

The background of the page is a photograph of a gym. On the left, there is a large, vertical orange brushstroke graphic. The rest of the background shows a black metal squat rack with several blue weight plates on a barbell. In the background, there are several silver barbells hanging on a rack against a dark grey brick wall. The lighting is bright, typical of a gym.

FUNDED STUDENT INFORMATION HANDBOOK

Terms and Conditions Included

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STUDENT OPERATIONS

B3.0-PL014

AUSTRALIAN INSTITUTE OF
PERSONAL TRAINERS
THE **REAL** EDUCATOR IN FITNESS

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Introduction

The Funded Student Information Handbook is designed to provide comprehensive information to students who are receiving or applying for funding within their chosen qualification. This guide aims to assist students in understanding the processes, requirements, and eligibility associated with Australian Institute of Personal Trainers funded education programs.

Enrolment requirements

When enrolling as a funded student, there will be additional questions for you to answer and evidence requirements, including identification requirements, as required by each Government funding body. For NSW Smart and Skilled there is also an additional declaration outside of the RTO's terms and conditions you must agree to.

1 Funding Enrolment Eligibility

1.1 Eligibility Requirements for Funded Traineeship Students

When entering into a funded agreement, there are certain criteria you must meet to undertake a traineeship. For the most accurate and up-to-date information, as well as employer obligations, contact your state training authority directly:

- **ACT:** <https://www.act.gov.au/skills/students/australian-apprenticeships#Eligibility>
- **QLD:** <https://desbt.qld.gov.au/training/training-careers/incentives/userchoice>

1.2 Queensland: Career Start Program

The Queensland (QLD) Career Start Program provides eligible individuals with the skills and support needed to begin their career. The program offers training to help people gain employment, as well as support for those who are already working to move into more skilled roles or secure full-time employment, including following the completion of an apprenticeship or traineeship. Career Start supports the delivery of entry-level training for students, trainees, and apprentices, aligned with the skills and outcomes required by industry.

The Program offers two training pathways, either a general training pathway or employment-based apprenticeship or traineeship pathway.

1.2.1 Eligibility/ Entry Requirements for Career Start General Training Pathways

To be eligible to enrol in the program, prospective students must:

1. be a Queensland permanent resident
2. be an Australian citizen, or Australian permanent resident (includes humanitarian entrant), temporary resident with the right visa and work permits on the pathway to permanent residency, or a New Zealand citizen (for more information see Visa eligibility under VET investment programs - <https://desbt.qld.gov.au/training/providers/inclusive/visa-eligibility>);
3. not currently be enrolled in a Qualification
4. not have previously completed a Certificate III or higher-level Qualification within the last 10 years for a general training pathway; and
5. not exceed a maximum of two government-funded apprenticeships/traineeships within a 1—year period.

While you may meet the general eligibility criteria, some subsidised qualifications or skill sets may have additional entry requirements or restrictions. These are based on industry standards and national training package rules and will be explained to you during enrolment if they apply.

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1.2.2 Eligibility/ Entry Requirements for Career Start Traineeship and Apprenticeship Pathways

To be eligible to enrol in the program, prospective students must meet the following criteria:

1. are currently employed as a Queensland apprentice or trainee (under a registered training contract) in an eligible apprenticeship or traineeship Qualification through this Program;
2. not currently be enrolled in a Qualification;
3. not be a school student; and
4. not exceed a maximum of two government-funded apprenticeships/traineeships within a 10-year period.

Students can receive funding for up to two government-funded apprenticeships or traineeships in total across the School-based Apprenticeships and Traineeships (SATs), Career Start, and Career Boost programs. Both of these funded apprenticeships or traineeships may be completed under the Career Start Program.

Students can only receive funding for one apprenticeship or traineeship at a time. If two training contracts are registered at the same time, funding will apply to the contract with the earliest start date, provided all other eligibility requirements are met.

1.3 Queensland: Career Boost Program

The Career Boost Program provides eligible individuals with one subsidised training place in either a Certificate IV, Diploma or Advanced Diploma under the general training pathway or a higher-level apprenticeship/traineeship at certificate IV or above and up to two subsidised skill sets.

The Program delivers training designed to help individuals develop the higher-level skills necessary to secure employment, advance their careers, or progress to further education and training through related university or tertiary qualifications.

1.3.1 Eligibility/ Entry Requirements for General Training Pathway

To be eligible for the program, individuals must:

1. be aged 15 years or older;
2. not be a school student
3. be a permanent Queensland resident
4. be an Australian citizen, or Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen;
5. not already have a certificate IV or Higher Level qualification (including tertiary qualification) completed within the last 10 years, not including qualifications completed at school and foundation skills training; and
6. not be enrolled in any other qualification, whether funded or unfunded, except for foundation skills training.

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1.3.2 Eligibility/ Entry Requirements for Traineeship and Apprenticeship Pathway

To be eligible for the program, individuals must:

1. Are currently employed as a Queensland apprentice or trainee (under a registered training contract) in an eligible apprenticeship or traineeship qualification through this Program. This eligibility requirement does not apply to individuals seeking to enrol in a skill set;
2. Not be a school student;
3. Not currently be enrolled in any other qualification, whether funded or unfunded, except for foundation skills qualifications;
4. Not already have a Certificate IV or higher qualification (including tertiary qualification) completed within the last 10 years (qualifications completed as a school student, and foundation skills qualifications, do not count);
5. Not exceed a maximum of two government-funded apprenticeships/traineeships within a 10-year period.

