

SUPPORT FUNDING TIMELINE



If you are taking on an apprentice/trainee and would like to claim CITB support funding this simple guide shows the steps you need to take.

PLANNING

SOURCE AND EMPLOY AN APPRENTICE/TRAINEE

- › Refer to Apprentice/Trainee Recruitment flyer.
- › Select a training provider (training.gov.au).
- › Choose an Australian Apprenticeship Support Network (AASN) to sign the training contract.
- › For assistance with planning please contact the CITB on 8172 9500 and ask to speak to one of our Field Officers.

3 MONTHS

REGISTRATION

- › Registration at citb.org.au is a pre-requisite to On-Job Training Support.
- › Field Officers can assist you to register your business and Apprentice/Trainee details online if required.
- › Registration includes a CITB Number for your Apprentice/Trainee and login details for My Profiling Multipic –the preferred electronic logbook used to claim the On-Job Training Support.

12 MONTHS

FIRST YEAR CLAIM

- › Make your online claim for the first 12 months of the apprenticeship.
- › Go online to citb.org.au and click 'I'm an employer', then select 'Employer Login'.
- › You must submit claims within 60 days of the Apprentice/Trainee's anniversary date as listed on their Training Contract.

While care has been taken to ensure that information contained is true and correct at the time of publication, changes in circumstances after the time of publication may impact the accuracy of this information. To see the terms and conditions applicable to CITB funding and eligibility please visit www.citb.org.au

24 MONTHS

SECOND YEAR CLAIM

- › Make your online claim for the first 24 months of the apprenticeship.
- › Go online to citb.org.au and click 'I'm an employer', then select 'Employer Login'.
- › You must submit claims within 60 days of the Apprentice/Trainee's anniversary date as listed on their Training Contract.

36 MONTHS

THIRD YEAR CLAIM

- › Make your online claim for the first 36 months of the apprenticeship.
- › Go online to citb.org.au and click 'I'm an employer', then select 'Employer Login'.
- › You must submit claims within 60 days of the Apprentice/Trainee's anniversary date as listed on their Training Contract.
- › Important note: if the Apprentice/Trainee completes at three years attach to your final claim a scanned copy of the Trade Certificate or Completion Letter both issued by the Training & Skills Commission of SA.

48 MONTHS

FOURTH YEAR CLAIM

- › Make your online claim for the first 48 months of the apprenticeship.
- › Go online to citb.org.au and click 'I'm an employer', then select 'Employer Login'.
- › You must submit claims within 60 days of the apprentice's anniversary date as listed on their Training Contract.
- › Important note: The apprenticeship should now be complete. Please attach to your final claim a scanned copy of the Trade Certificate or Completion Letter both issued by the Training & Skills Commission of SA.