Purpose
To clearly articulate the definition of the classification of existing worker in the apprenticeship and traineeship sector.

Definition
An existing worker is a person who:

1. Has worked in a full-time capacity with the same employer or group training organisation for a period of more than three (3) months continuous service immediately prior to the date of commencement of the apprenticeship/traineeship or amendment to the training contract.

2. Has worked in a part-time capacity with the same employer or group training organisation for a period of more than 12 months continuous service immediately prior to the date of commencement of the apprenticeship/traineeship or amendment to the training contract. Four (4) months part-time employment equates to one (1) month full-time employment.

3. Has worked in a casual capacity with the same employer or group training organisation for a period of more than 12 months continuous service immediately prior to the date of commencement of the apprenticeship/traineeship.

Exemptions
The following scenarios are exemptions from the existing worker definition:

1. A person who was employed full-time, part-time or casually while attending school full-time, and wants to enter an apprenticeship/traineeship with the same employer, will not be classified as an existing worker.

2. An apprentice/trainee currently in a training contract in which the qualification is a prerequisite to a higher level qualification in another apprenticeship/traineeship will not be classified as an existing worker when registering into the higher level apprenticeship/traineeship.

3. An apprentice/trainee whose previous training contract was cancelled due to a change of ownership of the employing organisation will not be classified as an existing worker.

User Choice funding of existing workers
User Choice funding of existing workers is encapsulated in Section 2.1.1 of the User Choice 2017–20 Policy, located in the User Choice documents section of the Training website.

Authorisation
The policy outlined in this document accurately reflects the activities to be undertaken when a training contract is received.