



Australian Government



SKILLS FOR THE FUTURE

www.australia.gov.au/skillsforthefuture

Business Skills Vouchers

If you have completed the second year of your Australian Apprenticeship or are a newly qualified tradesperson you may be eligible for a Business Skills Voucher valued at up to \$500 to undertake accredited business skills training.

What are Business Skills Vouchers?

Business Skills Vouchers provide a great opportunity for skilled tradespeople to undertake accredited business skills training which will assist them with their long term goals of becoming independent contractors or owning their own business. This adds an extra dimension to the skills of qualified tradespeople, helping to build Australia's entrepreneurial culture.

Once fully implemented there will be 6,300 Business Skills Vouchers available each year for interested Australian Apprentices and newly-qualified tradespeople. Individuals taking up a Business Skills Voucher will benefit from the opportunity to gain a higher level of business expertise which will provide them with a stronger foundation for future success in self-employment, as well as giving them a broader skills base for their current employment.

Am I eligible for a Business Skills Voucher?

You may be eligible for a Business Skills Voucher if you are;

- undertaking an Australian Apprenticeship in a traditional trade, and have completed the second year of your Australian Apprenticeship (i.e. currently undertaking the third or fourth year); or
- are a newly qualified tradesperson in a traditional trade, having completed your Australian Apprenticeship within the past two years.

You can check further information on eligibility for a Business Skills Voucher by visiting www.skillsvouchers.dest.gov.au or telephoning 13 38 73.

What sort of training will I be able to do with the voucher?

You can use your Business Skills Voucher for small business training units that are part of qualifications in the Business Services Training Package, other relevant Training Packages or an accredited business course.

The voucher cannot be used for units that are already provided as part of your Australian Apprenticeship training plan.

How do I apply?

To apply for a Business Skills Voucher you will need to:

1. Identify an eligible business training unit or units offered by an approved Registered Training Organisation. For details of approved Registered Training Organisations and approved business units visit www.skillsvouchers.dest.gov.au or telephone 13 38 73.
2. Contact your chosen Registered Training Organisation to enrol in the business training unit(s). You will need to provide them with evidence which proves you meet the eligibility criteria. They will then check your eligibility for the voucher and inform the Department of Education, Science and Training of the unit(s) you have chosen.
3. The Department of Education, Science and Training will then mail you a voucher for the cost of the business training unit(s) you have enrolled in.
4. You will need to present the voucher to the Registered Training Organisation when you start your business training unit(s), and this will cover the course costs (to a maximum of \$500).

**A U S T R A L I A N
A P P R E N T I C E S H I P S**

Your Life. Your Career. Your Future.

Once fully implemented there will be 6,300 vouchers available each year. If you contact a Registered Training Organisation to enrol in business training unit(s) after all vouchers have been issued, they will be able to help you enrol in the unit(s) when more vouchers become available.

You can check further information on applying for a Business Skills Voucher by visiting www.skillsvouchers.dest.gov.au or telephoning 13 38 73.

Where can I use my voucher?

The voucher can be used at any organisation approved by the Department of Education, Science and Training. This will include public, private or community colleges that are Registered Training Organisations and have been approved by the Department to provide voucher eligible business training units.

For more information on approved Registered Training Organisations and the different business training units available please visit www.skillsvouchers.dest.gov.au or telephone 13 38 73.

What if there is no approved Registered Training Organisation offering the business training units I want in my area?

The Australian Government's Department of Education, Science and Training has contracted Registered Training Organisations across Australia including those that can deliver training on-line and via distance education units. The Australian Skills Vouchers website will indicate which Registered Training Organisations are able to offer this type of training.

When can I undertake the training?

Vouchers are now available. You can choose a course that suits your own situation from the various options offered by Registered Training Organisations. Training can be undertaken during work hours if supported by your employer, or outside work hours. You may wish to wait until you have completed your Australian Apprenticeship, and in this case you will have two years, from the time of completion, to apply for a voucher.

For more information on Business Skills Vouchers please visit www.skillsvouchers.dest.gov.au or telephone 13 38 73.