

Fact sheet: Completing your initial CPP (VET) grant application

Students

To receive the Commonwealth Prac Payment Vocational Education and Training (CPP (VET)), students need to complete an initial CPP (VET) grant application. This guide helps students complete their initial CPP (VET) grant application.

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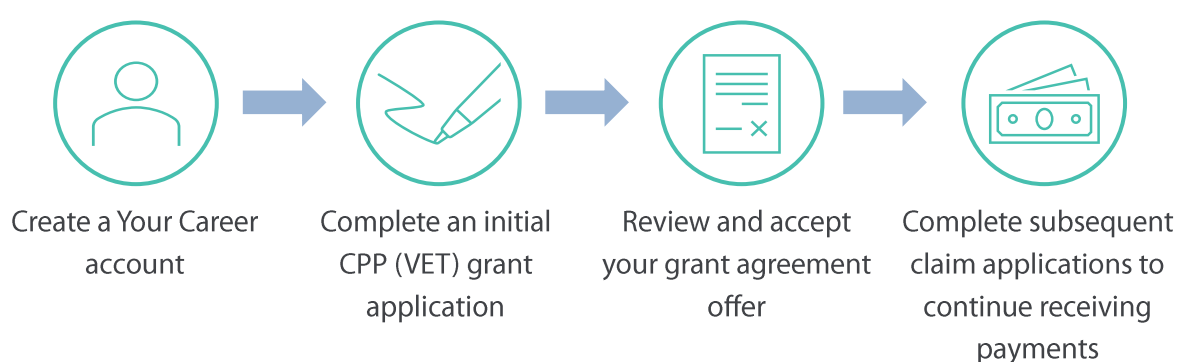
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About initial CPP (VET) grant applications

CPP (VET) aims to provide cost of living support to eligible students undertaking a mandatory prac placement as part of their Diploma of Nursing.

To receive CPP (VET) payments, you need to complete an initial CPP (VET) grant application. When you first apply for CPP (VET), you are applying for a grant amount that would cover up to a maximum of 400 mandatory prac placement hours.

If approved, the grant agreement that is established will cover any remaining prac placements that you are eligible to claim over the remainder of your qualification. Each prac placement will be claimed separately.



Starting your initial CPP (VET) grant application

Before you begin your initial grant application, you need to create a Your Career account. If you haven't already set up an account, please check the Quick Reference Guide for How to set up Your Career access as a student.

The information you provide in your initial grant application will be used to assess whether you are eligible for a CPP (VET) grant. When completing this initial grant application, you should check that any pre-populated information is true and correct and be prepared to upload documentary evidence to support a number of eligibility questions.

All fields in the initial grant application are mandatory unless they are marked 'optional'.

To begin your initial CPP (VET) grant application, **log in to the Your Career portal** and choose **CPP (VET)**.

From your home page dashboard, click **create a new application**.

Read through the CPP (VET) eligibility information. Once you're ready to begin your initial grant application, click **Start application**.

After completing a section, you can move to the next section by clicking **Save and continue**.

If you want to exit the initial grant application at any time, you can do so by clicking **Exit** at the bottom of the page. If you want to exit the initial grant application but save your progress so far, click **Save and exit**.



Save and continue Save and exit [Exit](#)

i You have a draft application for a Commonwealth Prac Payment
If you are ready, you can [continue your application](#)

You can continue completing your initial grant application at any time by logging back into the CPP (VET) portal and clicking **continue your application**.

Completing your initial CPP (VET) grant application

About you

The About you step is where you can review the details you entered when you created a Your Career account and provide information about your course. For more information on how we use and hold your personal information view our [Privacy and Personal information policy](#).

