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1. New Apprenticeships explained

New Apprenticeships encompass apprenticeships and traineeships and deliver greater flexibility to meet the needs of employers, apprentices and trainees.

In some States and Territories New Apprenticeships are only known as Apprenticeships and Traineeships.

They involve a national system of training linked to industry requirements and are underpinned by national reforms that ensure the quality of training.

What are New Apprenticeships?

Put simply, a New Apprenticeship is an apprenticeship or traineeship which offers new training flexibilities, new support service arrangements and opportunities in more industries than before.

New Apprenticeships can cover full or part-time work. The part-time arrangements are also available to school students. Businesses can employ apprentices and trainees under Australian Workplace Agreements, Certified Agreements or industry Awards.

New Apprenticeships involve a combination of paid work and structured training and must be underpinned by a training agreement which is registered with the relevant State/Territory Training Authority.

The new arrangements provide new flexibilities such as:

- school-based New Apprenticeships;
- access to part-time arrangements;
- modernised apprenticeship training in traditional trade areas;
- more flexible training programmes to suit specific needs of business;
- new training opportunities in new industries such as information technology and multimedia;
- new support services for employers and New Apprentices through New Apprenticeships Centres; and
- User Choice (businesses can select, in some cases, their own training provider and have input into the method, timing and format of the training provided).
Additional flexibilities are available through the agreement provisions in the *Workplace Relations Act 1996*. The Act provides for Australian Workplace Agreements and Certified Agreements which offer:

- varied durations for New Apprenticeships;
- varied proportions of training and productive (work) time; and
- access to part-time arrangements.

All of these changes result in a more flexible and responsive training system that meets the needs of employers, industry and New Apprentices.

### What are the benefits for young people?

New Apprenticeships provide young people with training options which:

- involve getting a paid job and training;
- lead to a nationally recognised and portable qualification;
- provide jobs and career opportunities in a wide range of industries;
- are available on a part-time basis in many schools; and
- link to higher qualifications.

### What types of support may young people require?

Young people who are interested in New Apprenticeships training require information about:

- jobs and career pathways in the industry,
- the training including both on-the-job and off-the-job; and
- linkages to higher qualifications.

There are many factors related to non-completion of New Apprenticeships training and these include:

- unreal expectations;
- poor preparation;
- a lack of readiness; and
- a mismatch between what they wanted and what they got.

Young people can be supported through the provision of adequate information and career advice at the pre-commencement and selection stages, prior to the New Apprenticeships sign up. Existing successful strategies for young people include structured work experience while still at school, career counseling and provision of assistance by New Apprenticeships Centres. Existing successful strategies for employers center on services provided by New Apprenticeships Centres and printed material outlining the national training arrangements.
After sign up, young people can be supported by improving access to existing information including who to turn to for their particular needs. Anecdotal evidence suggests that the organisations involved with New Apprenticeships, such as Registered Training Organisations and New Apprenticeships Centres, have a key role in assisting the New Apprentice complete their training. Better communication and information flows between the organisations is expected to increase on-going support for New Apprentices and their employers.

Additionally, there are ‘at-risk’ factors for non-completion among the 15-24 years group and indicators relate to:
- level of education; and
- duration of unemployment.

There is evidence that the factors responsible for non-completion varies across industries, New Apprenticeships types and contexts. For instance, some factors relate to:
- study skills,
- literacy and numeracy skills and to
- Indigenous cultural factors.

Young people working through such issues can be offered pastoral support, perhaps in the form of mentoring or referral to specialist services or other community involvement in the training.

**What types of support may employers require?**

Employers who are interested in employing a New Apprentice require information about:
- New Apprenticeships pathways to a qualification;
- Training Packages and national qualifications in the industry,
- training delivery options for the qualifications, including *User Choice* and information about registered training organisations;
- the development of a training plan for both the on-the-job and the off-the-job training; and
- linkages to higher qualifications.

Some factors responsible for non-completion relate to employers, such as:
- business also cause non-completion.

