

INFORMATION FOR SUPERVISORS



User Choice Funding is an Australian Government Apprenticeships initiative that provides partial funding for training to eligible individuals and groups. It is an incentive that aims to give people equal opportunity to enhance their skills in key areas by reducing the out-of-pocket costs for that individual or their employer. In order to receive User Choice Funding, learners must be signed up as a trainee on a Training Contract. Training Contracts in the ACT are managed by an Apprenticeship Network Provider: Sarina Russo Apprenticeships.

For further information and costs please refer to:

https://citsolutions.edu.au/about/user_choice_funding

What does this mean for you?

As an employer (supervisor) you will need to support your employee in undertaking their study.

You will need to:

- Sign a User Choice Funding Training Contract with Sarina Russo Apprenticeships
- Sign a User Choice Funding Training Plan
- Provide suitable supervision to your employee
 - This includes someone within the organisation who either holds the qualification or has equivalent experience and knowledge
- Allow your employee to attend all training days
- Provide study time for your employee
- Provide support within the workplace for your employee to practice what they are learning
- Sign a User Choice Funding Employer Sign-off Letter once your employee completes their assessments

Please note: if you are not able to support your employee as above, or the employee is found not eligible at any time, your employee will not be able to access the subsidy and the program will be charged at the full fee.

If you work for a Government Department you may receive an email stating that your employee is not eligible for other additional funding. This is an automatically generated email regarding federal funding for employers and is not available for Government Departments, you can disregard this email.

CIT Solutions is here to help support both you and your employee during this program. At any time, you are welcome to contact our User Choice Funding Team on 02 6207 4444 or email citsolutionscompliance@cit.edu.au.