Your details

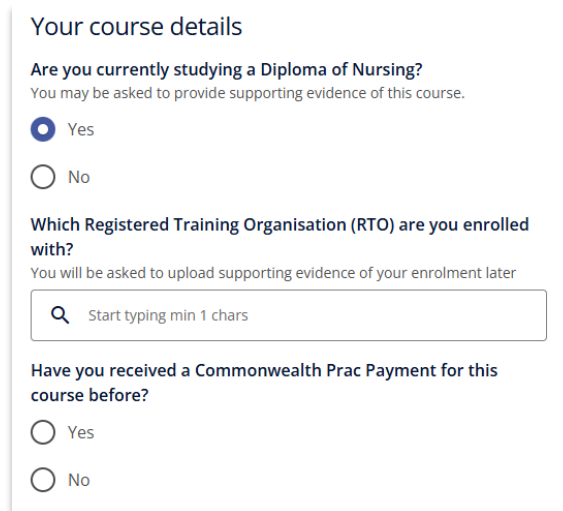
This section includes personal details like your name, date of birth, gender, mobile number, email address, residency and citizenship information. These details show what you entered when you created a Your Career account. You won't be able to edit these details in your grant application. If any of these details are incorrect and you need help to update them, refer to the Quick Reference Guide for How to update your details.

Your course details

In this section you provide information about the course you're studying.

You will be asked if you're currently studying a Diploma of Nursing. Select **Yes** if you're currently studying a Diploma of Nursing. If you are not studying a Diploma of Nursing, select **No**.

NOTE: This payment is only available to students studying a Diploma of Nursing qualification. While the system won't stop you from submitting your application, it is unlikely to be approved. For more information about CPP for higher education students, visit the [Department of Education website](#)



Your course details

Are you currently studying a Diploma of Nursing?
You may be asked to provide supporting evidence of this course.

☒ Yes
☐ No

Which Registered Training Organisation (RTO) are you enrolled with?
You will be asked to upload supporting evidence of your enrolment later

Have you received a Commonwealth Prac Payment for this course before?

☐ Yes
☐ No

If you selected **Yes**, you will need to provide the name of the Registered Training Organisation (RTO) you are enrolled with. This may be a TAFE or other training provider.

Lastly, you'll need to indicate whether you've received a Commonwealth Prac Payment for this course before.

Click **Save and continue** to move to the next section.

About your placements

The About your placements step is where you will include information about your placement. Your training provider will provide you with details about your placements which you can use to complete this section.

Your placement dates

This section is where you provide information about the dates of your next placement.

Your placement dates

If your start date is more than 6 weeks away you may still continue but will need to save it as a draft and return to submit it later.

You will be asked to upload a supporting evidence of your placement advice later.

Placement start date

14 Jul 2025

Placement end date

15 Aug 2025

Enter your placement start date and placement end date.

NOTE: You can submit an initial grant application up to 6 weeks before the start of your placement. If your placement start date is more than 6 weeks away, you can still complete the details of your initial grant application but you won't be able to submit it until you're within 6 weeks of your placement start date.

Your placement's allocated hours

In this section you provide information about the placement hours you're required to complete in your next placement.

If your training provider has already given you your allocated weekly hours for your placement, select **Yes**. You will be prompted to enter the number of hours allocated to each week of your placement. Your weekly allocated hours will be used to determine whether you are eligible to receive CPP (VET) payments.

NOTE: Hours must be entered as a whole number. For example, if you are allocated 37.5 hours in a week, you can round up to 38 hours.

If your training provider hasn't given you your allocated weekly hours for your placement, select **No**. You will be prompted to enter the total allocated hours for the duration of the placement. Your total allocated hours will be used to calculate the average weekly hours for your placement. This will be used to determine whether you are eligible to receive CPP (VET) payments.

Your placement's allocated hours

Placements must have an average of 30 hours or more allocated per week to be eligible for payment.

Do you know your allocated weekly hours for this placement?

☒ Yes

☐ No

Tell us how many hours you have been scheduled to work per week at your placement.

Week 1 allocated hours
Enter the number of hours allocated using whole numbers, eg 37.5 hours would be entered as 38.

40

Week 2 allocated hours
Enter the number of hours allocated using whole numbers, eg 37.5 hours would be entered as 38.

25

Week 3 allocated hours
Enter the number of hours allocated using whole numbers, eg 37.5 hours would be entered as 38.

40

Week 4 allocated hours
Enter the number of hours allocated using whole numbers, eg 37.5 hours would be entered as 38.

25

Week 5 allocated hours
Enter the number of hours allocated using whole numbers, eg 37.5 hours would be entered as 38.

40

Total allocation of 170 hours with an average of 34.00 hours per week

Previous placement details

Have you completed any prac placements before this one?

