



## Change of training organisation

This form has been developed for use by one of the parties to a training contract (apprentice or trainee, employer and, if applicable, the parent or guardian of an apprentice or trainee) to notify the Department of Education and Training (DET) that they have mutually agreed with the other parties to change the Supervising Registered Training Organisation (referred to as the training organisation) providing training to the apprentice or trainee.

A change from one training organisation to another training organisation can occur at any time and as long as all the parties to the training contract agree to the change, departmental permission or approval is not required.

The receiving training organisation is to fully advise all parties to the training contract the impacts, if any, the transfer may have on:

- The apprentice/trainees eligibility to continue receiving any travel and/or accommodation subsidies.
- The eligibility for any continuing state funding of the training being delivered to the apprentice/trainee.

Employers should note that they have a requirement under the Vocational Educational, Training and Employment (VETE) Act 2000 to provide the training organisation that is going to be replaced with at least 14 days notice of their replacement.

Whilst the department recommends the use of this form, it is not mandatory, and a notification can be made by letter. However, if a notification is made by letter, it must contain all the information fields that appear in this form.

To minimise delays the notifier should ensure that all the information on the form is completed and each party has signed and dated the document before submitting.

The completed form or letter, in either hardcopy or scanned format, is to be sent to your nearest Training Queensland district office. A complete list of Training Queensland district offices is located at: <http://www.apprenticeshipsinfo.qld.gov.au/resources/pdf/postcodesbydistrict.pdf>

The employer, apprentice or trainee and, where applicable, the parent or guardian of the apprentice or trainee and the school, will be notified as soon as the change of training organisation has been actioned.

For any further information in respect to changing a training organisation or other minor amendments, please contact Apprenticeships Info on 1800 210 210.

## Change of training organisation

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 [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au) – click on the [Find your local Training Queensland office](#) quicklink – or by telephoning Apprenticeships Info on 1800 210 210.

**NOTIFIED AMENDMENT:**

**From Old Training Organisation: Name:** \_\_\_\_\_

**To New Training Organisation: Name:** \_\_\_\_\_

**Effective Date of Change to New Training Organisation:** Day \_\_\_\_ Month \_\_\_\_ Year \_\_\_\_

**APPRENTICE/TRAINEE DETAILS AND DECLARATION:**

**Registration Number:** 2 0 \_ \_ \_ \_ \_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Surname/Family Name:** \_\_\_\_\_ **Given Name:** \_\_\_\_\_

**Residential Address:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

**Qualification Code:** \_\_\_\_\_ **Qualification Name:** \_\_\_\_\_

**Australian Apprenticeships Centre:** \_\_\_\_\_

**Contract Mode:** Full-time  Part-time  School-based

**Date of Original Training Contract Registration:** Day \_\_\_\_ Month \_\_\_\_ Year \_\_\_\_

**Signature:** \_\_\_\_\_ Day \_\_\_\_ Month \_\_\_\_ Year \_\_\_\_

By signing this document I declare that I have been fully informed of the impacts, in any, the change of training organisation may have on my receipt of any travel and/or accommodation subsidies or the continuing state funding of the training being delivered to me and I agree to the change of training organisation.

**EMPLOYER DETAILS AND DECLARATION:**

**Legal Name:** \_\_\_\_\_ **Trading Name:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ Day \_\_\_\_ Month \_\_\_\_ Year \_\_\_\_

By signing this document I declare that I have been fully informed of the impacts, if any, the change of training organisation may have on the apprentice/trainee receiving any travel and/or accommodation subsidies or the continuing state funding of the training being delivered to this apprentice/trainee. I agree to the change of training organisation and attest that I have provided the old training organisation with at least 14 days notice of the change.

**PARENT/GUARDIAN DETAILS AND DECLARATION: (If Applicable)**

**Name:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ Day \_\_\_\_ Month \_\_\_\_ Year \_\_\_\_

By signing this document I declare that I have been fully informed of the impacts, if any, the change of training organisation may have on the apprentice/trainee receiving any travel and/or accommodation subsidies or the continuing state funding of the training being delivered to this apprentice/trainee and I agree to the change of training organisation.

**NEW TRAINING ORGANISATION DETAILS AND DECLARATION:**

**Trading Name:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ Day \_\_\_\_ Month \_\_\_\_ Year \_\_\_\_

By signing this document I declare that I have negotiated/or will negotiate as soon as practicable, a training plan with the employer, apprentice and, if applicable, the parent of the apprentice and in the event the apprentice is a school-based apprentice a Education, Training and Employment Schedule (ETES) with the apprentices school.

**Privacy Notice** – The Department of Education and Training (DET) is collecting the information on this form in accordance with Section 94 of the Vocational Education, Training and Employment Act 2000 (QLD) in order to ensure the information with respect to the 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 ensuring these organisations have accurate and up to date records. 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.