There are many factors related to non-completion of New Apprenticeships training and these include:
- unreal expectations;
- poor preparation;
- a lack of readiness; and
- a mismatch between what they wanted and what they got.
Yes. New Apprenticeships are becoming increasingly available in schools. They deliver nationally qualifications and involve a contract of training and paid employment while the student continues to study at school.

They have a number of features including:

- attendance at school and work;
- a Training Agreement, which links to an industrial award or agreement, signed by an employer and the person in training; and
- attainment of the senior secondary certificate and a VET national qualification.

The introduction of New Apprenticeships into schools will give young people industry recognised skills.
Is there assistance available for disadvantaged young people?

The New Apprenticeships Access Programme provides preliminary training for people who are disadvantaged in the labour market and need assistance in gaining a New Apprenticeship.

This programme provides preliminary training for up to six months to prepare people for a New Apprenticeship.

Employers or young people seeking more information on the New Apprenticeships Access Programme should contact their local Centrelink office or a local New Apprenticeships Centre.

Is there assistance for people with disabilities?

People who have a disability and find that this may prevent them from starting a New Apprenticeship because of mobility restrictions or need special equipment to enable them to undertake on-the-job training may be eligible for assistance under the Disabled Apprenticeship Wage Support (DAWS) programme.

Under DAWS the employer is eligible to receive an incentive to accommodate the New Apprentice’s physical employment needs by providing modifications to the workplace that will enable the New Apprentice to fully undertake all training and work experience required under the New Apprenticeship training programme.

For more information regarding DAWS, including eligibility for the programme, a New Apprenticeships Centre should be contacted.
2. New Apprenticeships Statistics

How many New Apprentices are expected to commence as a result of the New Apprenticeships reforms?

The Government has contracted New Apprenticeships Centres to deliver 429,000 New Apprenticeships commencements in the contract period from 1 December 1999 to end 30 November 2002. The contract figures incorporate expected increases in the numbers of New Apprenticeship positions offered by employers.

Figures have been quoted suggesting that there are record numbers of New Apprentices in training. Is this the case?

Yes. The National Centre for Vocational Education Research (NCVER) reports that there are record numbers of New Apprentices (which includes apprentices and trainees) in training. As at 30 June 2000, there were an estimated 275,630 New Apprentices in training. The NCVER figures are released quarterly and Members will be notified of the latest figures upon their release.

Is this figure the same as the target number of new commencements?

No. The target number of commencements only takes into account new starters. The number of people in training is higher than the number of commencements because some training takes longer than one year, such as apprenticeships that may take up to four years.
3. New Apprenticeships Centres

What is a New Apprenticeships Centre?

New Apprenticeships Centre are a support service established by the Commonwealth Government. There are more than 300 New Apprenticeships Centres across Australia. The streamlined service delivery cuts through red tape by providing a single point of contact for much of the administration, sign-up and payment arrangements for employers, apprentices and trainees.

The key services offered by New Apprenticeships Centres include:

- providing New Apprenticeships information to employers, New Apprentices and other interested parties;
- marketing and promoting New Apprenticeships locally;
- administering Commonwealth programme payments;
- working with State/Territory Training Authorities to provide an integrated service; and
- establishing effective relationships with Commonwealth contracted Job Network members, training providers, schools and other organisations.

New Apprenticeships Centres offer a service that saves time and effort for the employer and employee.

Call the New Apprenticeships Call Centre on 1800 639 629 to find out who provides New Apprenticeships Centre services in your region or visit the New Apprenticeships website at www.newapprenticeships.gov.au

Who provides New Apprenticeships Centre services?

A wide range of organisations, including public, private and community based enterprises provide New Apprenticeships support services. The Commonwealth Government tenders for organisations to provide New Apprenticeships support services on a contract basis.
4. Group Training

What is Group Training?

Group training refers to an arrangement by which a Group Training Company employs a New Apprentice and hires them to other businesses, called host employers, while they are undertaking their training. The Group Training concept began in the 1980s as a mechanism for addressing skill shortages.