Students may receive funding for **up to two government-funded** apprenticeships or traineeships within a **ten-year period** across the School-based Apprenticeships and Traineeships (SATs), Career Start, and Career Boost programs.

Funding is limited to **one apprenticeship or traineeship at a time**. If more than one training contract is registered at the same time, funding will apply to the contract with the **earliest** start date, provided all other eligibility requirements are met.

Australian Institute of Personal Trainers must ensure that students meet any qualification-specific eligibility exemptions or restrictions listed in the Queensland Subsidised Training List (QSTL), where applicable.

Eligible students may also access **up to two funded skill sets** under the Career Boost Program.

1.3.3 AISS and Pre-Enrolment Checks

To ensure that prospective students are eligible for Career Start and Career Boost programs, Career Advisors are required to utilise the AISS search function in addition to verbal consultation with the student and capturing previous study on the AVETMISS compliant Enrolment Form. Please refer to the DTET Apprentice Info Self Service Search Procedure for more information.

To ensure that prospective students are eligible for the appropriate funded program, Australian Institute of Personal Trainers will conduct a AISS search and confirm eligibility with all students prior to enrolment.

In addition to the above, eligible students may receive a survey from the Department seeking information on their training experience. If you have completed a qualification since finishing high school, you may not be eligible for a government subsidy, see the Student Factsheets for more information:

- [Career Start 2025–28 Program Policy](#)
- [Career Boost 2025-28 Program Policy](#)

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2 Funding Enrolment Fees

2.1.1 QLD Career Start and Career Boost

Students undertaking any training under the Career Start and Career Boost funded programs are required to contribute to the costs of their training through a co-contribution fee. The co-contribution amount for each cohort and intake may vary and all pricing will be available within the website. The Co-contribution fee cannot be paid or waived by the Australian Institute of Personal Trainers, or any related organisation.

2.1.2 Funded Traineeship Contribution Fees

An invoice and application for admission form will have been sent to you or your employer prior to enrolment. It is important that you be aware that Australian Institute of Personal Trainers cannot accept your enrolment until we have received your completed form and payment of the invoice in full. Any delay in payment may also delay the registration of your training contract with the relevant state training authority. Contact your Australian Apprenticeship Support Network (AASN) for further details.

2.1.3 ACT Course Fees (ACT Traineeships only)

If you are eligible for subsidised training under CT Australian Apprenticeship training, you pay only a portion (10–45%) of the training cost, and this fee covers your whole qualification rather than an annual fee. AIPT has fees for Australian Apprenticeships training depending on your chosen course, but Skills Canberra requires a minimum fee of \$350 to be charged., and adjustments for RPL and CT will be made after enrolment.

For more information, visit <https://www.act.gov.au/skills/students/australian-apprenticeships>

3 Funding Enrolment Refund Policy

The refunding of course fees will be reviewed on a case-by-case basis in line with the relevant state requirements. Please review the funding policy in line with which funding type you are enrolled in.

3.1.1 QLD Career Start and Career Boost

Australian Institute of Personal Trainers is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2025) and other applicable state funded programs, including the DTET QLD Skills Assure Supplier Policy 2025-2028.

As such, Australian Institute of Personal Trainers is required to have and provide detail of a fair and reasonable refund process for Fee For Service and Funded programs. The following refund policy is specifically for students who have enrolled into a Career Start and Career Boost Program.

The purpose of this information is to provide the appropriate handling of student refunds for fees and charges paid by students or a third party, where training and assessment activities have not been delivered or training and assessment has been discontinued by the student.

There is no mandated refund process for Career Start and Career Boost Program enrolments by DTET. As such, refunds of co-contribution fees will be assessed in line with state requirements the standard withdrawal procedure.

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3.1.2 QLD Career Start and Career Boost Apprenticeships and Traineeships Pathway Refunds

The Career Start and Career Boost -Apprenticeships and Traineeships program provides a public funding contribution towards the cost of training and assessment for eligible Queensland Apprentices and Trainees. To be eligible for a government contribution towards the costs of training, an Apprentice or Trainee must have entered into a training contract for a qualification that is funded by the department (DTET).

The subsidy represents the level of public funding the government contributes towards the total cost of training for apprentices and trainees. A co-contribution fee is required by the student or a third party as set out by DTET. The current rate of student contribution fee as set by the Queensland State Government is \$1.60 per nominal hour for each unit of competency.

If the Trainee or Employer wishes to cancel their training contract, they are entitled to a refund of their co-contribution fee for units not commenced. The refund amount is in line with the co-contribution fee rules for \$1.60 per nominal hour of the set unit/s remaining. The refund is provided to the payee and they are not required to apply or complete any documentation to receive this refund.

Please see the contact the traineeship team via email: trainees@aipt.edu.au for more information.

4 Funding Enrolment Extension

4.1.1 Traineeship Extensions

Any extension to your training contract must be coordinated between yourself, your employer, and the state training authority. An application form may be required depending on the requirements of your state or territory. Upon receiving notification of the change to your contract, we will issue you with a revised training plan and extend your enrolment end date.

Students who experience illness or injury during their traineeship can apply to temporarily suspend their obligations under the training contract for a period of up to 12 months. Your employer must agree to the application prior to the suspension taking effect, and once approved, ongoing employment arrangements should be determined. For further details, contact your Apprenticeship Support Network as listed on your training contract, or email trainees@aipt.edu.au

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