☒ Yes

☐ No

How many hours of training have you completed across all of your previous placements in total?

Your previous placement guidance from your RTO will show this

80

Previous placement details

If you have completed any prac placements as part of the qualification you're currently working towards, select **Yes**.

If you select Yes, you will need to provide the total number of hours of training you have completed across all of your previous placements. If you're not sure of the total number of hours of training, your training provider will be able to give you this information.

For example, if you have already completed 2 prac placements of 40 hours each, enter 80 in the text field.

If you haven't completed any previous prac placements as part of your qualification, select **No**.

Your source of income

This section is where you include information about the income you receive to support yourself.

If you were receiving an eligible Commonwealth Income Support Payment on the start date of the placement you're seeking prac payments for, select **Yes**. If you selected **Yes**, you'll be required to provide information about the type of support payment you're receiving. If you know your Centrelink Customer Reference Number (CRN), enter your CRN in this section.

If you selected **No**, you'll be required to provide the details of your paid work including the hours worked in a continuous 4-week period (average of more than 15 hours per week) during study periods (i.e. not during holidays) prior to your application.

Your source of income

The following questions will ask you about the income you receive to support yourself.

You can check which Commonwealth Income Support Payments are eligible as a source of income in the Commonwealth Prac Placements (VET) Program Guidelines at www.grants.gov.au

On the start date of the placement that you're seeking a prac payment for, are you, or were you receiving an eligible Commonwealth Income Support Payment?

☒ Yes

☐ No

Select the support payment you receive (or received)

If you receive more than one support payment choose the one you receive the most from. You will be asked to upload supporting evidence of your selected support payment.

What is your Centrelink Customer Reference Number (CRN) (optional)


Upload supporting evidence of Australian or New Zealand citizenship

Please provide evidence to support your domestic student status.

If you don't have evidence at this time, you may save your application and upload it later. The CPP is only available to domestic students. This includes an Australian or New Zealand citizen, or an Australian Permanent Resident. You may continue your application if you wish, but you are unlikely to be approved for the CPP. Acceptable evidence can include:

- Australian birth certificate
- Australian or New Zealand citizenship certificate
- Australian passport bio page

Upload your supporting document(s) below.


Choose files
or drag and drop files here to upload.
Your files must be jpeg, jpg, bmp, png, tiff, xls, xlsx, pdf, doc or docx file under 5 MB.

Evidence of citizenship or residency

The Evidence of citizenship or residency step is where you can upload evidence to support your domestic student status. Acceptable evidence can include your Australian birth certificate, your Australian or New Zealand citizenship certificate or your Australian passport bio page.

You can upload multiple files if you need to. Any files you upload must be in a jpeg, jpg, bmp, png, tiff, xls, xlsx, pdf, doc or docx file under 5 MB.

Click **Choose files** to upload your evidence of citizenship or residency.

Once you've uploaded your evidence, click **Save and continue**.

Evidence of enrolment

The Evidence of enrolment step is where you can upload evidence to support your enrolment in the Diploma of Nursing qualification with your training provider. Acceptable evidence can include an RTO enrolment notice, a recent student timetable confirmation or qualification transcripts. Any evidence you upload must be on your training provider's letterhead and include:

- your training provider's name and details
- your name
- your course name including the course ID

If you don't have evidence of your enrolment, speak with your training provider who will be able to provide you with evidence.

You can upload multiple files if you need to. Any files you upload must be in a jpeg, jpg, bmp, png, tiff, xls, xlsx, pdf, doc or docx file under 5 MB.

Click **Choose files** to upload your evidence of enrolment.

Once you've uploaded your evidence, click **Save and continue**.

Upload evidence to support studying a Diploma of Nursing through a Registered Training Organisation (RTO)

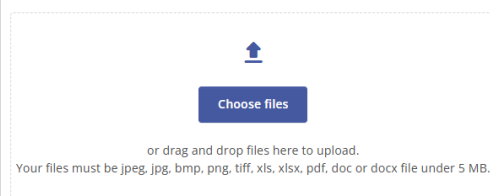
Upload evidence to support your claim of undertaking a Diploma of Nursing through a RTO. If you don't have evidence at this time, you may save your application and upload it later.

