

# APPRENTICESHIP TRAINING FEES AGREEMENT

(Supplement to the Employment Agreement)

BETWEEN \_\_\_\_\_ (“The Employer”)

AND \_\_\_\_\_ (“The Employee”)  
(Name must be exactly the same as recorded on birth certificate or passport.)

The purpose of this agreement is to clearly record the outcome of negotiations between the Employer and the Employee (Apprentice ) in relation to the payment of training fees. This agreement forms a supplement to the Employment Agreement. This agreement is not registered with the Boating Industry Training Organisation (BITO).

Section 2.11 of the BITO Training Agreement states:-

## Payment of Training Fees

In signing this agreement, the Employer agrees to pay invoices issued by the BITO in relation to training administration fees, off-job training fees and training resource material fees. Subject to Employment Agreement negotiations, the Employer may negotiate an arrangement, if deemed appropriate, for the full or partial recovery of the fees from the Employee.

**THE EMPLOYER AND THE EMPLOYEE AGREE as follows:**

Type of Cost	Employer Agrees to Pay (pa) <i>State in percentage terms if annual costings are not known.</i>	Employee (Apprentice) Agrees to Pay (pa) <i>State in percentage terms if annual costings are not known.</i>
Training Administration Fees		
Block Course Fees		
Night School Fees		
Study Note Fees		
Wages while attending Block Courses		

### **Training Account** *(optional)*

The Employer and the Apprentice agree to operate a Training Account    Yes    ☐  
No    ☐

If it is agreed to operate a Training Account, the Apprentice agrees to contribute the amount of  
\$ \_\_\_\_\_ deducted weekly ☐ Fortnightly ☐ or Monthly ☐ from salary/wages for the  
express purpose of refunding the Employer for training fees. Any excess contributions will be refunded to  
the Apprentice.

### **Performance Review**

Will a full or partial refund of fees be linked to satisfactory performance?    Yes    ☐  
No    ☐

If yes, the following conditions apply:-

---

---

---

---

---

---

---

---

---

---

**Signed for and on behalf of the Employer:** *(signature)* \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** *(please print)* \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Signed by the Employee:** *(signature)* \_\_\_\_\_

**Date:** \_\_\_\_\_