

Disputed completion - authorising the issue of qualification or statement of attainment

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 application before it takes effect.
THIS APPLICATION CAN BE SCANNED AND E-MAILED BACK TO [YOUR NEAREST TRAINING QUEENSLAND DISTRICT OFFICE](#)

We, the training organisation are seeking authority from the Training and Employment Recognition Council to issue the following qualification:

Title of qualification: _____

Apprentice or trainee's name: _____

Registration number: 2 0 _____

Employer: _____

We have received a completion agreement from (indicate relevant party):

- Apprentice or trainee Employer **Attach copy of completion agreement**

The completion agreement does not contain the signature of (indicate relevant party):

- Apprentice or trainee Employer

We are satisfied that (tick relevant boxes):

- The apprentice or trainee has completed all the training required for the apprenticeship/traineeship
- The apprentice or trainee is entitled to be issued with a qualification or statement of attainment
- We have submitted a completion agreement to both the employer and apprentice/trainee for their signatures
- The apprentice/trainee or employer (as indicated above) has refused to sign the completion agreement
- Reasonable attempts were made to obtain the missing signature as part of our complaint and appeal process

Provide details regarding the facts and circumstances leading to the training organisation making the above statements and provide an overview of actions taken to obtain the outstanding signature (attach additional pages if required):

**The information above will form the basis of a Show Cause Notice to parties.*

Supervising registered training organisations details

Training organisation name: _____

Contact name: _____ Title: _____

Contact phone number: _____

Signature: _____ Date: ____ / ____ / ____

Privacy Notice – The Department of Education and Training (DET) is collecting the information on this form in accordance with Sections 73A of the Vocational Education, Training and Employment Act 2000 (QLD) in order to commence a process to determine whether a qualification or statement of attainment can be issued to an apprentice or trainee. DET routinely gives some or all of this information to the apprentice/trainee and employer involved, 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.