

Existing Workers in apprenticeships and traineeships



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Fact sheet

Purpose

To clearly articulate the definition of the classification of existing worker in the apprenticeship and traineeship sector.

Definition

An existing worker is a person who:

1. Has worked in a full-time capacity with the same employer or Group Training Organisation for a period of more than three (3) months continuous service immediately prior to the date of commencement of the apprenticeship/ traineeship or amendment to the training contract.
2. Has worked in a part-time capacity with the same employer or Group Training Organisation for a period of more than twelve (12) months continuous service immediately prior to the date of commencement of the apprenticeship/traineeship or amendment to the training contract. Four (4) months part time employment equates to one (1) months full time employment.
3. Has worked in a casual capacity with the same employer or Group Training Organisation for a period of more than twelve (12) months continuous service immediately prior to the date of commencement of the apprenticeship/traineeship.

Exemptions

The following scenarios are exemptions from the existing worker definition:

1. A person who was employed full-time, part-time or casually whilst attending school full-time, and wants to enter an apprenticeship/traineeship with the same employer, **WILL NOT** be classified as an existing worker.
2. An apprentice/trainee currently in a training contract in which the qualification is a pre-requisite to a higher level qualification in another apprenticeship/traineeship **WILL NOT** be classified as an existing worker when registering into the higher level apprenticeship/traineeship.
3. An apprentice/trainee whose previous training contract was cancelled due to a change of ownership of the employing organisation, **WILL NOT** be classified as an existing worker.

User Choice funding of Existing Workers

The User Choice funding of existing workers is encapsulated in Section 2.1.1 of the 2016–17 User Choice Policy, which can be found under the [User Choice 2016–17 documents](#) section.

Authorisation

The policy outlined in this document accurately reflects the activities to be undertaken when a training contract is received.