

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 go to. <https://apprenticeship.ie/news-events/news/changes-to-arrangements-for-off-the-job-payments-to-craft-apprentices>

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 or 6 training you will be registered as a separate employment with Revenue. This means that **you** will need to manage **your own** tax credits. If you do not switch your employer to the Department of Education & Skills (**Employer Reg. no. 3593441WH**) 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
6. **IMPORTANT:** In order to switch your employer to the Dept of Education and Skills (**Employer Reg. no. 3593441WH**) you will need to contact revenue. Revenue have advised that you ring their helpdesk directly on **1890 22 24 25** or **01 7383636** (if you are calling from a mobile phone) between 9.30am and 1.30pm Mon-Fri. They strongly advise against making changes online. **Please inform them of your training start date and finish date to ensure credits are transferred for the correct period.**
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. For a user guide on CORE HR and how to access payslips please click on the following link <https://a.storyblok.com/f/83224/x/6171c6f7ac/payee-user-ref-guide-final.pdf> to view.
9. 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.
10. **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](#).