

## Agreement to amend the qualification (agreement to transition)

This form is used where an employer and their apprentice or trainee wish to apply to the Department of Education and Training (DET) to change the qualification in which the apprentice or trainee is being trained. Agreement to transition applies where:

- the level of qualification remains unaltered, and
- the new qualification and related apprenticeship and traineeship calling are aligned to the previous qualification and calling. The new qualification must be at the same Australian Qualifications Framework level, or be aligned to the apprentice's or trainee's original calling.

The date of effect for transition is the agreed date nominated on the form.

The employer, the apprentice or trainee, and the training organisation must all agree to this change and must all sign this form. If this form is not used the advice must include all the information and signatures contained in the following DET form.

### Overview of the Australian Qualifications Framework

The Australian Qualifications Framework (commonly known as the AQF) is a comprehensive nationally consistent framework incorporating all qualifications recognised in schools, vocational education and training (TAFEs and private providers) and the higher education sector (mainly universities) throughout Australia. The framework identifies six levels in the vocational education and training sector:

- Certificate I
- Certificate II
- Certificate III
- Certificate IV
- Diploma
- Advanced Diploma.

For further information on the Australian Qualifications Framework access: <http://www.aqf.edu.au>.

For further information about agreement to transition, contact Apprenticeships Info on 1800 210 210.

## Agreement to amend the qualification (agreement to transition)

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

This form must be used by employers and apprentices or trainees when there is a change in the qualification to be obtained which does not change the qualification level or the apprenticeship or traineeship calling is the same or aligned to the original calling being undertaken by the apprentice/trainee.

Registration Number: 2 0 \_ \_ \_ \_ \_

Title of current qualification: \_\_\_\_\_

Title of new qualification: \_\_\_\_\_

**Declaration:** We agree to the change in qualification and have been advised of training options by the supervising registered training organisation. We confirm that the training plan has been reviewed. We are aware of any impact on industrial entitlements.

The date of effect of the changes is: \_\_\_ / \_\_\_ / \_\_\_

### ***Employer details***

Employer legal name: \_\_\_\_\_

Employer trading name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

(Employer's signature or person authorised to sign on behalf of employer)

### ***Apprentice or trainee details***

Apprentice or trainee name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

### ***Guardian details (where appropriate)***

Guardian name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

### ***Supervising registered training organisation (SRTO) declaration***

I/We confirm that the training plan has been reviewed in consultation with the employer and apprentice or trainee to reflect the change in the qualification.

Name of SRTO: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

(Signature of SRTO)

\_\_\_\_\_ Ph: \_\_\_\_\_

(Name of person authorised to sign on behalf of SRTO)

**Privacy Notice** - The Department of Education and Training (DET) is collecting the information on this form in accordance with Section 57 of the Vocational Education, Training and Employment Act 2000 (QLD) in order to amend the qualification for the training contract between the abovementioned parties. DET routinely gives some or all of this information to the Department of Education, Employment and Workplace Relations, Australian Apprenticeships Centres, schools (for school based apprentices/trainees) and registered training organisations for the purpose of updating the training contract information held by these organisations and/or for 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.