Group training is a great alternative for small and medium business who:

- are unable to offer a New Apprentice a permanent position because they can't guarantee ongoing work;
- might not have the range of work available to ensure that a New Apprentice gains all the necessary job skills for that industry; or
- simply do not have the time to undertake all employment and training functions.

As the employer of the New Apprentice, the Group Training Company:

- carefully selects the New Apprentice;
- manages the training; and
- takes responsibility for all the paperwork connected with wages, allowances, superannuation, workers compensation, sick/holiday pay etc.

The Group Training Company will also rotate the New Apprentice from business to business, where necessary, to ensure that a New Apprenticeship is achieved. In this way, the Group Training concept benefits both employers and young people:

- employers gain access to New Apprentices for the time they are required, and this access is administratively simple;
- young people have access to quality employment and training opportunities which would otherwise have not been available; plus
- they have the opportunity to gain experience in a number of different enterprises over the course of their training. This gives them a breadth of experience attractive to future employers.

Group Training Companies operate across Australia. Some specialize in servicing a particular industry, while others may cater for an entire region, covering many industries. Together they are the largest employer of New Apprentices, with some 36,270 New Apprentices in training as at 30 June 2000. The employment of New Apprentices under Group Training arrangements is growing - a good indicator of the value of the service to small and medium sized enterprises.
5. Industrial Relations

What are the new industrial relations options?

The wider range of training pathways now available are supported by new training wage arrangements available in agreements made under the federal Workplace Relations Act 1996. These agreements are known as Australian Workplace Agreements (AWAs) and Certified Agreements (CAs) and can establish appropriate wages for:

- different amounts of working and training time;
- apprenticeships and traineeships of shorter or longer duration than previous standard arrangements; and
- part-time New Apprenticeships.

These agreements must satisfy the approval requirements set out in the Act. They are available to most incorporated employers and all employers in Victoria, the Australian Capital Territory and the Northern Territory.

You may also use federal award training wage arrangements, such as the federal National Training Wage Award, where available and appropriate for the New Apprenticeship you choose. State awards and agreements that contain training wage provisions may also be available.

As a result of the widespread availability of AWAs and CAs, together with awards and State agreements, there are many options available to take on a New Apprentice on a full or part time basis and take advantage of the flexibility and responsiveness of the training system. Further information to assist you in choosing the appropriate employment solution for your New Apprentice can be obtained from a New Apprenticeships Centre or your employer organisation.

What is the Wage Top-Up Scheme?

New Apprenticeships is a partnership between governments, employers, trainees and apprentices and the wider community. One of the ways in which the federal Government supports young people in full time New Apprenticeships is through the provision of a Wage Top-Up to supplement their weekly wage, under certain conditions as detailed below.

The increased flexibilities provided under New Apprenticeships can sometimes result in cases where, because of an increase in training time, the weekly wage for a New Apprentice is reduced to below the minimum levels set by the Commonwealth. The Wage Top-Up Scheme has been developed to pay a top-up to full-time New Apprentices where their gross weekly wage falls below these levels.
Who is eligible for Wage Top-Up?

To be eligible for Wage Top-Up payments, a New Apprentice must:

- be a full-time New Apprentice;
- be employed under an Australian Workplace Agreement (AWA) or Certified Agreement (or Queensland equivalents) under which the weekly wage is adjusted for training time, as determined by an approving authority; and
- be earning a weekly wage, as specified in that agreement, which is below the current minimum levels set by the Commonwealth.

The current top-up levels are*:

- $142 gross pw for 16 year olds
- $176 gross pw for 17 year olds
- $221 gross pw for people aged 18 years and over, or
- $248 gross pw regardless of age, where a New Apprentice has completed training at Australian Qualifications Framework (AQF) level II and has commenced training leading to an AQF III or IV outcome.

The Wage Top-up Scheme provides payments direct to eligible New Apprentices. In the first instance, people seeking further information on the Wage Top-Up Scheme should call the New Apprenticeships Call Centre on 1800 639 629.

*These levels are current as at October 2000.
6. Training Packages and New Apprenticeship Qualifications

What is a “Training Package”?  

