



South  
Metropolitan

# Apprentice/Trainee Travel Application Form

TS111102

*We're working for  
Western Australia.*

Email | [apprenticetravel@smtafe.wa.edu.au](mailto:apprenticetravel@smtafe.wa.edu.au)

Phone | 1300 932 677

**This form is to be completed by the Apprentice/Trainee and employer if you require travel arranged to attend block training at South Metropolitan TAFE (SM TAFE). This travel is for one return fare from your normal residential address. For information regarding the Travel and Accommodation Allowance Policy please refer to the next page.**

## Apprentice/Trainee information

Apprentice/Trainee name	First name(s)		Surname		Date of birth	/	/
Residential address							
	Suburb				Post code		
Residential contact numbers	Phone			Fax			
					Mobile		
Email address							
Block training dates	From			To			
					Trade area		
Do you require a travel booking arranged for you?	<input type="checkbox"/> <b>YES</b> – Please complete the remainder of this form						
	<input type="checkbox"/> <b>NO</b> – I will be making my own arrangements, e.g. private vehicle						

## Travel details

Type of travel required	<input type="checkbox"/> Air (round trip from normal place of residence to SM TAFE must exceed 1200kms)							
	<input type="checkbox"/> Bus (round trip from normal place of residence to SM TAFE must exceed 70kms)							
Departure from (town)								
Preferred departure date	Day			Date			Preferred time	
							<input type="checkbox"/> AM <input type="checkbox"/> PM	
Return to (town)								
Preferred return date	Day			Date			Preferred time	
							<input type="checkbox"/> AM <input type="checkbox"/> PM	
Address while in Perth								
Contact number/s in Perth	Phone					Mobile		

**The completed form must be received by SM TAFE no later than two weeks prior to commencement of the first block date of attendance.** Important note: Employers or students wishing to change flight bookings will incur the cost associated with the booking changes. Payment will be required prior to changes being made. All changes will require employer authority.

## Employer details

<i>I have read and understood the information provided overleaf (please sign at right)</i>	X								
<i>I understand that by signing this document I consent to my personal details being disclosed to the travel agent and authorise SM TAFE to process the travel booking(s) on my behalf.</i>	X								
Employer business name									
Contact name							Date	/	/
Contact details	Phone			Email					

## Apprentice sign off

<i>I have read and understood the information provided overleaf (please sign at right)</i>	X								
<i>I understand that by signing this document I consent to my personal details being disclosed to the travel agent and authorise SM TAFE to process the travel booking(s) on my behalf.</i>	X								
Apprentice name							Date	/	/

Once reservations are confirmed with the Travel Agent, confirmation will be forwarded to you. Tickets will be available at the departure station/airport 45 minutes prior to departure. Please read the 'Arranger Remarks' on the confirmed itinerary when sent to you. **Please note, changes can only be made by SM TAFE and with the consent of the employer.**

SM TAFE use only			
TRS number		Check Status	<input type="checkbox"/> (Must have a status of active, suspended or cancelled out of contract)
Date booking made		Booking officer	
Attached itinerary sent to employer and apprentice			
Staff contact name		Staff contact number	

## Travel assistance

You may be eligible to request travel assistance if you:

- Do not have private transport
- Travel a round trip exceeding 70kms from your normal place of residence to attend approved off-the-job training venue
- Travel a round trip exceeding 1200kms from your normal place of residence to attend approved off-the-job training venue for assistance with flights
- Attend no more than four blocks per year\*

\*Some students may be eligible outside of these parameters, through application to the Travel and Accommodation Section (TAA) of the Department of Training & Workforce Development. To seek exceptional circumstances, email: [taa@dtwd.wa.gov.au](mailto:taa@dtwd.wa.gov.au)

## Travel and accommodation entitlements

Apprentices and trainees are entitled to a travel and /or accommodation allowance based on the location of the nearest Registered Training Organisation (RTO) able to deliver the off the job training program. The nearest RTO will be used for the calculation of all travel and accommodation entitlements. By signing you indicate that you have read and understood the above rule governing selection of the closest RTO.

## Changes to travel bookings

Employers/students who wish to change their travel booking for personal reasons are responsible for any costs associated with booking changes. Payment will be required prior to booking changes being made and you will need to complete an **Apprentice/Trainee - Request for Change to Travel Booking Form** available for download from <https://www.southmetrotafe.wa.edu.au/employers/apprenticeships-and-traineeships> or by email [apprenticetravel@smtafe.wa.edu.au](mailto:apprenticetravel@smtafe.wa.edu.au)

All changes to bookings can only be made by South Metropolitan TAFE and with the consent of the employer. Students who make a request for travel booking and do not make use of that flight may be asked to reimburse SM TAFE for costs associated with the booking unless extenuating circumstances can be demonstrated within 10 working days. Where the change is initiated by the SM TAFE and beyond the control of the student, the Institute will accept the costs of the change.

## Accommodation notes

You are eligible for an accommodation allowance for every night you are required to temporarily live away from home to attend training. Details of the accommodation allowance are available from the TAA Section of the Department of Training and Workforce Development <http://www.dtwd.wa.gov.au/dtwcorporatereinfo/policiesandguidelines/TAApolicy/Pages/default.aspx>

SM TAFE is not responsible for arranging, booking, or paying for any accommodation. This remains the responsibility of the apprentice or trainee and the claim is made through DTWD.