

## Apprentice Tool Allowance Frequently Asked Questions for Apprentices

### What is the Apprentice Tool Allowance?

Eligible apprentices and trainees can receive a reimbursement of up to \$1,000 for the purchase of work-related tools and/or safety equipment at the beginning of their apprenticeship, and another \$1,000 upon completion.

### Who is eligible for the Apprentice Tool Allowance?

Eligible applicants include apprentices or trainees completing a construction trade qualification, with most of their work conducted on a building site.

The rebate is available for apprentices and trainees who commence or finish their training between 1 July 2024 and 30 June 2029.

### When can I claim the reimbursement?

**Commencement reimbursement:** Claims can be made up to 11 months after the commencement of your apprenticeship for tools purchased from 1 month before the commencement date.

**Completion reimbursement:** Claims can be made up to 6 months after the completion of your apprenticeship for tools purchased from the date of completion.

### When can an apprentice or trainee claim?

Claims for **commencement** payments are now open for those starting their training within the specified dates.

Claims for **completion** payments are now open for those completing their training within the specified dates.

### Are there any items that are not considered tools?

Some items are not considered tools, including:

- Consumables (e.g. Paint, nails and screws, foam ear plugs etc.)
- Radios
- Standard batteries

This list is not exhaustive. For any queries, please [contact us](#).

### How do I claim the Apprentice Tool Allowance?

To claim the allowance, you need to:

- Access [The CTF Portal](#) to register and begin your claim
- Submit the tax invoice(s) from the purchase of work-related tools and/or safety equipment
- Provide your bank account details for payment via Electronic Fund Transfer

### What information does a tax invoice need to have?

- A tax invoice must include: The words “Tax Invoice”
- Seller’s name and ABN
- Date the invoice was issued
- A brief description of the items sold
- GST amount (if any) payable
- Total amount

Please refer to the [ATO website](#) for further information.

### Can I claim again if I’ve claimed a previous Apprentice Tool Allowance or Completion Tools Rebate?

Yes. The previous Apprentice Tool Allowance covered expenses from 1 July 2022 to 30 June 2023. You can claim again under the new program should you meet the criteria.

### Can I claim the reimbursement if I commenced my apprenticeship before 1 July 2024?

No. The reimbursement is only available for apprentices who commence or complete their apprenticeship within the specified dates.

### When will I receive the payment?

Payments are usually processed within 30 days.

### How long do I have to claim?

**Commencement claims:** Within 11 months from your commencement date.

**Completion claims:** Within 6 months from your completion date.

### How long will the program run for?

This program will run for 5 years, until 30 June 2029.

### What other support is available for apprentices?

- Apprentice Support Bonus: Up to \$3,000 in support bonuses while training
- Apprentice Travel and Accommodation Allowance: Rebates in addition to the DTWD Travel and Accommodation Allowance
- Apprentice Upskilling and Short Course Funding: Offsetting training costs with funding
- Pre-Apprenticeship Award Payment: \$500 for completing a Certificate II pre-apprenticeship

### How will this program benefit the industry?

The Program helps make apprenticeships more attractive by assisting with upfront costs of tools and safety equipment, preventing workplace accidents and aiding skills development.