Evidence could include:

- RTO enrolment notice
- a recent student timetable confirmation
- qualification transcripts.

Note- documentation must be on the RTO letterhead, including RTO name and details. It must include the student's name and the course name - Diploma of Nursing including course ID.

Upload the supporting document(s) below.



The screenshot shows a file upload area with a dashed border. At the top center is a blue upward arrow icon. Below it is a blue button with the text "Choose files". Underneath the button, it says "or drag and drop files here to upload." At the bottom, a note states: "Your files must be jpeg, jpg, bmp, png, tiff, xls, xlsx, pdf, doc or docx file under 5 MB."

Evidence of placement

The Evidence of placement step is where you can upload evidence to support your prac placement.

Acceptable evidence can include a prac placement notice or advice from your training provider or host prac placement provider (PPP), a copy of your prac notification from your training provider or online placement system, or a letter or email from your training provider or PPP including the details of your prac placement.

Any evidence you upload must contain:

- your training provider's name
- the name and details of your host prac placement provider
- your name
- the course name and course ID
- the dates, hours and weeks of your placement

The evidence you upload must include the placement start and end dates and must match the dates you entered in the About your placement section of your initial grant application.

Upload evidence to support your prac placement

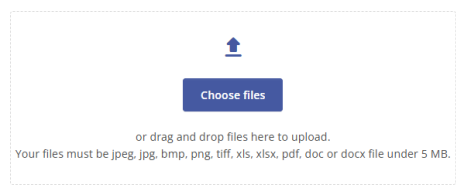
Upload evidence of your prac placement supplied to you by either your Registered Training Organisation (RTO) or your host Prac Placement Provider (PPP). The evidence must include the placement start and end date and must match the dates you have entered into this application.

Evidence could include:

- RTO or PPP prac placement advice/notice
- a copy of prac notification from RTO/Placement online system
- Letter or email from your RTO or PPP which includes the details of your prac placement.

Note- documentation must contain the RTO's name, placement organisation name and details, student's name, dates, hours and weeks of placement and the course name - Diploma of Nursing including course ID. If you do not have evidence at this time you may save your application and upload it later.

Upload the supporting document(s) below.



The screenshot shows a file upload area with a dashed border. At the top center is a blue upward arrow icon. Below it is a blue button with the text "Choose files". Underneath the button, it says "or drag and drop files here to upload." At the bottom, a note states: "Your files must be jpeg, jpg, bmp, png, tiff, xls, xlsx, pdf, doc or docx file under 5 MB."

If you don't have evidence of your placement, speak with your training provider or PPP who will be able to provide you with evidence.

You can upload multiple files if you need to. Any files you upload must be in a jpeg, jpg, bmp, png, tiff, xls, xlsx, pdf, doc or docx file under 5 MB.

Click **Choose files** to upload your evidence of placement.

Once you've uploaded your evidence, click **Save and continue**.

Evidence of income

The Evidence of income step is where you can upload evidence to support your income.

If you are receiving Commonwealth Income Support Payments

If you are receiving Commonwealth Income Support Payments, you'll need to provide evidence of your receipt of payment from either Centrelink or the Department of Veteran Affairs (DVA).

Upload evidence of your eligible Commonwealth Income Support Payment

The Upload evidence of your eligible Commonwealth Income Support Payment section is where you can upload evidence of the receipt of your payment.

Acceptable evidence can include:

- your Centrelink support payment or assistance notice
- your Income Support Payment statement
- your ABSTUDY assistance notice
- your DVA Payment Summary of General Statement of Pension.


Upload evidence of your eligible Commonwealth Income Support Payment

Add one or more documents as evidence of your receipt of an eligible Commonwealth Income Support Payment from either Centrelink or the Department of Veterans Affairs. This must match the type of payment you entered earlier in this application. If you don't have the evidence at this time, you may save your application and upload it later.

Evidence could include:

- Centrelink support payment/assistance notice or Income Support Payment statement
- ABSTUDY assistance notice
- DVA Payment Summary of General Statement of Pension

Upload the supporting document(s) below.


