Australian Government
Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Norfolk Island

Apprenticeships and traineeships fact sheet

November 2022

The Australian and Queensland governments have put in place arrangements to support Norfolk Island residents to train or retrain in a vocation. Norfolk Islanders continue to have the choice of staying on Island to pursue vocational training, supporting more secure employment options and the workforce needs of the business community.

## Registration and monitoring of apprenticeships and traineeships

The Queensland Department of Employment, Small Business and Training (DESBT) registers and monitors Norfolk Island apprenticeship and traineeship training contracts.

Norfolk Island apprentices and trainees are able to train in a jurisdiction of their choice, enabling them to stay with family or with other Norfolk Island apprentices and trainees and receive support while they are off-island attending off-the-job training.

The arrangements also enable establishment of school-based apprenticeships and traineeships on Island.

The Queensland Government provides dedicated resources through the South East Region of DESBT to support, administer and monitor the Norfolk Island apprentice and trainees, provide policy and ICT support.

The legislative basis for these arrangements is provided by the *Norfolk Island Applied Laws Amendment (Applied Laws and Service Delivery (Queensland) (Further Education and Training)) Ordinance 2022*.

## For apprentices and trainees

### Any new apprentices or trainees employed on Norfolk Island will be registered by the Queensland Government. The process will continue to be very similar to the process previously in place to register Norfolk Island apprentices and trainees, except that the Queensland rather than the New South Wales government will register the training contract.

Comprehensive information on how apprenticeships and traineeships work can be found on the Business Queensland website (<https://www.business.qld.gov.au/running-business/employing/hiring-recruitment/apprentices-trainees/about>), including steps to employ an apprentice or trainee, employer obligations and employer incentives and subsidies.

### The main difference for Norfolk Island apprentices and trainees is that they will claim the cost of their off-the-job training and associated travel and accommodation costs through the Norfolk Island VET Financial Assistance Initiative.

### Financial assistance for apprentices and trainees

Off-the-job training for Norfolk Island apprentices and trainees continues to be funded by the Australian Government through the Norfolk Island VET Financial Assistance Initiative.

The initiative reimburses Norfolk Island based vocational education and training students, including apprentices and trainees, the difference between the course fee they paid as a ‘full fee’ paying student and the fee they would pay, for the same course, if they resided within the state or territory where the training occurred. The initiative also provides a travel and accommodation subsidy for apprentices and trainees to attend training.

This initiative is administered by Asuria through its Norfolk Island office, which can be contacted on +6723 22562 or by email at [norfolkislandadmin@Asuria.com.au](mailto:norfolkislandadmin@Asuria.com.au)

## For employers of apprentices and trainees

Norfolk Island employers continue to be eligible for employer incentives through the Australian Apprenticeships Incentives system.

Access to support from Australian Apprenticeship Support Network (AASN) providers and Commonwealth apprenticeship incentives will continue. Norfolk Island will continue to have access to AASN provider apprenticeship and traineeship support services and employer incentive payments.

Further information is available at <https://www.australianapprenticeships.gov.au/>.