

Apprentice entitlements

As an apprentice you'll get the same entitlements as other employees, such as annual leave, sick leave, public holidays and breaks.

Awards and registered agreements can have specific entitlements or rules that apply to apprentices. Some of these, like whether you get paid to attend training and who pays for your training fees, are the same in many awards. Other entitlements, like overtime and pay increases, are different in each award.

Find out about:

- [Training and fees](#)
- [Our Guide to starting an apprenticeship](#)
- [More award entitlements](#)

Best practice tip

You should also check your training contract for other entitlements.

There may be entitlements in awards and [registered agreements \(www.fairwork.gov.au/Dictionary.aspx?TermID=2034\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2034) that apprentices don't get.

Training and fees

Many awards contain the same entitlements for time spent at training and reimbursement of training costs, fees and textbooks. These entitlements are explained in more detail below. Check if these apply to you by [selecting from the list below](#).

Payment for time spent at training

Off-the-job training is time spent in structured training delivered by a Registered Training Organisation (RTO). It's often delivered at a site away from the workplace and referred to as trade school. It doesn't include:

- normal work duties or
- supervised practice on the job.

Apprentices

Many awards contain the same rules about payment for the time apprentices spend at trade school. These entitlements are explained in more detail below.

The time you spend at trade school is paid time and is included in your ordinary hours of work (eg. 38 hours). You need to agree with your employer about how often you will go to trade school (eg. 1 day per week or week blocks of training).

If you don't go to trade school when you're supposed to, you don't get paid for that time (unless you're on sick leave or another type of leave).

School-based apprentices

The payment for trade school isn't worked out based on the actual hours you go to training. Instead, you get paid for 25% of the hours you work for your employer each week.

This payment for training:

- only applies when you're a full-time school student
- is paid at the full-time apprentice hourly rate (including any [all-purpose allowances \(www.fairwork.gov.au/Dictionary.aspx?TermID=2097\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2097))
- can be averaged over a semester or the year.

If you aren't a full-time student you have to be paid your hourly rate for all the time spent in training.

Example: Payment for training for school-based apprentices

Sean is a full-time school student doing a school-based apprenticeship. He works 8 hours per week with his employer.

Sean must be paid:

- for the 8 hours per week he works with his employer and
- 2 hours per week for his off-the-job training (being 25% of 8 hours).

In total, Sean needs to be paid 10 hours per week.

Check if these apply to you by [selecting from the list below](#).

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Training costs - fees and textbooks

Many awards contain the same entitlements for training costs, fees and textbooks. These entitlements are explained in more detail below.

You have to be reimbursed for:

- all the fees charged by your RTO that are related to your training
- the cost of your prescribed textbooks for your apprenticeship.

Check your award to find out when you should be reimbursed.

When training costs aren't reimbursed

An employer doesn't have to reimburse you for fees and textbooks if:

- your progress in the course is unsatisfactory
- your employer pays the costs and fees directly to the training organisation, or
- you aren't working for them at the set time that the costs have to be reimbursed.

They also don't have to reimburse you any part of the fees that the Government reimburses you.

Read more about [what is considered unsatisfactory progress and how it affects training costs \(www.fairwork.gov.au/library/K600399_Apprentice-training-costs-unsatisfactory-progress\)](http://www.fairwork.gov.au/library/K600399_Apprentice-training-costs-unsatisfactory-progress) in our Library.

Check if these apply to you by [selecting from the list below](#).

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Guide to starting an apprenticeship

For detailed information about rights and responsibilities as an apprentice, check out our [Guide to starting an apprenticeship \(DOCX 56.5KB\)](http://www.fairwork.gov.au/ArticleDocuments/712/guide-to-starting-an-apprenticeship.docx.aspx) (www.fairwork.gov.au/ArticleDocuments/712/guide-to-starting-an-apprenticeship.docx.aspx) ([PDF 1.8MB](http://www.fairwork.gov.au/ArticleDocuments/712/guide-to-starting-an-apprenticeship.pdf.aspx)) (www.fairwork.gov.au/ArticleDocuments/712/guide-to-starting-an-apprenticeship.pdf.aspx) .

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More award entitlements

Find more information about apprentice entitlements in your award by selecting from the list below.

Based on what you've told us, it looks like you're covered by the [Cleaning Services Award \[MA000022\]](#).

This award doesn't say anything about apprentices. This means that the training and fees information above doesn't apply to you.

Apprenticeships aren't common under the [Cleaning Services Award](http://awardviewer.fwo.gov.au/award/show/MA000022) [☞](http://awardviewer.fwo.gov.au/award/show/MA000022) (<http://awardviewer.fwo.gov.au/award/show/MA000022>) .

You may be doing a traineeship instead, for a list of common traineeships in this award go to [Trainee entitlements \(www.fairwork.gov.au/find-help-for/apprentices-and-trainees/trainee-entitlements\)](http://www.fairwork.gov.au/find-help-for/apprentices-and-trainees/trainee-entitlements) .

If you're doing an apprenticeship, go to [Apprentice pay in awards with no apprentice rates \(www.fairwork.gov.au/library/k600403_apprentice-pay-in-awards-with-no-apprentice-rates\)](http://www.fairwork.gov.au/library/k600403_apprentice-pay-in-awards-with-no-apprentice-rates) to find out your pay rate.

To find out more about who this award applies to, go to the [Cleaning Award summary \(www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000022-summary\)](http://www.fairwork.gov.au/awards-and-agreements/awards/award-summary/ma000022-summary) .

Queensland apprentices

If you're an apprentice in Queensland you may have different entitlements. Go to our [Pay and Conditions Tool \(https://calculate.fairwork.gov.au/\)](https://calculate.fairwork.gov.au/) for more information.

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Think a mistake might have been made?

Mistakes can happen. The best way to fix them usually starts with talking.

Check out our [Help resolving workplace issues \(www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/default\)](http://www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/default) section for practical advice on:

- figuring out if a mistake has been made
- talking to your employer or employee about fixing it
- getting help from us if you can't resolve it.

What to do next

- Go to [Leave \(www.fairwork.gov.au/Leave/default\)](http://www.fairwork.gov.au/Leave/default) and [Employee entitlements \(www.fairwork.gov.au/Employee-entitlements/default\)](http://www.fairwork.gov.au/Employee-entitlements/default) for more information on your entitlements
- To find out what your pay rate is as an apprentice, use our [Pay Calculator \(http://calculate.fairwork.gov.au/FindYourAward\)](http://calculate.fairwork.gov.au/FindYourAward)

You might also be interested in

- [Australian Apprenticeships Trade Support Loans \(https://www.australianapprenticeships.gov.au/aus-apprenticeships-incentives\)](https://www.australianapprenticeships.gov.au/aus-apprenticeships-incentives) 
- [Free online courses to develop your money management skills at ASIC's Be MoneySmart online training centre !\[\]\(9bf7a72a60a57323fa980b9b0338593f_img.jpg\) \(https://www.moneysmart.gov.au/teaching/teaching-resources/teaching-resources-for-vet\)](https://www.moneysmart.gov.au/teaching/teaching-resources/teaching-resources-for-vet)

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Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

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For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

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