Choose files
or drag and drop files here to upload.
Your files must be jpeg, jpg, bmp, png, tiff, xls, xlsx, pdf, doc or docx file under 5 MB.

The evidence you upload here must match the type of payment you selected in the About your placement section of your initial grant application.

You can upload multiple files if you need to. Any files you upload must be in a jpeg, jpg, bmp, png, tiff, xls, xlsx, pdf, doc or docx file under 5 MB.

Click **Choose files** to upload your evidence of Commonwealth Income Support Payments.

Once you've uploaded your evidence, click **Save and continue**.

If you are receiving income from paid work

If you are receiving income from paid work, you'll need to provide information about your paid work including the hours worked in a continuous 4-week period (an average of more than 15 hours per week) during study periods (i.e. not during holidays) prior to your application.

Paid work evidence details

Please indicate the period this evidence supports, including the total hours worked and gross pay for the period.

Date from

Date to

Total hours of this period

Gross total amount

The amount paid before tax for the period of the uploaded documents

\$

Paid work evidence details

The Paid work evidence details section is where you enter the details of the wage evidence you will upload.

Enter the **Date from** as the first date your wage evidence covers. Enter the **Date to** as the last date your wage evidence covers.

Enter the **Total hours for this period** as the total number of hours you worked during the 4-week period.

Enter the **Gross total amount** as the amount paid before tax for the 4-week period.

Upload supporting evidence of paid work

The Upload supporting evidence of paid work section is where you can upload the evidence about your paid work during the 4-week period. Acceptable evidence can include:

- payslips including the ABN of your employer
- payroll prints
- time sheets or wage sheets

NOTE: If your income information (or any other supporting evidence) has a Tax File Number (TFN) in it, you must remove the TFN before providing that supporting evidence to us.

The evidence you upload here must match what you've entered in the Paid work evidence details section. You can upload multiple files if you need to. Any files you upload must be in a jpeg, jpg, bmp, png, tiff, xls, xlsx, pdf, doc or docx file under 5 MB.

Click **Choose files** to upload your evidence of paid work.

Once you've uploaded your evidence, click **Save and continue**.

Bank details

The Bank details step is where you can provide the details of the bank account you'd like your Commonwealth Prac Payments (VET) paid into.

Enter the **Account name**. The account name is usually your full name and not the type of account you hold.

Enter your **BSB**. If the BSB you entered matches a verified BSB, you'll see the name and address of your bank's branch below this field. If your BSB is unverified, please check your BSB and try again.

Enter your **Account number**.

Upload supporting evidence of paid work

Add one or more documents as evidence of your paid work for each of the pay weeks or period you are claiming. If you don't have evidence at this time, you may save your application and upload it later. If you aren't able to provide the required evidence we advise you not to continue with this application.

Evidence can be any of the following:

- payslips
- payroll prints
- time sheets/wage sheets.

Additional information about acceptable evidence is in the Commonwealth Prac Placements (VET) Program Guidelines at www.grants.gov.au

If your income information (or any other supporting evidence) has a Tax File Number (TFN) in it, you must redact/remove the TFN before providing that supporting evidence to us.

Upload the supporting document(s) below.

or drag and drop files here to upload.

Your files must be jpeg, jpg, bmp, png, tiff, xls, xlsx, pdf, doc or docx file under 5 MB.

If you entered the incorrect details, you can update your bank details by returning to the Bank details section clicking **Edit bank details**.

If you need to update your bank details at any time after your application has been approved, please follow the instructions in the Quick Reference Guide for How to update your bank details.

Once you've entered your bank details, click **Save and continue**.

Review and submit

The Review and submit step is where you can review what you have entered into your initial grant application before you submit it.

Read through each section carefully. If you need to update any of the details you've entered, click the **Edit** button under the relevant section. For example, if you need to edit information about your source of income, click **Edit your source of income**.

Potential maximum grant funding

Once you've reviewed all the details you have entered, you may be able to see the potential amount of grant funding that will be available to you if your application is approved.

If approved, this grant will fund placement payments up to a maximum of 400 hours across your course of study which includes your first claim for payment as part of your initial grant application.

NOTE: Students are required to declare the amounts received from CPP (VET) to the Australian Taxation Office as part of their annual assessment, Services Australia, and the Department of Veterans Affairs (if required). You should seek your own taxation advice.

