



# Apprenticeships Info

## 1800 210 210

email [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au) • or visit [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au)

### Amendment of probationary period

Please return the completed and signed 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](#)**

Training contract registration number: 2 0 \_\_\_\_\_

Australian Apprenticeships Centre: \_\_\_\_\_ Title of apprenticeship or traineeship: \_\_\_\_\_

**Important Note for AAC:** When electronically lodging the training contract please include a note advising that 'Amendment of probationary period has been approved/not approved by (insert department district office)'.

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

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Apprentice/trainee name: \_\_\_\_\_ Date of commencement of apprenticeship/traineeship: \_\_\_ / \_\_\_ / \_\_\_

Reason/s for request to amend probationary period: \_\_\_\_\_

Proposed new expiry date of probationary period: \_\_\_ / \_\_\_ / \_\_\_

Both parties agree to, and support the application to amend the probationary period.

Signature of employer: \_\_\_\_\_

Signature of apprentice or trainee: \_\_\_\_\_

Signature of guardian (if applicable): \_\_\_\_\_

**Department of Education and Training office use only**

Amendment: APPROVED – probationary period now expires on: / /  
NOT APPROVED – (Reasons attached)

DET office:  
DET delegated officer's signature

Telephone:  
Date of decision: / /

Privacy Notice – The Department of Education and Training (DET) is collecting the information on this form in accordance with Section 50(4) of the Vocational Education, Training and Employment Act 2000 (QLD) to enable consideration of an amendment to the probationary period for this training contract and to ensure the information with respect to that training contract is current and accurate. DET routinely gives some or all of this information to the Department of Education, Employment and Workplace Relations, Australian Apprenticeships Centres, Queensland Studies 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 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.