



TRAVEL AND ACCOMMODATION ALLOWANCE CLAIMS PORTAL Attendance Verification Form

Name Date of Birth TCID

Section must be completed by South Metropolitan TAFE

State the start and end date the apprentice/trainee attended off-the-job-training: **Start date** **End date**

Number of days attended in the same period: **Days attended**

Number of days absent in the same period: **Days absent**

I certify the above details are correct and in accordance with Training Provider attendance records.

Signature of lecturer / authorised Training Provider Officer

Name of lecturer / authorised Training Provider officer

Date

Form must not be signed by the lecturer before the end of the training period

Checklist for Apprentice

- Has your lecturer signed this form?
- Are the dates your lecture signed off consistent with your travel log?



Scan the QR code with your mobile to visit the Department of Training and Workforce Development's website to lodge your claim or access our user guide.

To start a Travel and Accommodation Allowance Claim you will need to have a Western Australian Apprenticeship Management System (WAAMS) account. WAAMS is an online client portal where you can view training contract details, request changes and update personal details. If you do not have a WAAMS account you can request one online.

Once completed please scan this claim form and attach as evidence when lodging your claim on the TAA portal. Please ensure that the uploaded form is clear and readable as otherwise this may delay your payment.

All claims **must be submitted within 60 days** of the completion of the apprentice's training or attendance period for the claim to be eligible. A user guide is available on our website to support you in making a claim online.

For queries regarding the Travel and Accommodation Allowance please telephone the TAA Administration Officer on 08 6551 5494 or email taa@dtwd.wa.gov.au