

Notice of intent to complete

Further Education and Training Act 2014

If a supervising registered training organisation (SRTO) has received a **completion agreement signed by at least one party to the training contract**, they should use this form to advise the Department of Employment, Small Business and Training (DESBT) when they are reasonably satisfied that the apprentice or trainee has completed their apprenticeship or traineeship, but one party has either:

- refused or neglected to sign a completion agreement after being requested to do so; or
- not signed a completion agreement because they cannot be contacted.

Following investigation, DESBT will consider issuing a completion certificate to the apprentice or trainee.

How to return this form

Please return this completed form **and a copy of the completion agreement (signed by at least one party)**:

- via email to apprenticeshipsinfo@qld.gov.au or
- via post to Apprenticeships Info, PO Box 15121, City East. Qld 4002.

IMPORTANT: Failure to complete all details in this form and attach a copy of the completion agreement may lead to delays in processing. If a signature was obtained in accordance with the Electronic Signing Policy for Apprenticeships and Traineeships in Queensland, the SRTO must attach this evidence.

Training contract details	(This 9 digit number starting with 20 will appear on any documentation relating to the training contract received from the department or Australian Apprenticeship Support Network provider.)
Training contract registration number: _____	
Apprentice or trainee's name: _____	
Date of birth: _____ Apprentice or trainee's email: _____	
Employer's trading name: _____	
Employer's ABN: _____ Employer's email: _____	

Declaration by the SRTO			
We, the SRTO for this apprenticeship or traineeship, are reasonably satisfied that:			
<ul style="list-style-type: none"> • the apprentice or trainee has completed all training and assessment required under their training plan, and • the apprentice or trainee has been, or is entitled to be, issued with the qualification or statement of attainment for the apprenticeship or traineeship. 			
The reason(s) we are reasonably satisfied are: _____			
<p>We have received a completion agreement signed by one party to the training contract (attached). If signed by an apprentice/trainee who is under 18 years of age, their parent or guardian must also sign the completion agreement, if appropriate in all the circumstances. We have been unsuccessful, however, in our attempts to have a completion agreement signed by: (please identify (1) the party who has NOT signed and (2) the reason they have not signed)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> (1) This party has NOT signed: <input type="checkbox"/> Apprentice or trainee <input type="checkbox"/> Employer <input type="checkbox"/> Parent/guardian, if applicable </td> <td style="width: 50%; vertical-align: top;"> (2) This party has not signed because they: <input type="checkbox"/> cannot be contacted <input type="checkbox"/> have refused or neglected to sign because _____ </td> </tr> </table>		(1) This party has NOT signed: <input type="checkbox"/> Apprentice or trainee <input type="checkbox"/> Employer <input type="checkbox"/> Parent/guardian, if applicable	(2) This party has not signed because they: <input type="checkbox"/> cannot be contacted <input type="checkbox"/> have refused or neglected to sign because _____
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We have issued the apprentice or trainee with the qualification stated in the training plan: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If the apprenticeship or traineeship was all or partly school-based :			
(i) we agree that the apprentice or trainee has completed the minimum paid work requirement, and (ii) we acknowledge that DESBT may randomly audit completed school-based apprenticeships and traineeships to substantiate that the minimum paid work requirement has been completed.			
SRTO's signature: _____ Date: _____			
Name of SRTO: _____			
Name of authorised person signing for SRTO: _____ Phone no: _____			

Privacy Notice – The Department of Employment, Small Business and Training (DESBT) or Australian Apprenticeship Support Network provider is collecting the information on this form in accordance with *Section 45–51 of the Further Education and Training Act 2014 (Qld)* in order to process the completion of the training contract between the abovementioned parties. Information collected on this form may also be used by DESBT for generating statistics. DESBT routinely gives some or all of this information to the Australian Government Department of Education and Training, Australian Apprenticeship Support Network providers, Queensland Curriculum and Assessment Authority, schools (for school-based apprentices and trainees) and registered training organisations for the purpose of updating the status of the training contract and/or verifying subsidy claims. Your information will not be disclosed to any other person or agency unless you have given us permission or it is required or authorised by law.