A Training Package is an industry endorsed set of national competency standards which are linked to national qualifications. Each Training Package includes:

- Industry competency standards, which are the competencies that each industry needs its workers to have;
- The different national qualifications a person can receive when they are assessed as competent against those standards; and
- The guidelines for assessing competence within the industry.

The Training Package may include standards and qualifications from entry level (Certificate Level 1 or 2) up to an Advanced Diploma. Training Packages are used by training organisations to design training programmes for industry.

How do Training Packages relate to New Apprenticeships?  

Training Packages, as well as integrating nationally recognised and endorsed competency standards, assessment guidelines and qualifications, also describe New Apprenticeship pathways (the sequence in which employees acquire and develop their skills).

Having completed a New Apprenticeship qualification at Certificate II or III, a person may choose to continue studying and progress to a Diploma or Advanced Diploma in the same industry, achieving other higher level competencies that are contained in that industry Training Package.

For example, in the Community Services and Health industry, qualifications ranging from Certificate II to Advanced Diploma can be obtained through the Training Package. An individual might commence a New Apprenticeship by undertaking the Certificate II in Community Services (Aged Care Work) and continue to the Advanced Diploma of Community Services (Aged Care Work).
7. Commonwealth Incentives

What are the incentives?

The Commonwealth Government provides a range of financial incentives for employers of New Apprentices. These incentives are aimed at increasing New Apprenticeship opportunities by supporting employers in the public, private and community sectors to offer ongoing employment and structured training opportunities to New Apprentices undertaking Certificate Levels 2, 3 or 4 New Apprenticeships.

In addition to the range of incentives for employers, financial assistance is also available to assist New Apprentices who:

- need to leave their parental/guardian’s home to take up or remain in a New Apprenticeship; or
- are disabled and need tutorial assistance or interpreter services.

See Attachment A for further detail on the incentives available.

What are Rural and Regional New Apprenticeships?

The rural and Regional New Apprenticeships initiative helps to build skills and provide new opportunities for people in their own communities. Rural and Regional New Apprenticeships provide an additional $1,100 (inc. GST) incentive to eligible employers of New Apprentices in occupations and trades with identified skill shortages. The incentive is additional to the other incentives currently available to New Apprenticeship employers and brings the total incentive available to eligible employers to $5,500.

The new incentive is available to all employers and host employers (in the case of New Apprentices employed through Group Training Companies) in areas outside of the seven State capital cities. The New Apprentice must be employed in a trade or occupation identified as having a skill shortage.

When is the Rural and Regional incentive paid?

The $1,100 additional incentive goes to eligible employers with New Apprentices moving from Certificate 2 training to Certificate level 3 or 4 training on or after 1 January 1999. This is usually paid around the middle of the training period. Employers can get the incentive through the national network of New Apprenticeships Centres set up by the Commonwealth Government. It involves no additional paperwork by the employer.
8. New Apprenticeships for Indigenous Australians

What assistance is available for employers taking on indigenous New Apprentices?

Commencing on 1 July 1999, the Indigenous Employment Programme provides wage subsidies for eligible employers who provide worthwhile ongoing job opportunities for eligible indigenous job seekers, including New Apprenticeship positions. The Wage Assistance incentive will provide eligible employers with up to $4,400 (inc. GST) for 26 weeks of full time work in ongoing jobs. Part time work of 20 hours per week or more will qualify for $2,200 (inc. GST) for 26 weeks. Payments are made retrospectively. The programme is funded by the Department of Employment, Workplace Relations and Small Business. Enquiries about eligibility and applications for Wage Assistance should be directed to the Indigenous Employment Wage Assistance Information Line on 18 02 102.

Who is eligible for the scheme?

To be eligible, indigenous job seekers must be registered with Centrelink and be either long term unemployed or assessed as being disadvantaged in the labour market. In addition, the job seeker must be in receipt of the Newstart or Youth Allowance or receiving a project allowance under the Community Development Employment Projects (CDEP) scheme. However, unemployed job seekers aged 15 to 20 years need not be on benefit or on CDEP allowance to be eligible.
9. More information

Who can I contact for further information on New Apprenticeships?

