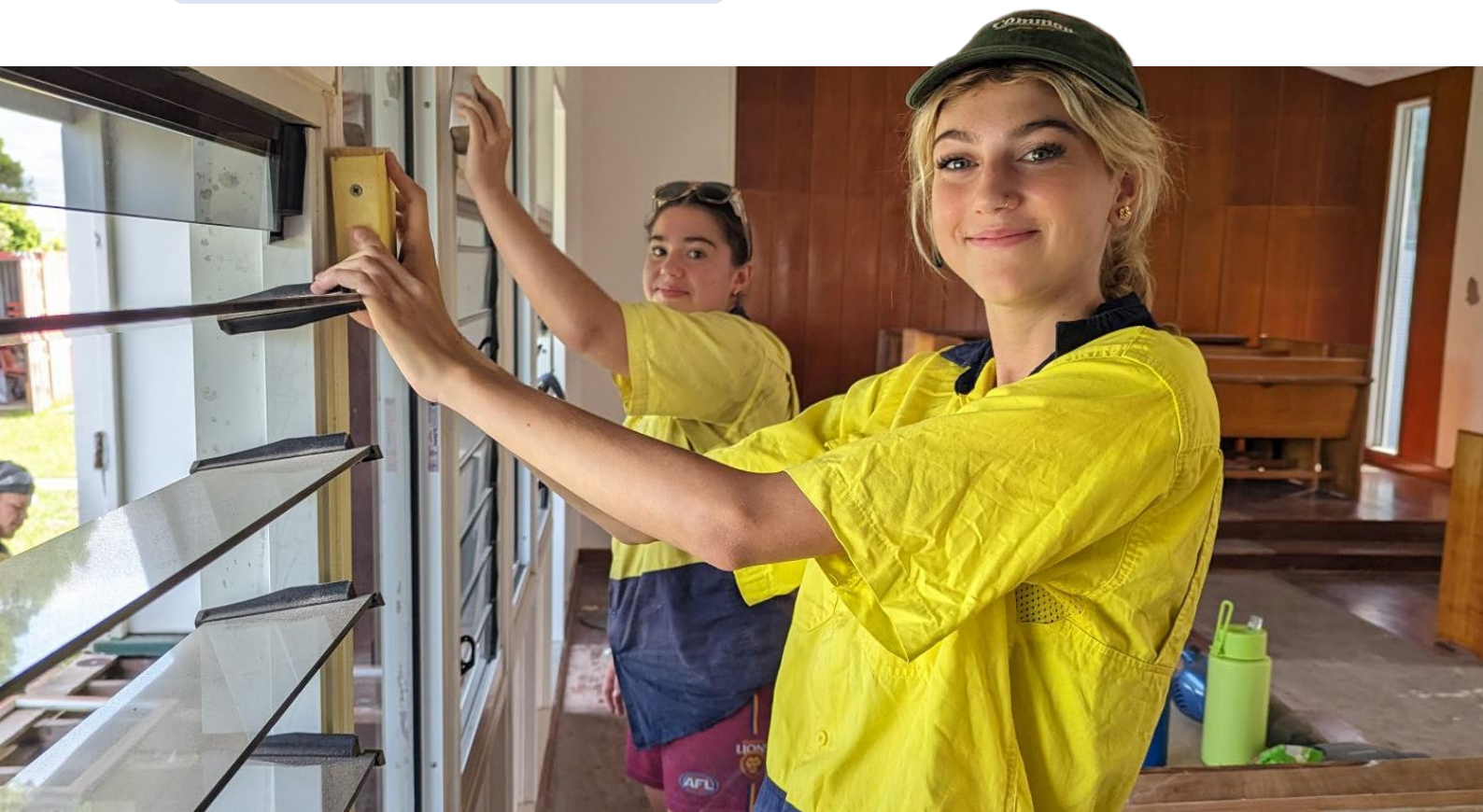
**Automotive Women in Trades
Apprenticeship Mentoring Program**
[MTAQ](#) 



Women in Electricity
[Energy Skills Queensland](#) 



**Emerging Women in Construction
(EWIC)**
[Master Builders Queensland](#) 



BUSINESS AND INDUSTRY SUPPORT

Regional Job Committees:

- identify local workforce challenges and connect stakeholders with government programs, resources, and events
- address barriers to training, workforce participation and business growth
- develop strategies to resolve skills gaps and workforce issues
- support regional job growth and plan for future employment needs
- foster collaboration among local businesses, industry leaders, government, training providers and schools to align local skills with economic activity

[Regional Job Committees](#) ↗

Role of Industry Skills and Jobs Advisors

ISJAs play a critical role in advocating for industry needs and engaging with employers, small business and industry stakeholders. They provide high quality, evidence-based insights into Queensland's labour market, jobs growth and employment opportunities, skills needs, and training solutions to:

- inform and align training and skills priorities and decision making – ensure government programs and investments respond to industry needs, including regional workforce challenges, and emerging employment trends
- strengthen industry connections – support engagement and strategic priorities, including our work with Regional Jobs Committees, Jobs Queensland, and Jobs and Skills Councils (JSCs)
- enhance quality training – provide insights into workforce and employment challenges and opportunities, supporting the Skills Assure Supplier (SAS) system, and assisting with applications, complaints management, audits, and performance reviews
- shape national VET reforms – ensure Queensland make a strong contribution in national, state and local consultation activities, workforce development initiatives, and JSC training projects
- connect industry to training support – help employers, small businesses, and industry stakeholders engage with VET pathways, government programs and initiatives, and events.

