

ACT User Choice Traineeships

Student Eligibility & Employer Obligations

1. What is ACT User Choice?

The **ACT Australian Apprenticeships (User Choice)** program provides government-subsidised training for eligible apprentices and trainees working in the ACT. It supports nationally recognised qualifications delivered in partnership between:

- the trainee
- the employer
- an approved Registered Training Organisation (RTO) like McMillan Staff Development
- an Apprentice Connect Australia Provider (ACAP)

Program settings and eligibility are set by the ACT Government (Skills Canberra) and may change. [ACT Government+1](#)

2. Am I Likely to Be Eligible?

Use this as a **guide only**. It does **not** guarantee funding.

You are **more likely** to be eligible for ACT User Choice if:

- You are **15 years or older**
- You are **employed in the ACT** in a suitable role
 - Full-time or part-time (not casual; not self-employed/subcontractor)
- You complete at least the minimum required **combined hours** of work and training each week (as per ACT Standards) [ACT Government](#)
- You are:
 - an Australian citizen, or
 - a permanent resident, or
 - an eligible visa holder (as defined by ACT User Choice visa rules)
- You are enrolling in:
 - a qualification approved in the ACT for User Choice, and
 - **directly related to your current job**, with real opportunities to apply the skills
- You have **not already completed** the same qualification (or a higher-level qualification in the same field that makes you ineligible)
- You are **not** accessing another subsidy (e.g. Skilled Capital) for the same qualification at the same time

3. Your Employer's Obligations (ACT Traineeships)

For an ACT-funded traineeship to proceed, your employer must be willing and able to:

- **Enter a Training Contract**
With you, through an Apprentice Connect Australia Provider, under ACT requirements.
[Apprenticeships+1](#)
- **Provide paid time for training**
 - Allow reasonable work time for structured training and assessment
 - Not rely solely on your own time outside work
- **Provide appropriate work tasks**
 - Give you duties that match the qualification so you can demonstrate each unit in real work
- **Ensure proper supervision**
 - A suitably experienced person is available to guide, support, and check your work in line with ACT supervision requirements [ACT Government+1](#)
- **Participate in planning and review**
 - Help develop and sign the **Training Plan** with McMillan
 - Take part in progress check-ins and updates
- **Notify changes**
 - Inform McMillan and the ACAP if your:
 - hours reduce significantly
 - employment status changes
 - supervisor changes
 - business circumstances impact your training

If an employer cannot meet these obligations, an ACT-funded traineeship may **not** be appropriate; fee-for-service delivery may be offered instead.

4. Your Responsibilities as a Trainee

As an ACT trainee, you agree to:

- Engage in training and coaching sessions as scheduled
- Complete learning and assessment tasks honestly and on time
- Use your workplace projects and duties as agreed evidence
- Communicate early if:
 - workload becomes unmanageable
 - you need disability support or reasonable adjustment
 - your job, hours, or supervisor change

- Work cooperatively with:
 - your employer
 - McMillan
 - the Apprentice Connect Australia Provider

These expectations align with the National Code of Good Practice for Australian Apprenticeships and ACT Standards. [Apprenticeships+1](#)

5. Apprentice Connect Australia Providers (ACAPs)

Apprentice Connect Australia Providers (formerly ANPs/AASNs) are contracted to:

- check your eligibility
- help you and your employer set up the **Training Contract**
- lodge it with the ACT State Training Authority
- support both parties through the traineeship

Simple process:

1. You enquire with McMillan.
2. If an ACT traineeship looks suitable, you complete McMillan's application/declaration.
3. With consent, your details go to an ACAP.
4. The ACAP:
 - confirms details
 - prepares the Training Contract for all parties to sign
5. McMillan then finalises your **Training Plan**, enrolment, and delivery schedule.

You can search for current ACAP providers via the official Australian Apprenticeships website. apprenticeships.gov.au⁺¹