

ATF-021

Temporary stand down under a registered training contract

Please return the completed form to your nearest Department of Education and Training's Training Queensland district office. The address, fax and email details can be obtained from www.apprenticeshipsinfo.qld.gov.au – click on the [Find your local Training Queensland office](#) quicklink – 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.

PLEASE NOTE:

- In accordance with the Vocational Education, Training and Employment Act 2000 (Section 86); applications must be lodged with DET before the proposed commencement date of the temporary stand down.
- Employers must contact Fair Work Infoline on 13 13 94 to discuss the implications of this application on the wages and entitlements of the apprentice or trainee.

Apprentice/trainee details

Registration number: 2 0 _____

Full name: _____ Ph: _____

Address: _____ Postcode: _____

I have been provided with the options outlined in this application and understand approval of this temporary stand down will relieve my employer from the obligation to provide training or pay wages for the approved days.

Apprentice/trainee signature: _____ Date: ____ / ____ / ____

Parent/Guardian signature (if required): _____ Date: ____ / ____ / ____

Employer details

Employer legal name: _____ Ph: _____

Employer address: _____

I declare that the information contained in this application is accurate and I have the authority to sign as or on behalf of the employer. I have discussed the options within this application with the apprentice/trainee.

Employer/employer representative signature: _____ Date: ____ / ____ / ____

Employer/employer representative name: _____

Stand down details

Proposed start date: ____ / ____ / ____ Proposed end date: ____ / ____ / ____

Other details (e.g. excluded days for ancillary work, college attendance and public holidays if applicable):

- | | | |
|---|------------------------------|-----------------------------|
| Is this a school-based training contract? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has any off-the-job training been organised? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has temporary assignment been attempted? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have annual leave options been offered to apprentice/trainee? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is early completion appropriate? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has an amendment to part-time been considered? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is there other ancillary type work available (work outside of training plan)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Privacy Notice - The Department of Education and Training (DET) is collecting some of the information on this form in accordance with Section 86 of the Vocational Education, Training and Employment Act 2000 (QLD) in order to process the stand down between the abovementioned parties. Information collected on this form may be used by DET for generating statistics on stand downs. 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 Australian Apprenticeships Centres, schools and the Queensland Studies Authority (for school-based apprentices/trainees) and registered training organisations for the purpose of updating the status of the training contract. 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.