

RELOCATION ALLOWANCE APPLICATION FORM

Continuing Apprentices Placement Service (CAPS)

The CAPS relocation allowance assists out-of-trade apprentices, and trainees in skills shortage occupations, who have to relocate to another region to gain employment and continue their apprenticeship or traineeship.

Complete this form and send it with supporting receipts and documents to the address on the back of this form.

* Denotes mandatory fields

CLAIMANT DETAILS

*Surname _____ * Given Names _____

*Date of Birth _____ *Contact Phone No _____

Training Contract ID _____ / _____

*Current Postal Address _____

NEW EMPLOYER DETAILS

*Employer's Name _____

*Address where you will work _____

INFORMATION ABOUT THE CLAIM

All costs claimed must be supported by receipts and other relevant documentation - see Page 2.

Relocation Date(s) _____

Travelled From (previous residential address) _____

To (New resident address) _____

Distance _____ Type of transport used, e.g. Car / Coach / Rail _____

Car/Coach/ Rail/ cost _____

Removalist costs _____

Bond _____

2 weeks Rent paid in advance _____

CLAIM TOTAL \$ _____

DECLARATION:

I _____ the undersigned, declare that the above information is correct and the claimed expenses were incurred in relocating to take up employment to complete my apprenticeship / traineeship.

Apprentice's/Trainee's Signature _____ Date _____

Office Use Only

Checked by _____

CAPS Registration No _____

Receipts Verified Yes No

Eligibility confirmed Yes No

Status of Training Contract Approved Registered

I authorised the payment allowance of this under Sec 13 of the Public Finance and Audit Act, 1981.

Authorising Officer _____

Title _____

Signature _____

Date _____

ELIGIBILITY CRITERIA FOR CAPS RELOCATION ALLOWANCE

The CAPS Relocation Allowance assists apprentices and trainees in skill shortage occupations who have lost their job because of the economic downturn and have to relocate to take up a position as an apprentice or trainee with a new employer.

The allowance reimburses eligible apprentices and trainees for relocation expenses such as removalists' costs, a rental bond and two weeks rent in advance, up to a maximum of \$2500 per person.

Note that in most cases State Training Services will try to place out-of-trade apprentices and trainees in positions with local employers. Group Training Organisations who are relocating apprentices and trainees to alternate host employers are expected to do so within the same regional area. Apprentices and trainees will only be eligible for the CAPS Relocation Allowance if there is no suitable apprenticeship or traineeship position in a matching occupation in their local area.

The CAPS Relocation Allowance is only payable to out-of-trade apprentices and trainees who are registered with CAPS and meet CAPS eligibility requirements. To be eligible for CAPS, a person must be:

- An apprentices whose NSW training contract has been cancelled or suspended because of the economic downturn, or
- A trainees in a skills shortage occupation (as defined by the Commonwealth Government) whose NSW training contract has been cancelled or suspended because of the economic downturn

The CAPS Relocation Allowance will only be paid if the following additional requirements are met:

- Applicants must be NSW-registered apprentices and trainees who live in NSW, or apprentices and trainees previously registered with the State Training Authority in another State or Territory who have moved to NSW to take up an offer of an apprenticeship or traineeship position with a NSW registered business. NSW-registered out-of-trade apprentices and trainees moving to an interstate location near the NSW border may be eligible if they will be working in NSW, and their training contract with their new employer will be registered in NSW.
- The claim for relocation expenses must be made within 3 months of commencing a training contract with the new employer.
- The placement with the new employer must be registered through CAPS.
- The new training contract must have been approved by State Training Services.
- The distance between the apprentice' or trainee's previous residential address and their new work address must be more than 60 kilometres. Any exceptions to this requirement will be considered on a case by case basis.

Where an out-of-trade apprentice or trainee is eligible to receive CAPS Relocation Allowance:

- they will receive a **one-off payment up to a maximum of \$2500 per person**
- the allowance is only payable retrospectively; i.e., after the expenditure has been incurred.
- evidence of relocation expenditure may include:
 - receipts from removalists or for trailer hire
 - receipts for petrol purchased to travel on the relocation day(s)
 - bus or rail tickets
 - rental (2 weeks) and bond receipts
 - copy of rental lease

Each application will be assessed on its merits.

Send the completed form with supporting receipts and documentation to:

CAPS

State Training Services

NSW Department of Education and Training

Locked Bag 53

Darlinghurst NSW 2010

Inquiries should be made to the CAPS Project Officer

caps@det.nsw.edu.au

(02) 9266 8569



State Training Services