

Government Sector Labour Relations

Shaping a contemporary government sector workforce

Circular 4/2025 – Additional Entitlements for Public Sector Apprentices

Application

1. This Circular applies to Western Australian public sector employers.
2. It replaces:
 - Circular 9 of 1984 – Apprentices – 38 hour week – Rostered Day Off Falling During Periods of Block Release; and
 - Circular 6 of 1992 – Apprentices – Payment of TAFE Fees.

Background

3. Employment entitlements for public sector apprentices are generally detailed in the applicable awards and industrial agreements.
4. Circulars 9 of 1984 and 6 of 1992 established additional entitlements for apprentices to support their development. These entitlements have been consolidated in this Circular.

Instruction

5. When an apprentice is entitled to a rostered day off that falls within a period of block release, the apprentice is entitled to take an alternative day off.
6. The alternative day off is to be taken at a time mutually agreed between the employer and employee.
7. Employers are required to pay all TAFE fees and compulsory resource charges for apprentices.
8. This Circular complements relevant industrial instrument provisions. Where there is any inconsistency between this Circular and an applicable award or industrial agreement, the employee is to be provided with the more generous entitlement.

9. Further Advice

10. Please contact your GSLR Adviser should you require further clarification.



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Issue date: 2 April 2025

Review date: 31 March 2027