



# Vocational Training Assistance Scheme (VTAS) Application for Allowance

VT23 (March 2020)

Version 3.05

VTAS is a NSW Government program which provides eligible apprentices and new entrant trainees with financial assistance to attend off-the-job training during the term of their apprenticeship/traineeship.

Please **COMPLETE ALL SECTIONS** of this form either on your computer, manually using a PEN (not pencil), or a combination of both. If this form is not completed correctly it will be returned for correction/completion. **Note:** Claims for payment must be submitted by 30 June of the year following training attendance.

### Claimant details

Training Contract ID  \  Date of Birth

Surname  Given Names

Street address

Suburb  State  Postcode

Home Phone  Mobile  Email

Are you receiving Living Away From Home Allowance (LAFHA)?

Address (if yes)

Suburb  State  Postcode

### Training details

Employer's Name

Street address

Suburb  State  Postcode

College  Course

College Attendance  Year of Apprenticeship/Traineeship

### Claim details

**TEACHER MUST SIGN, DATE AND STAMP this section or your form will be returned.**

First Date of Block Or Single Day	Last Date	Number of Days	Teacher Initial	TRAINING ORGANISATION DECLARATION	Official College Stamp
<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Teacher Name (please print)			Teacher Signature		Date

I need to travel on the  (day) before training of each block and/or on the  (day) after training.\*

Total Distance travelled return  km per Trip. Type of transport used

\* Please ensure an applicant [Signed Statement](#) has been submitted and approved for the year if you wish to claim:

- an accommodation allowance for either the night before your block training is due to commence and/or the night of the final day of training; and/or
- the travel allowance for travel within the Sydney trains area.

See **Eligibility and Conditions** on page 2 for further information.

### Learner Declaration (This MUST BE SIGNED or your form will be returned)

I \_\_\_\_\_ the undersigned, declare that I

(tick one box)  TRAVEL DAILY OR  STAY OVERNIGHT

during my College attendance, that the above information is correct and I am a currently registered Apprentice or Trainee.

(If applicable, please tick box)  I also stay on Weekends during my Block attendance.

Apprentice/Trainee Signature

Date

### Office use only

Days \_\_\_\_\_ Trips \_\_\_\_\_ Distance \_\_\_\_\_ CLAIM TOTAL \$ \_\_\_\_\_

**VTAS Information Line - 1300 533 470**  
**VTAS Email Enquiries - TS.VTAS@det.nsw.edu.au**

**Illawarra & South East NSW**

Level 1, Block E State Office Block  
84 Crown Street  
WOLLONGONG NSW 2500  
Ph: (02) 4240 3700  
[ts.wollongong@det.nsw.edu.au](mailto:ts.wollongong@det.nsw.edu.au)

**Riverina**

87 Forsyth Street  
WAGGA WAGGA NSW 2650  
Ph: (02) 6937 7600  
[ts.waggawagga@det.nsw.edu.au](mailto:ts.waggawagga@det.nsw.edu.au)

**New England**

Suite 2.04, Level 2, Noel Park House  
155-157 Marius Street  
TAMWORTH NSW 2340  
Ph: (02) 5778 5900  
[ts.tamworth@det.nsw.edu.au](mailto:ts.tamworth@det.nsw.edu.au)

**Western NSW**

Ground Level, 105 Prince Street  
ORANGE NSW 2800  
(Locked Bag 21, ORANGE NSW 2800)  
Ph: 13 28 11  
[ts.orange@det.nsw.edu.au](mailto:ts.orange@det.nsw.edu.au)

**Eligibility and Conditions**

Assistance under VTAS is only available to NSW registered apprentices and new entrant trainees. People undertaking post trade courses and existing worker trainees are not eligible.

Apprentices and new entrant trainees who travel more than 120km return trip (home address to college) to attend approved trade or off-the-job training courses (single day or block release), may be eligible for:

- a per km travel allowance
- an accommodation allowance (block release training only)

**Note:** Apprentices and new entrant trainees may only claim the travel allowance for one return trip for each block of training.

Apprentices or new entrant trainees within the Sydney trains area who want to claim the travel allowance will need to provide an applicant [Signed Statement](#) yearly, outlining the reason why they are not traveling by public transport using the Transport Concession Entitlement Card.

Similarly, those apprentices or new entrant trainees wishing to claim the accommodation allowance for the night before training commences or the night of the final day of training, will also need to complete an applicant [Signed Statement](#) yearly, outlining the reason why this accommodation is necessary.

**Note:** A Signed Statement must be renewed annually.

For further information on VTAS, including allowance rates, please refer to our website: [www.nsw.gov.au/sites/default/files/2022-03/vtas\\_guidelines.pdf](http://www.nsw.gov.au/sites/default/files/2022-03/vtas_guidelines.pdf)

**Request for direct deposit of VTAS payments (only complete for initial payment or changing details)**

SAP Vendor number (Office use only)

This is an  Initial Payment OR  Change of Bank Details

**Please arrange all future payments to be deposited to the following bank account:  
This MUST be the APPRENTICE or TRAINEE'S account)**

Bank

Branch

BSB

Account number

Account name

Please send NOTIFICATION of payment as follows (tick one):

By Post  By Fax  or  By email

Apprentice/Trainee Name

**Apprentice/Trainee Signature**

**Date**