

# Amendment of a registered training contract

Further Education and Training Act 2014

Examples of amendments to a registered training contract include changes to:

- the start date of the apprenticeship or traineeship (documentary proof of change required)
- employment mode – e.g. from part-time or school-based to full-time arrangements
- the qualification – (Note: If changing to a qualification in a different industry/training package, please consider asking MEGT any implications regarding government funding or incentives, and the process to extend the training contract if necessary, and the Fair Work Ombudsman on 13 13 94 about any implications for wages.)
- the qualification level – e.g. from Certificate II in Retail Operations to Certificate III in Retail Operations
- the nominated parent/guardian for training contract matters to an alternative parent/guardian
- the date of birth where it impacts on legislated age restrictions. (**Evidence:** A document reflecting the correct date of birth, such as a birth certificate, passport or licence. Only Justice of the Peace (JP) or Commissioner for Declarations (Cdec) certified copies will be accepted electronically.)

**Amendment of the 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.**

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

<i>Notification of amendment</i>	
<b>Training contract registration number:</b>	This 9 digit number starting with 20 will appear on any documentation received from the department or Australian Apprenticeship Support Network provider.
We agree to the proposed amendment and we have been made aware of and understand any impacts this may have on wages and conditions. The proposed amendment has been discussed with the supervising registered training organisation (SRTO).	
<b>Details of proposed amendment:</b>	
<b>Proposed date of effect:</b>	<b>Relevant document(s) attached:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
<b>Reason for amendment:</b>	

<i>Employer details</i>	
<b>Trading name:</b>	<b>ABN:</b>
<b>Email:</b>	
<b>Signature:</b>	<b>Date:</b>

<i>Apprentice or trainee details (and parent or guardian details if applicable and appropriate)</i>	
<b>Name:</b>	
<b>Email:</b>	<b>Mobile:</b>
<b>Signature:</b>	<b>Date:</b>
<b>Parent or guardian's name:</b>	
<b>Parent or guardian's email:</b>	<b>Mobile:</b>
<b>Signature:</b> <small>*The nominated parent/guardian for the training contract must sign this form.</small>	<b>Date:</b>

<i>Supervising registered training organisation (SRTO) declaration.</i> The SRTO's signature is <u>only</u> required if change affects training plan.	
We have discussed the proposed amendment with the employer and apprentice or trainee and support the application to amend. Where applicable, the training plan will be reviewed if the amendment is approved.	
<b>Name of SRTO:</b>	<b>Phone number:</b>
<b>Name of authorised person signing for SRTO:</b>	
<b>Signature:</b>	<b>*Date:</b>

## How to return this form

Please return the completed form to MEGT at: [cpuqueriesqld@megt.com.au](mailto:cpuqueriesqld@megt.com.au), PO Box 311, Toowong DC, QLD 4066, fax 3871 4499

**Privacy Notice** – The Department of Employment, Small Business and Training or Australian Apprenticeship Support Network provider is collecting the information on this form in accordance with Section 20 of the Further Education and Training Act 2014 (Old) in order to amend 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 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 us permission or it is required or authorised by law.