Grant agreement

If your initial grant application is approved, you will need to review and accept a grant agreement offer before you can start receiving payments.

Click **View example grant agreement** to see an example of how your grant agreement might look.

NOTE: This is an example only. You will not be able to accept or reject the example grant agreement.

Exceptional circumstances

If the information you have provided in your initial grant application indicates you may not be eligible to receive CPP (VET), you can be considered under exceptional circumstances. You will be required to provide a comment to support your application before you can submit it for assessment. Additional documentary evidence can be uploaded against the relevant documentary evidence upload fields. For example, if you have medical certificates or other evidence to support your request for consideration of exceptional circumstances.

Applicant declaration

Before you submit your initial grant application, you'll need to agree to the applicant declaration. Please read this declaration carefully. If you agree to the terms of the declaration, click the **I agree with the terms of this declaration** checkbox.

Click **Submit** to submit your initial grant application.

Your initial grant application has now been submitted for assessment by the Department of Employment and Workplace Relations.

Withdrawing your initial CPP (VET) grant application

If you no longer want to proceed with your initial CPP (VET) grant application, you can withdraw it at any time before it is approved.

To withdraw your initial grant application, **log in to the Your Career portal** and **choose CPP (VET)**. On the CPP (VET) home page dashboard click **Withdraw** in the Latest application section.

Latest application

Grant application:	4486
Submitted date:	-
Placement period:	03 Jun 2025 - 03 Jul 2025
Status:	● Draft

[Continue my application](#)[Withdraw](#)

[View all my applications](#)

Reviewing your grant agreement offer

If your initial CPP (VET) grant application has been approved by the Department of Employment and Workplace Relations, you'll be sent a grant agreement offer to review. To review your grant agreement offer **log in to the Your Career portal** and **choose CPP (VET)**.

If your application has been approved, you will see a banner at the top of your CPP (VET) home page dashboard. Click **Review the grant agreement**.

Your grant has been approved. Please review and accept your grant agreement.

The next step in the application process is to review and accept your Commonwealth Prac Payment Grant (VET) Agreement.

Once you accept this agreement you will begin receiving payments.

[Review the grant agreement](#)

You should read through your entire grant agreement offer carefully to make sure you understand the grant details and conditions.

Accept or reject your grant agreement offer

Once you've read your grant agreement offer, you can choose to either accept or reject it.

Accepting your grant agreement offer

Accepting your grant agreement offer will mean you can start receiving payments. Your first claim for payment is included as part of your initial grant application. To accept your grant agreement offer, read the Declaration and execution of Grant Agreement section and **tick all checkboxes**.

Click **Accept** at the bottom of the page.

Declaration and execution of Grant Agreement

Prior to accepting this declaration you can view the Commonwealth Prac Payment (Vocational Education and Training) Program Guidelines available at www.grants.gov.au.

I declare and agree that:

☐ I have **read and understood** the Grant Agreement;

☐ I **agree** to all the terms and conditions specified in the Grant Agreement and the Commonwealth Prac Payment (Vocational Education and Training) Program Guidelines;

☐ I understand that by **accepting this Grant Agreement** a legally binding contract is created between me and the Commonwealth;

☐ I understand that checking this declaration and **accepting this Grant Agreement** constitutes an electronic signature.

[Accept](#) [Reject](#) [Exit](#)

Your grant agreement offer has been accepted. To check when your first payment is scheduled, return to the CPP (VET) home page dashboard and check the **Payment summary** section.

Rejecting your grant agreement offer

Rejecting your grant agreement offer will mean that your initial grant application will not continue and you will not receive payments. To reject your grant agreement offer, click **Reject** at the bottom of the page.

Your grant agreement offer has been rejected. If you have rejected your grant agreement offer and change your mind later, you'll need to submit a new initial CPP (VET) grant application for assessment.

Continue receiving your CPP (VET) payments

To continue receiving payments after your first payment, you'll need to complete subsequent claim applications. If you need help completing your subsequent claim applications, please check the guide to Completing your subsequent CPP (VET) claim applications.

Support

For assistance with creating a Your Career account, please visit the Your Career support page.