

## Minor amendment

The minor amendment form is used by a party or parties to a registered training contract to notify the Department of Education and Training (DET) of a minor amendment to their registered training contract.

**Examples** of minor amendments include:

- change of an apprentice's or trainee's name – e.g. through marriage or by deed poll (documentary proof of change is required)
- change of a party's address
- change of an employer's trading name
- correction of a typographical error in a party's name or address
- replacement of the training organisation (see [changing the training contract information sheet](#) and [change of training organisation form](#))
- a change of qualification resulting from the original qualification being superseded by a training package qualification
- agreement to transition (see [changing the training contract information sheet](#) and [agreement to amend the qualification form](#))

Where a minor amendment is required, the person initiating the amendment must advise the other parties to the training contract, and DET in writing, including the date of effect of the amendment.

Please note a change from one training package to another training package requires cancellation and a new training contract, unless it is a transition to an aligned or superseded qualification.

DET recommends the use of the minor amendment form; however this is not mandatory, but will ensure that all the necessary advice is provided to DET.

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

## Minor amendment

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 \_\_\_\_\_

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

Date of effect of change: \_\_\_ / \_\_\_ / \_\_\_

**(A) Change of name [as a consequence of a change in marital status (documentary proof of change is required) or, in the employer's case, a change of trading name]**

Previous name: \_\_\_\_\_

New name: \_\_\_\_\_

Previous trading name: \_\_\_\_\_

New trading name: \_\_\_\_\_

**(B) Change of residential and/or postal address**

New residential address: \_\_\_\_\_

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

New phone number/s: \_\_\_\_\_

New postal address: \_\_\_\_\_

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

**(C) Change of workplace address**

New street address: \_\_\_\_\_

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

New postal address: \_\_\_\_\_

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

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mobile number: \_\_\_\_\_ Fax: \_\_\_\_\_

**Other amendment:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

*(Signature of the employer or apprentice/trainee)*

\_\_\_\_\_

*(Name of person signing)*

**Privacy Notice** – The Department of Education and Training (DET) is collecting the information on this form in accordance with Section 58 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.