



Department of
Employment and
Workplace Relations

When can I use my Training Credit?

You must use your Training Credit by enrolling in your course within twelve months from the date you leave your activity unless you have a special reason. If you can't start your training during this time, you must tell your Community Work Coordinator before the twelve months is up.

But don't delay, enrol in a course now and become more job ready earlier rather than later - it can only benefit you.

You should plan ahead and your Community Work Coordinator can help you. They can help you find courses or talk to you about what might suit you if you're looking for ideas. If you want advice, just ask your Community Work Coordinator or Job Network member.

How do I use my Training Credit?

Using it is easy!

All you have to do is:

- choose a course that interests you - ask your Community Work Coordinator for help if you need it
- get your Community Work Coordinator's approval
- approach the training organisation that offers your course and enrol
- get the training organisation to give you an invoice to pass on to your Community Work Coordinator or they can send it directly to your Community Work Coordinator
- your Community Work Coordinator will pay your fees.

The process is easy so start training today!

Do I need to check with Centrelink before I use my Training Credit?

If you are on Newstart or Youth Allowance, you only need to check with Centrelink if you plan to do a course which takes up more than 20 hours a week and runs for longer than 30 weeks. If you receive Parenting Payment, Carer Payment, Widow Allowance, Widow B Pension, Mature Age Allowance, Partner Allowance or Special Benefit, you should check with Centrelink before you use your Training Credit as you may be eligible for extra assistance.

What are my responsibilities?

You should choose your training course carefully and fully complete it. Make sure you enrol in the course of your choice before your Training Credit expires.

What are my Community Work Coordinator's responsibilities?

Your Community Work Coordinator will assist you with information about approved courses if you need help. They can walk you through the whole process, show you lists of courses and which training organisations deliver those courses. They also pay the education institution up to the value of your Training Credit when you have chosen your course. They are there to help you - **use them!**

Where can I get more information about Training Credits?

Check out the employment services page at www.workplace.gov.au or phone the Training Credits hotline on **13 62 68**.

Where can I get information about courses?

To get an idea about what training courses are available check out www.jobsearch.gov.au/training and don't forget to ask your Community Work Coordinator if you need more advice.

Training Credits

Work for the Dole
Community Work

In July 2002, the Australians Working Together initiative introduced Training Credits to provide you with new training opportunities to help you become more job ready.

By completing a Work for the Dole or Community Work placement you can earn a Training Credit worth up to \$800 and you get to choose how to use it.

You get to choose a training course that suits your needs in an industry or field you are interested in and your Training Credit can pay for the course fees. These training courses are recognised across Australia by employers, State and Territory Governments and education institutions.

Doing a course of your choice could help you get a job.

That's the benefit!



You can also do accredited courses like:

- business writing
- computing packages
- marketing, advertising and public relations
- first aid
- touch typing
- book keeping
- English as a second language
- metal fabrication
- aged care
- youth work
- occupational health and safety induction courses or
- do a course to obtain a fork lift or heavy vehicle licence

You can also use your Training Credit to get your driver's licence so you can get yourself to interviews and work.

In some cases, you may be able to use part of your Training Credit to pay for books and equipment which are essential for your course. Training Credits cannot be used to pay for a module or unit of training you have already begun, or to pay an existing Higher Education Contribution Scheme (HECS) debt. You can, however, use your Training Credit to pay a portion of a HECS fee upfront for a new course.

What can I use my Training Credit for?

You can

- use your Training Credit to enrol in a wide range of competency based and accredited courses
- do more than one course using your Training Credit
- do either day or evening training courses
- do a course which costs more than the value of your Training Credit, but you must pay the difference
- complete your course by distance education or online if those options are available from your training provider

No idea what you want to do? Here are some ideas!

You can do competency based courses to give you the skills you need to work in any number of industries.

- Some examples are:
- hospitality and tourism
 - building and construction
 - mining
 - automotive
 - manufacturing and engineering
 - transport
 - retail
 - health
 - business administration
 - horticulture
 - agriculture
 - information technology

If you want to enrol in a non-accredited course don't despair, ask your Community Work Coordinator to forward your request to the Department for approval. The Department approves courses on the basis of whether they will improve your chances of gaining employment.

These are only examples of what you could do - **the list is endless!!** Choose something that will help you and enrol today.

How do I earn a Training Credit?

It works this way. When you have been taking part in your Work for the Dole or Community Work activity for the number of hours required you will earn a Training Credit of a certain value. The hours and values are set out in the table below:

Number of hours work experience I will do		Value of Training Credit I will receive
If I am aged under 21	If I am aged 21 and over	
200	240	\$500
255	315	\$650
310	390	\$800

How will I know what my Training Credit is worth?

When you complete your placement, your Community Work Coordinator will tell you the value of the Training Credit you have earned. You will also receive a letter confirming the amount you have earned approximately 4 weeks after completing your placement. You don't have to wait for this letter to arrive to start a training course. Talk to your Community Work Coordinator about training options so you can enrol straight away.

