

Apprentice Tool Allowance Frequently Asked Questions for Employers

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 an apprentice or trainee claim?

Claims for commencement payments can be made from January 2025 for those starting their training within the specified dates.

Claims for completion payments can be made from January 2025 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 can my apprentice/trainee claim the Apprentice Tool Allowance?

To claim the allowance, they need to:

- Access [The CTF Portal](#) to register and begin their claim
- Submit the tax invoice(s) from the purchase of work-related tools and/or safety equipment
- Provide their 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.

When can my apprentice/trainee claim the allowance?

Commencement Allowance: Claims can be made up to 11 months after the commencement of their apprenticeship for tools purchased from 1 month before the commencement.

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

Can my apprentice/trainee claim again if they'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. Apprentices can claim again under the new program.

Can my apprentice/trainee claim the reimbursement if they commenced their 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 they receive the payment?

Payments are usually processed within 30 days.

What do I need to know as an employer of an apprentice/trainee?

This initiative supports apprentices and trainees directly, with no involvement required from employers. Apprentices are responsible for submitting claims through the CTF portal, and all payments are made directly to the apprentice's bank account.

Employers should ensure all contact details within WAAMS are up to date.

How will this program benefit the industry?

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

The \$1,000 completion allowance encourages apprentices to finish their training and supports them to purchase the tools needed to kickstart their careers once they do.

How long will the Program run for?

This Program will run for until 30 June 2029, a total of 5 years.

What other support is available for apprentices and trainees?

- 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