

## Stand down for the abattoir sector

Please return the completed form to your nearest Department of Education and Training's (DET) Training Queensland district office. The address, fax and email details can be obtained from DET's Apprenticeships Info internet website shown above or by telephoning Apprenticeships Info on 1800 210 210. Please note: The Training and Employment Recognition Council must approve the amendment before it takes effect.

**THIS APPLICATION CAN BE SCANNED AND E-MAILED BACK TO [YOUR NEAREST TRAINING QUEENSLAND DISTRICT OFFICE](#)**

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

Address of Abattoir: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ Shed location: \_\_\_\_\_

### **Reason for stand down (please )**

- Insufficient stock available for slaughter, forcing the closure or temporary shut down of the plant or part of the plant where the trainee is employed.
- Seasonal, weather, maintenance or other factors forcing the closure or temporary shut down of the plant or part of the plant where the trainee is employed.
- Applicable industrial instrument has provisions allowing employer to stand down employees in circumstances where production is not possible in the plant or part of the plant where the trainee is employed. (Please attach a copy of the relevant provisions).

<i>Trainee's name/s</i>	<i>Registration number/s</i>	<i>Period of stand down</i>
		From: ___ / ___ / ___ To: ___ / ___ / ___
		From: ___ / ___ / ___ To: ___ / ___ / ___
		From: ___ / ___ / ___ To: ___ / ___ / ___
		From: ___ / ___ / ___ To: ___ / ___ / ___
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		From: ___ / ___ / ___ To: ___ / ___ / ___

### **Instructions for completion of this report:**

1. The reasons for stand down mentioned above are the only reasons the Training and Employment Recognition Council has approved for these modified stand down arrangements. All other stand downs must be first approved by the Training and Employment Recognition Council under the provisions of the *Vocational Education, Training and Employment Act 2000* in accordance with approved procedures.
2. A separate report is to be completed for each different stand down.
3. The report is to be completed on the first day of each month covering the period of the prior month.
4. On completion, the report must be scanned and emailed or faxed to the nearest district office of the Department of Education and Training within seven days. Contact details of district offices can be found on the Apprenticeships Info website shown above.

**Privacy Notice** – The Department of Education and Training (DET) is collecting some of the information on this form in accordance with Section 86 of the Vocational Education, Training and Employment Act 2000 (QLD) in order to process the stand down between the abovementioned parties. Information collected on this form may also be used by DET for generating statistics on stand downs. DET routinely gives some or all of this information to Australian Apprenticeships Centres, Queensland Studies Authority (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.