[Connect with your ISJA](#) ↗

Industry Workforce Advisor program

The Industry Workforce Advisor program aims to provide workforce planning assistance to employers in small and medium sized businesses, enabling them to address workforce challenges, diversify their workforces, and support workforce growth.

[Industry Workforce Advisors](#) ↗



BUSINESS AND INDUSTRY SUPPORT

Free Cyber Security Support for Small Businesses

The Crisafulli Government is providing cybersecurity support for small and family businesses through the Australian Government's Cyber Wardens program. This support will be delivered through the Council of Small Business Organisations of Australia (COSBOA).

Queensland is the first state to partner with the Australian Government to support the program which offers a range of tools and strategies for small business to mitigate the financial risks associated with cyber threats.

The Cyber Wardens program helps small business owners and their staff:

- spot common red flags;
- use AI safely; and
- take simple steps that make it more difficult for cyber criminals to launch costly and devastating attacks.

The program will see small and family business owners, and their staff, trained to become cyber wardens – the cyber security equivalent of a fire warden or first aid officer.

To find out more, please visit www.cyberwardens.com.au/gov/qld-gov or go to www.business.qld.gov.au and click on **'Free cyber security training'**.

Free Financial and Wellness Support

The Crisafulli Government has extended funding for the Small Business Support Network until June 2028, securing this important wraparound support service for Queensland small and family businesses.

The Network provides free and confidential access to financial counsellors to overcome business challenges including natural disasters, and coaching to get business-related mental health challenges under control and develop the skills to avoid future difficulties.

To find out more, please visit www.business.qld.gov.au

Mentoring for Growth

The Crisafulli Government offers the Mentoring for Growth program that provides free access to around 300 volunteer business experts across Queensland who share insights, options, and suggestions relating to challenges and opportunities experienced by small and family businesses.

Mentoring for Growth mentors can assist with:

- Cash flow
- Growth strategies
- Marketing and sales
- Natural disaster recovery
- Business development
- Finance
- Workforce management
- Cybersecurity
- Export and investment.

To find out more, please visit www.business.qld.gov.au

FEDERAL GOVERNMENT INITIATIVES

Priority Hiring Incentive

The **Priority Hiring Incentive** is a payment for employers of Australian Apprentices training towards an occupation and qualification at a Certificate level III or above listed on the [Australian Apprenticeships Priority Lists](#) . You can use the [Priority List Explorer](#)  to see which occupations and qualifications qualify for support.

You may be eligible to receive a Priority Hiring Incentive of up to \$5000 in the first year of an apprenticeship, paid over two instalments of

\$2,000 at 6 months and \$3,000 at 12 months (full-time)

\$1,000 at 6 months and \$1,500 at 12 months (part-time)

Am I eligible?

The Australian Apprenticeships Incentive System focuses on priority occupations, which are found on the Australian Apprenticeships Priority List. The [Australian Apprenticeships Incentive System](#)  provide the detailed eligibility for the Priority Hiring Incentive and your Apprentice Connect Australia Provider is also able to advise you on your eligibility.

You can only receive the Priority Hiring Incentive if you are not currently receiving the Priority Wage Subsidy or Disability Australian Apprentice Wage Support for the same apprentice.

How do I claim it?

Claims are processed through the [Apprenticeships Data Management](#) .

Your [Apprentice Connect Australia Provider](#)  can help you with any questions you have about your claim.

Disability Australian Apprentice Wage Support (DAAWS)

DAAWS aims to encourage employers to provide Australian Apprenticeships to people with a permanent or temporary disability who are able to participate in open employment with suitable support and training. The incentive is payable to an employer who employs an apprentice who satisfies the disability eligibility criteria. DAAWS is also available to employers who employ apprentices who become disabled during their apprenticeship.

As an employer, you can receive \$216.07 per week for a full-time Australian Apprentices, or on a pro-rata basis, according to the hours worked for a part-time Australian Apprentice.

[Australian Apprentice Wage Support DAAWS](#) 



FEDERAL GOVERNMENT INITIATIVES

Support for the Apprentice:

You can apply for one of the two payments below.

If you're training towards a qualification listed on the Australian Apprenticeships Priority List, you can apply for:

The Australian Apprentice Training Support Payment (and claim it every 6 months)

If you have chosen a new energy or housing construction occupation from the list, you can apply for **KAP**.

The Australian Apprentice Training Support Payment provides financial aid to eligible apprentices in priority occupations, as listed on the Australian Apprenticeships Priority List. This payment is intended to help apprentices complete their training by offering support over the first two years of their apprenticeship.

Key Details:

Eligibility:

Apprentices must be undertaking a priority occupation listed on the Australian Apprenticeships Priority List.

Payment Amount:

Full-time apprentices can receive up to \$5,000, while part-time apprentices can receive up to \$2,500, paid over four instalments.

Payment Schedule:

Payments are typically made at 6, 12, 18, and 24 months into the apprenticeship.

Key Apprenticeship Program (KAP)

The KAP contains two streams:

New Energy Apprenticeship (NEA) stream is designed to encourage apprenticeship commencements and completions in the clean energy sector by providing direct financial support to Australian Apprentices pursuing careers in clean energy.

Housing Construction Apprenticeship (HCA) stream is designed to help drive apprenticeship commencements and completions in the housing and construction sector.

Eligible Australian Apprentice may be eligible to receive up to \$10,000 for a full-time apprenticeship and up to \$5,000 for a part-time apprenticeship over the life of the Australian Apprenticeship journey, according to the following schedule and rates:

\$2,000 at 6, 12, 24 and 36 months and on completion (full-time)

\$1,000 at 6, 12, 24 and 36 months and on completion (part-time)

[Financial Support for Apprentices](#) 



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