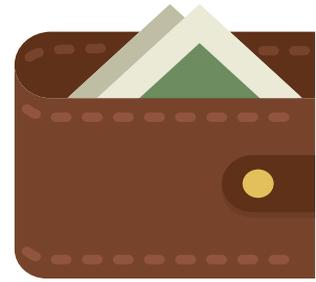# Apprentice/Student Completion Payment

Checking Your Eligibility

All eligible Skilled Capital students, and eligible Australian Apprentices (who commenced after 1 January 2016), can claim a completion payment of $300 (for Skill Sets the completion payment is $100). To qualify, you must not have completed more than 50% of your training via Recognition of Prior Learning (RPL) or Credit Transfer.

Your Registered Training Organisation (RTO) would have explained this eligibility criterion, and the process of applying for RPL and/or Credit Transfer, upon the commencement of your training. If you have any questions about your eligibility, please contact your RTO.

It is impossible to determine if you are eligible until you have completed your training, as Credit Transfer and RPL will need to be considered. Once you have completed your training and your RTO has reported your completion to Skills Canberra, your eligibility for a completion payment will be assessed and completion survey will be sent to you, if you are eligible.

If you have any questions about your eligibility, please contact your RTO.
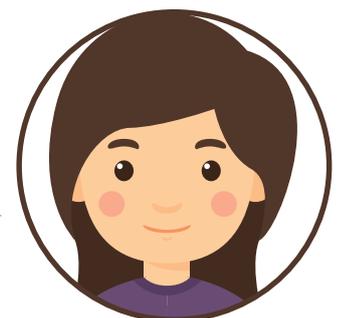
1. AVETARS Login

You should have received an invitation email to join AVETARS when your apprenticeship/traineeship or Skilled Capital enrolment was finalised. To join, simply follow the instructions in the email; click on invitation link **https://www.avetars.act.gov.au/** and enter a password. Your password must be a minimum of 9 characters and must contain:

▶ a lower case (a-z) and upper case letter (A-Z)

▶ a number (0-9)

▶ and a symbol.

If you have previously created your AVETARS login, but forgotten your password, click the 'Sign in' button and then 'Forgot your password?'. Enter your email address, and you will be sent password reset instructions.

Your 'User Email' is the one provided at the lodgement of your training contract or Skilled Capital record and used to email the AVETARS invitation to you.

If for some reason you did not receive the invitation, for example, if the email address recorded on your training contract or Skilled Capital record was incorrect, then simply email your request for a new invitation to **skills@act.gov.au**. In your request, please state your full name, date of birth and the name of qualification you are studying, so that we can confirm your identity. Please include your phone number, as it might be easier to resolve the issue over the phone.

2. Providing Bank Details

To provide your bank details, please login to your AVETARS portal and click on 'Bank Details' tab, and then 'Add Bank Account Details'. Enter your Account Name (account holder's name), BSB, Account Number and Bank Name.

3. Confirming Your Bank Details

You will be prompted to confirm your bank account details by email notification if you have been assessed as eligible for the completion payment. Please login to AVETARS and check if your bank details are correct. If so, no further action is required.

Completion Payment Process Timeframe

Once you have completed the survey and provided your bank details, the completion payment process should start. Please note, this process may take up to 8 weeks from the date payment was processed in AVETARS. The 'Processed date' can be checked via your AVETARS portal.

You have 2 years from your date of completion to claim your payment.