Further information on all New Apprenticeships matters is available from New Apprenticeships Centres. To find out where New Apprenticeships Centres are located, phone the New Apprenticeships Call Centre on 1800 639 629 or visit the New Apprenticeships website at www.newapprenticeships.gov.au. Further details of where to find information on a range of New Apprenticeships matters are at Attachment B.
Summary of the Commonwealth New Apprenticeship Incentives Programme

Definition

New Apprenticeships are apprenticeships and traineeships which offer new, more flexible part-time and full-time arrangements including part-time school-based New Apprenticeships. New Apprenticeships incorporate existing apprenticeships and traineeships.

CRAFT

Commonwealth incentives for apprentices who commenced before 1 January 1998 in an approved Commonwealth Rebate for Apprentices in Full Time Training (CRAFT) apprenticeship remain tax exempt.

Waiting Periods

Commonwealth incentives are not payable unless the Commonwealth 3 month waiting period is complete; the State/Territory Training Agreement is formally approved; the New Apprentice is still employed and has commenced training in accordance with the approved Training Programme.

Rural and Regional New Apprenticeships

The Rural and Regional New Apprenticeships incentive is available to employers in non-metropolitan areas who employ a New Apprentice in an occupation identified as being in skill shortage. For Group Training Companies the workplace address of the host employer is used to determine eligibility.

Commonwealth Incentives

Commonwealth incentives for all New Apprentices should be declared for taxation purposes. The following summarises the current Commonwealth incentives regime for all New Apprentices at 1 July 2000. Payment of incentives will be subject to employers and their New Apprentices satisfying eligibility criteria as set out in the Commonwealth New Apprenticeship Incentive Programme Guidelines.

Incentives for current apprentices and trainees who commenced before 1 January 1998 will be according to the regime in place at the time of their commencement or recommencement.

Disabled Assistance

The Commonwealth provides assistance to employers of disabled New Apprentices. Assistance includes Disabled Apprentice Wage Support (DAWS), Workplace Modifications, Tutorial Assistance and Mentor/ Interpreter Assistance. More information and the Claim Form 1262 is available at your local New Apprenticeships Centre.

Living Away From Home Allowance (LAFHA)

Employers should also be aware that their New Apprentice/s may be eligible for LAFHA of $72.80 per week for the first 12 months of the New Apprenticeship if he/she has had to move away from his/her parental/guardian home to commence or remain in a New Apprenticeship. LAFHA Application Form (530) and LAFHA Claim Form (861) are available at your New Apprenticeships Centre.
Guide to Commonwealth New Apprenticeship Incentives for apprentices and trainees as at 1 July 2000. All amounts include GST.

<table>
<thead>
<tr>
<th>Payment</th>
<th>Employer Incentives Regime</th>
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<tbody>
<tr>
<td></td>
<td>Certificate II</td>
</tr>
<tr>
<td></td>
<td>$</td>
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<tr>
<td>Commencement</td>
<td>1,375</td>
</tr>
<tr>
<td>Recomencement for employers who recommence an out of trade Certificate III or IV New Apprentice except for 'not for profit' Group Training Companies</td>
<td>Nil</td>
</tr>
<tr>
<td>Recomencement for 'not for profit' Group Training Companies</td>
<td>Nil</td>
</tr>
<tr>
<td>Progression for employers who progress a New Apprentice from Certificate II training to Certificate III or IV training</td>
<td>Nil</td>
</tr>
<tr>
<td>Rural &amp; Regional Progression for employers and registered Group Training Companies who progress a New Apprentice from Certificate II training to Certificate III or IV training in a non-metropolitan area in an occupation or trade identified as a skill shortage - applicable from 1 January 1999</td>
<td>Nil</td>
</tr>
<tr>
<td>Completion for employers except for 'not for profit' Group Training Companies</td>
<td>Nil</td>
</tr>
<tr>
<td>Completion - all employers including 'not for profit' Group Training Companies who recommence an out of trade Certificate III or IV New Apprentice</td>
<td>Nil</td>
</tr>
<tr>
<td>Group Training Companies additional incentive for traineeship commencement</td>
<td>1,100</td>
</tr>
<tr>
<td>Additional incentive for women in a non-traditional traineeship or apprenticeship</td>
<td>1,100</td>
</tr>
<tr>
<td>Additional incentive for Sporting Operations Traineeship</td>
<td>3,300</td>
</tr>
<tr>
<td>Additional incentive for 'Exceptional Circumstances Drought Area' certificate</td>
<td>3,300</td>
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</tbody>
</table>

