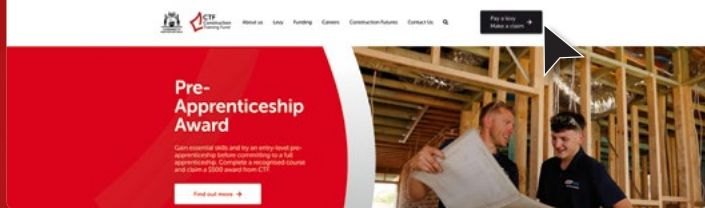


How to claim the \$500 Pre-Apprenticeship Award

Before you start, make sure you have a copy of your Certificate II issued by your training provider and your bank account details.

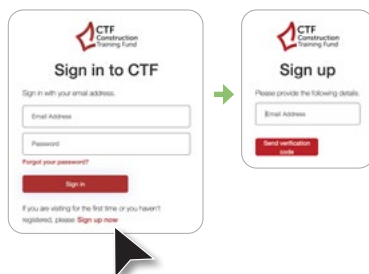
- 1 Go to ctf.wa.gov.au and click on "Pay a levy/Make a claim".



- 2 Click on "Claims Portal".



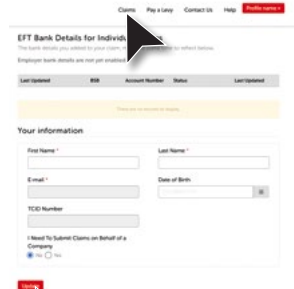
- 3 Create a CTF account by clicking "Sign up now".



- 4 Fill out your Information.

A TCID number is issued after you begin an apprenticeship or traineeship. If you have not yet commenced, leave this field blank.

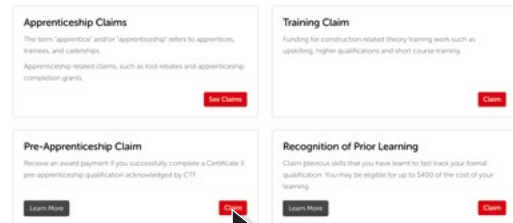
Click on "Update" then click on "Claims".



- 5 Click on "Individual Claims".



- 6 Select "Pre-Apprenticeship Claim".



- 7 Click on "Start Claim".



Examples of required certificate

- 8 Using your certificate complete the following.

Training Details: Include your Training Provider and Qualification.

Course Details: Enter Course Start and End Date, whether you completed the qualification fulltime or while at school.

Banking Details: Please provide your bank details. Remember to check these are correct before submitting.

- 9 Review and submit claim.



Review your information. Declare it is all correct, and then submit your claim.

- 10 Your claim will be reviewed by CTF.

If further information is needed, we will contact you via email.

If you have any difficulties, please call CTF on 08 9244 0100, option 1, and we can assist you.