

Training is an investment in your business, and as with any investment there is an initial cost. The costs of training may include:

- Tuition costs - ask your training provider for a full breakdown of training costs
- Cost of resources required for the training e.g. books, raw materials
- Possible transport and accommodation costs if training is offsite
- Cost of providing facilities for onsite training
- Cost of hiring temporary replacements for staff occupied with training
- Administration costs, including extra insurance and record keeping
- Cost of recruitment and wages in the case of apprenticeships and traineeships.

There are numerous vocational education and training (VET) initiatives that minimise the cost of training. These include:

- **Funding** - the Australian and Queensland Governments encourage participation in VET by offering financial incentives and funding for training. As an employer you may be eligible for government funding, particularly in the case of new apprenticeships and traineeships.
- **Targeted & quality training** - accredited training that addresses both your business and employee needs will ensure a positive return on investment.
- **Flexible learning** - flexible training options such as online learning or in-house training may be a suitable cost effective solution.

See '*Funding and Incentives*' and '*Training Options*' on this CD.

Source: Department of Education, Employment and Workplace Relations www.training.com.au and <http://www.training.com.au/portal/site/public/menuitem.ed5da35f02dfd090f9fa5a1017a62dbc/>