To be eligible to receive Commonwealth incentives, an employer and the New Apprentice must satisfy the relevant eligibility criteria as set out in the Commonwealth New Apprenticeship Incentives Guidelines. Contact a New Apprenticeships Centre for details.
### Additional Information and Contact List for employers

| General information | DETYA New Apprenticeships website  
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<tr>
<td><strong>Industrial relations enquiries</strong></td>
<td>Department of Employment, Workplace Relations and Small Business (DEWRSB) - contact the DEWRSB Office in your State or Territory or the State industrial relations authority</td>
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</tbody>
</table>
|                     | DEWRSB Fax-Back service for award enquiries:  
|                     | 1900 937 450 |
|                     | Office of the Employment Advocate  
|                     | 1300 366 632 |

| Employer access to New Apprenticeships | All employer enquiries regarding New Apprenticeships can be directed to a New Apprenticeships Centre. For information on New Apprenticeships Centre locations, call the New Apprenticeships Call Centre on 1800 639 629. |
## Additional Information and Contact List for young people

<table>
<thead>
<tr>
<th>Young people</th>
<th>Young people seeking a New Apprenticeship can be advised of the following:</th>
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<tbody>
<tr>
<td></td>
<td>• Apprenticeships and traineeships are often advertised in the daily and local papers. Many employers commence advertising around September of the year before the apprenticeship or traineeship is available.</td>
</tr>
<tr>
<td></td>
<td>• Contact the Defence Force Careers Centre for information on apprenticeships in the Defence Forces.</td>
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<tr>
<td></td>
<td>• A New Apprenticeships Centre can provide information on all aspects of New Apprenticeships. Call the New Apprenticeships Call Centre on <strong>1800 639 629</strong> for details of New Apprenticeships Centres in your area.</td>
</tr>
<tr>
<td></td>
<td>• Contact appropriate employer groups and associations which may be of assistance.</td>
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<tr>
<td></td>
<td>• Contact a Group Training Company in your region.</td>
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<tr>
<td></td>
<td>• Look up the Yellow Pages of the telephone directory for firms and companies which can be written to or telephoned for possible employment as an apprentice or trainee.</td>
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<tr>
<td></td>
<td>• New Apprenticeships opportunities may be listed on the Australian Job Search - AJS screens are located in Centrelink Offices and can also be accessed on the internet at: <a href="http://www.jobsearch.gov.au">www.jobsearch.gov.au</a></td>
</tr>
<tr>
<td></td>
<td>• Job Network agencies can also assist in locating a New Apprenticeship. Centrelink can provide further information on Job Network organisations that may be able to assist.</td>
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</table>
List of New Apprenticeships by industry

New Apprenticeships incorporates and builds upon apprenticeships and traineeships. The following highlights some of the industries in which New Apprenticeships are available. These can vary from State to State. For more information contact your local New Apprenticeships Centre.

- Automotive
- Building and Construction
- Business Services
- Community Services and Health
- Correction Services
- Culture
- Drilling
- Financial Services
- Food
- Forestry and Forest Products
- Information Technology and Telecommunications
- Light Manufacturing
- Local Government
- Manufacturing and Engineering
- Meat
- Mining
- Postal
- Printing
- Process Manufacturing
- Property Services
- Public Safety
- Public Services
- Racing
- Retail (Wholesale and Personnel Services)
- Rural
- Seafood
- Sport and Recreation
- Tourism and Hospitality
- Transport and Distribution
- Utilities and Energy