



## Joint Electrical Training Council (JETCO)

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### Information for all CIRT Employees and Employers

If you are an employee and your employer makes monthly contributions to **CIRT** and to the **JETCO** training fund on your behalf, you may be entitled to a subsidy for approved industry based training.

As an employer who makes monthly contributions on behalf of their employees to CIRT and JETCO, you may also be eligible for training subsidies from JETCO to assist in maintaining or upgrading the electrical industry related skills of your workforce.

All you need to do is enrol in a recognised training module/program that is approved by JETCO and forward a copy of your payment receipt, completion certificate and completed claim form to JETCO by email, fax or post.

### JETCO Training Program Subsidy Eligibility Policy for employees

Course fees associated with training will be reimbursed where the employee completing the training program meets the following criteria:

1. Employees with 6 consecutive monthly contributions into the JETCO training fund are eligible for a training subsidy of **up to \$500.00** on approved courses.
2. Once an employee receives 12 consecutive monthly contributions into the JETCO training fund, they are eligible for increased training subsidy as follows;
  - a. Where the employer contributes **\$5.00 per week** into the training fund, the employee is eligible for a training subsidy of **up to \$1,200.00**.
  - b. Where the employer contributes **\$10.00 per week** into the training fund, the employee is eligible for a training subsidy of **up to \$1,800.00**.
  - c. Where the employer contributions **\$15.00 per week** in the training fund, the employee is eligible for a training subsidy of **up to \$2,200.00**. (For courses stating from the 1<sup>st</sup> of January 2018 Only)

**NB:**

- a) An employee will remain eligible for a JETCO subsidy on approved **courses commenced up to 6 months after payments into the JETCO training fund have ceased**. Eg, If your last contribution is for June 2017, training must commence before the end of December 2017.
- b) Training limits apply per financial year and are based on the date training commenced.
- c) Employees must fully complete the training subsidy application form and supply all relevant documentation to support their claim.

### JETCO Training Program Subsidy Eligibility Policy for employers

Employers can claim some of the costs involved in maintaining the skills and meeting the training requirements of their workforce.

An employer may claim reimbursements on approved training programs up to the value of one half of the invoiced cost/s for training to a maximum of \$600.00 per eligible employee each Financial Year based on the start dates of the courses completed.

An employee will be eligible if they have two monthly contributions into the JETCO training fund in the 6 months prior to the commencement of the training course. Eg, If the last contribution for the employee is for June 2017, training must commence before the end of October 2017.

## Training Programs approved for JETCO funding

To be eligible for a JETCO training subsidy, the course completed must be an approved course.

Modules that are generally considered to be acceptable would be any module/program that is part of an electrical or engineering stream, business management stream, or information technology (computer) Stream.

Other industry provided modules or training relating to the electrical contracting industry may also qualify for reimbursement.

If you are in any doubt about a specific course you wish to undertake, please contact the JETCO fund administrators prior to enrolling.

## Process for claiming a JETCO Training Subsidy

1. **Select a training program** or nationally recognised course that you wish to study.
2. **Contact JETCO** for a training program approval and to confirm your eligibility.
3. **Enrol in and complete** your training program.
4. Forward a **completed Training Subsidy Application form**, a copy of your **completion certificate** (or similar) and a copy for your **invoice and proof of payment** to JETCO
5. Your reimbursement will be made by **direct deposit** into an Australian bank.

## General Requirements

1. The Directors of CIRT/JETCO may review and approve at their discretion, a training subsidy request that may not meet the eligibility criteria.
2. Where there is any doubt about the eligibility of the course, please discuss it with JETCO before enrolling
3. Only costs directly associated with the training program course fees may be claimed.  
Text book/s, travel, transport, registration and licence fees etc. are not eligible to be reimbursed.  
GST will not be reimbursed, as bona fide training does not attract GST.
4. Reimbursements will only be made after completion of approved training. A copy of the training provider's receipt for payment for the course and completion documentation is required.
5. Where an Electrical Contracting Business is arranging or paying for the training, a list of the participants in the training program must be provided with the payment receipt and completion documentation.
6. Training can be complete through any registered training organisation of the employees or employers choice.
7. The first day of training will determine which financial year your training course falls into.
8. The JETCO training fund is proudly sponsored by the Electrical Trades Union in Queensland and Northern Territory and Master Electricians Australia

