Registered Training Organisations (RTOs) can apply to the Directorate for funding to provide additional support to groups of Australian Apprentices who would not otherwise be successful in their studies.

A contribution of a maximum of $75.00 per hour (GST exclusive) is available for approved Additional Support with the total funding limited to $1,000 (GST exclusive) for trainees and $3,000 (GST exclusive) for apprentices, per qualification. Applications will be negotiated and approved on a case-by-case basis and approval advised in writing. Skills Canberra will assess each application within 10 business days.

\*If your application is for more than one Australian Apprentice accessing the same support (e.g. class room based tutoring), please use the [Application for Additional Support Funding (Group)](https://skills.act.gov.au/publications-and-forms) form.

All fields on this form MUST be completed and submitted via [skills@act.gov.au](mailto:skills@act.gov.au) for an application to be considered by the   
Chief Minister, Treasury and Economic Development Directorate.

**RTO Name**

**RTO National Code**

**\*Australian Apprentice Name** (print)        **Phone**

**Home Address**

**Australian Apprentice Number**       **Date of Birth**

## Additional Support Required

Type of Support: (Please detail the support that will be provided to the Australian Apprentices,  
e.g. Technical Tutorial classes, mentoring)

|  |
| --- |
|  |

Duration/Frequency of Support: (please detail the duration and/or frequency of the support to be provided, e.g. 1 hour per week for 20 weeks)

|  |
| --- |
|  |

Estimated claim: (detail the cost of the proposed arrangements)

| **Item** | **Hours** | **Estimated Cost (Ex. GST)** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total (Ex. GST) |  |  |

**Office use only**

Application approved / declined (circle)

Approved/Declined by (print name):

Signed: Date:

|  |  |
| --- | --- |
| **Application approved** | **Application declined** |
| Payment arrangements confirmed | Reason for decline discussed with RTO |
| Approval letter sent to RTO | Application declined letter sent to RTO |