



Travel Arrangement Policy

SCOPE

This policy applies to all students who elect to arrange their own travel with the College of Electrical Training (CET), as well as employers who elect to arrange travel on behalf of their students with CET. It covers all instances where students are required to travel to attend training and assessment, and who meet the eligibility requirements for travel allowances as set out by the Department of Training and Workforce Development (DTWD).

PURPOSE

The purpose of this policy is to ensure that travel arrangements and associated expenses are managed in a fair, consistent, and cost-effective manner for those students and employers who elect CET to book airfares on their behalf. It establishes clear responsibilities for students, employers, and CET when requesting and booking travel. The policy will also endeavour to ensure compliance with (DTWD) reimbursement requirements.

POLICY

CET is committed to ensuring that travel expenses are managed responsibly and comply with DTWD funding guidelines.

Eligibility

- Access to the Travel Allowance is subject to the DTWD *Travel and Accommodation Allowance (TAA) Terms and Conditions*. Students and employers are encouraged by CET to review and understand DTWD's eligibility requirements in addition to complying with this policy.
- While it is the responsibility of students and employers to check their eligibility, CET Administration will confirm eligibility status and provide advice during the booking process.
- For full details of DTWD eligibility requirements, visit www.dtwd.wa.gov.au/taa.

Booking Process

1. Students or employers must notify CET in writing of any travel requirements via email Admin20@cet.asn.au, at least **8 weeks prior** to the commencement of training.
 - *In the rare circumstance that training schedules change and the 8 week notice period cannot be met, the student (or employer on their behalf) must notify CET as soon as reasonably possible.*
2. The notification must include the student's full name, training dates, departure location and preferred flight dates and times.
3. CET Administration will liaise with an authorised travel agent to source *standard economy flight* options in line with DTWD reimbursement requirements.
4. The travel agent's proposed itinerary will be reviewed by CET in consultation with the student or employer. Where multiple options are available, CET will work with the student or employer to confirm preferences and then CET will select the most cost-effective and reasonable fare in line with DTWD reimbursement requirements.
5. CET Administration will finalise the booking within 2 weeks of the request through the travel agent and provide the student or employer with the booking information and a confirmed e-ticket.
 - *Please note: For various reasons, a student's preferred flight may not be the one purchased.*

Non-Compliance

Failure to comply with this policy may result in the following outcomes:

- **Direct Responsibility:** The student or employer may be directed to independently arrange and purchase flights and submit reimbursement claims directly to DTWD.
- **Extenuating Circumstances:** Discretion may be applied where genuine extenuating circumstances are demonstrated and approved by CET.