

# Extension of probationary period

*Further Education and Training Act 2014*

This form has been specifically developed for use by parties to the training contract to apply to the Department of Employment, Small Business and Training (DESBT) or Australian Apprenticeship Support Network provider to extend the probationary period. Applications must be received by DESBT or the Apprenticeship Network provider at least **14 days before the end of the probationary period**. Applications received after this time cannot be approved.

**Extension of the probationary period of a training contract will not take effect until a decision has been made by your Australian Apprenticeship Support Network provider or the Department of Employment, Small Business and Training.**

### How to return this form

Please return the completed form to MEGT (Australia) Ltd at: [cpuqueriesqld@megt.com.au](mailto:cpuqueriesqld@megt.com.au) or fax: (07) 3871 4499 or via mail: PO Box 311, Toowong DC, Qld 4066.

**IMPORTANT:** Failure to complete all details on this form may delay processing of this transaction.

### Training contract details

Training contract registration number: \_\_\_\_\_ Training contract commencement date: \_\_\_\_\_

Title of apprenticeship or traineeship: \_\_\_\_\_

Australian Apprenticeship Support Network provider: \_\_\_\_\_

**Important note for Apprenticeship Network provider:** When actioning an extension of probationary period application, please ensure to follow the relevant work instructions.

### Apprentice's or trainee's details

Name: \_\_\_\_\_

Postal address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile No: \_\_\_\_\_

### Parent's or guardian's details (if required and appropriate) \*The nominated parent/guardian for the training contract must sign this form.

Name: \_\_\_\_\_

Postal address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile No: \_\_\_\_\_

### Employer's details

Trading name: \_\_\_\_\_ ABN: \_\_\_\_\_

Postal address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_

### Amendment details

We wish to make an application to **EXTEND** the probationary period expiry date of our training contract to: \_\_\_\_\_  
**(Note: the probationary period can only be extended to a maximum of 6 months from the commencement date)**

Reason/s for extension: \_\_\_\_\_

Apprentice's or trainee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's or guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of authorised person signing for employer (please print): \_\_\_\_\_

Employer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 Sections 12 and 13 of the *Further Education and Training Act 2014* (Qld) in order to amend the training contract between the above mentioned parties to extend the probationary period. 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 and schools (for school-based apprentices/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 permission or it is required or authorised by law.