

Training allowance Information

There have been changes to the payment arrangements to Phase 2, 4 and 6 Apprentices from March 2020 that you need to be aware of.

For more information see www.apprenticeship.ie [Training Allowances](#)

1. **All** apprenticeship payments are now made **fortnightly in arrears** (instead of weekly)
2. **All** your training allowances payments are now subject to **Income Tax; PRSI** and the Universal Social Charge (**USC**); Revenue have implemented these changes.
3. During your phase 2/4/6 training you will be registered as a separate employment with Revenue. This means that **you** will need to manage **your own** tax credits on Revenue's myAccount system; If you do not switch your employer to the Department of Education during your training **emergency tax** will be deducted from your payments.
4. **If emergency tax is deducted this is a matter between you and revenue, the Training Centre is not making the deductions and cannot change the tax applied.**
5. If do not already have a **Revenue myAccount** you should register immediately at www.revenue.ie → Online Services → Register for myAccount. There is a Revenue video link on the bottom of page on www.corktrainingcentre.ie and also on www.apprenticeship.ie [Training Allowances](#)
6. Revenue PAYE Tel no is **1890 22 24 25** or **01 7383636** (if you are calling from a mobile phone). Please contact them if you have any queries regarding your tax credits, rate of tax etc.
7. If you require assistance with registering for myAccount please contact the learner support office on **086 0320557** or email brenda.oconnell@corktrainingcentre.ie
8. You will receive an email from CoreHR **one – two weeks after starting your course** asking you to verify your details to activate your Coreportal account. You will need access to this Portal to view your payslips. Payslips are not issued by the Training Centre and we do not have access to your account.
9. A user guide for the Coreportal is attached. Please click [how to check Payslips](#) to view.
10. Your rate of pay is shown as **Gross Pay on your Payslip** if you believe the deductions are incorrect you must contact **Revenue** directly. CETB are not making the deductions.
11. **Please ensure that you use the correct BIC and IBAN when registering and completing your bank details.** Use the IBAN checker which is available [here](#).



CORK
TRAINING
CENTRE



cetb
Bord Oideachais agus
Oiliúna Chroí
Cork Education and
Training Board