# Review of days worked application

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**

School-based apprentices are required to work a minimum 48 days per year in their apprenticeship (80 days for Electrotechnology), unless approved otherwise, and are entitled to receive QCE credits for this on-the-job component. QCE credits will be allocated by the Queensland Studies Authority based on the minimum number of days the apprentice was required to work in the apprenticeship as calculated by the Department of Education and Training (DET).

**If a school-based apprentice disagrees with the number of days DET has calculated they should have worked (and to ensure the correct allocation of QCE credits), the apprentice should use this form to notify DET of the number of days they actually worked on the job in the apprenticeship.**
**Important note:** If the number of days worked in the apprenticeship is more than the DET's calculation, the apprentice will need to provide proof of the actual number of days worked – for example, a copy of pay records or a statutory declaration signed by the employer.

Training organisations delivering to school-based apprentices in the Senior Phase of Learning are required to bank the apprentice's vocational education and training achievements direct with the Queensland Studies Authority or with DET.

| To be completed by the school-based apprentice | |
|---|---|
| 1. Apprenticeship registration number | 2 0 ___ ___ ___ ___ ___ ___ ___ |
| 2. Apprentice name | |
| 3. Apprentice's address | |
| 4. Apprentice's telephone number | |
| 5. Learner Unique Identifier (LUI) | |
| 6. Apprenticeship occupation | |
| 7. Employer name | |
| 8. How many days did you work with this employer in this school-based training contract since 1 January 2006? | **Important note:** It is an offence under the *Vocational Education, Training and Employment Act 2000* to provide false or misleading information.<br>No. of days worked: _____ |
| 9. Name of school | |
| 10. Year level | |
| 11. Will you be leaving school at the end of this school year? | Yes ☐ No ☐ |
| 12. Apprentice signature | _____ Apprentice's signature<br>_____/_____/_____ Date |

**Privacy Notice** – The Department of Education and Training (DET) is collecting the information on this form in order to assess if the days you worked were incorrectly calculated by DET. 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 will give some or all this information to the Queensland Studies Authority, your school and your nominated supervising registered training organisation for the purpose of calculating your QLD Certificate of Education credits. 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.