

## Extension of nominal term

Where an apprenticeship or traineeship is due to end before the apprentice or trainee has completed all the required training, the employer and apprentice or trainee (and parent/guardian where applicable) should apply to extend the training contract.

The application should be lodged with the Department of Education and Training (DET) prior to the nominal completion date, or **at the latest, 14 days** after the nominal completion date.

DET recommends that the extension of nominal term form be used, however, if this form is not used, the written application must include the following information:

- the registration number of the training contract
- nominal completion date of the training contract
- details of the employer, apprentice or trainee (and parent/guardian where applicable)
- the reasons for seeking the extension
- the length of extension sought
- the signatures of all parties (signifying their agreement to the extension)
- the name of the training organisation
- a signed statement from the training organisation confirming that the training plan has been reviewed and revised, and that the proposed extension of the nominal term should allow the apprentice or trainee to complete
- the name and contact number/s of an authorised person to sign on behalf of the training organisation.

DET will either approve or refuse to approve the extension of nominal term and advise all parties of its decision in writing.

Where the apprentice or trainee has experienced a long absence from work due to illness or injury, the specific wage level or year of the apprenticeship or traineeship may be extended. This extension will allow the apprentice or trainee to achieve the competencies required to progress through the apprenticeship or traineeship.

For further information, contact Apprenticeships Info on 1800 210 210.

## Extension of nominal term

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 amendment before it takes effect.

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

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

Nominal date of completion: \_\_\_ / \_\_\_ / \_\_\_

### *Apprentice or trainee details*

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

Apprentice or trainee address: \_\_\_\_\_

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

### *Employer details*

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

Employer address: \_\_\_\_\_

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

### *Reasons for extension*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extension requested to: \_\_\_ / \_\_\_ / \_\_\_

### *Consent of parties*

Signature of employer: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

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

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

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

I/We confirm that the training plan has been reviewed. The proposed extension of the nominal term of the training contract should allow the apprenticeship/traineeship to be completed.

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

Signature: \_\_\_\_\_  
(Signature of SRTO)

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

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

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

**Privacy Notice** – The Department of Education and Training (DET) is collecting the information on this form in accordance with Sections 77 and 82 of the Vocational Education, Training and Employment Act 2000 (QLD) in order to consider the extension of the training contract between the abovementioned parties. Information collected on this form may also be used by DET for generating statistics on the extensions of apprenticeships and traineeships. 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 ensuring these organisations hold accurate and up to date training contract information 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.