



## Cancellation

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](#)

**Cancellation of the apprenticeship/traineeship will not take effect until it is approved by a Training and Employment Recognition Council (TERC) delegate. The apprentice/trainee must remain in employment up until advised of the date of effect approved by the TERC delegate. Where parties to the training contract mutually agree to a cancellation date, this will be the date of effect of the cancellation. The parties must notify the Department of Education and Training in writing within 14 days of reaching an agreement to cancel.**

**Note:** It is advisable that you contact Apprenticeships Info on 1800 210 210 before signing this cancellation form. There are options available for employers and apprentices/trainees to consider as alternatives to cancellation, for example:

- temporary stand down of the training contract
- amend the training contract to part time
- temporary placement with another employer.

### Apprentice/trainee details

Registration number:   2  0   \_\_\_\_\_

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

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

Email address: \_\_\_\_\_ Postcode: \_\_\_\_\_

### Employer details

Employer name: \_\_\_\_\_ Ph: \_\_\_\_\_

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

### Details/reason for cancellation

Commencement date of apprenticeship/traineeship: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Last paid working day (Date of effect of cancellation): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reason for cancellation:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Apprentice/trainee has another job | <input type="checkbox"/> Financial hardship* | <input type="checkbox"/> Inadequate wage    |
| <input type="checkbox"/> Lack of suitable work              | <input type="checkbox"/> Closure of business | <input type="checkbox"/> Performance issues |
| <input type="checkbox"/> Lack of suitable training staff    | <input type="checkbox"/> Sale of business    | <input type="checkbox"/> Deceased           |

Other (please provide details): \_\_\_\_\_

### Consents of parties – signatures

Apprentice or trainee signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent or guardian signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Employer signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

\* **Apprentice/trainees who have been cancelled due to financial hardship:** I would like information about options available to me to resume my apprenticeship/traineeship and consent to my details being given to relevant industry organisations or employers

**Privacy Notice** – The Department of Education and Training (DET) is collecting the information on this form in accordance with Sections 59; 61 – 63; 65 – 69 and 82 of the Vocational Education, Training and Employment Act 2000 (QLD) in order to assess and/or process the cancellation of the training contract between the abovementioned parties. Information collected on this form may also be used by DET for generating statistics on cancellations. Where the personal details provided, such as address, differ from the details already held by DET this information will be used to update the personal details held in DET's DELTA database. 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 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.