

## Part-time and multiple training contracts

It is possible to be employed as an apprentice or trainee on a part-time basis and/or to be employed as an apprentice or trainee in more than one training contract simultaneously.

### Information to get you started

#### Part-time apprenticeships and traineeships

To be eligible for a part-time apprenticeship or traineeship the following criteria must be met:

- the working hours (including supervised training) averages a minimum 15 hours per week over each four week period for the length of the training contract
- the apprentice or trainee has regular working hours and is rostered to work on a regular basis
- the relevant industrial award, certified agreement, etc permits part-time employment.

Please note **employees engaged on a casual basis can not** be approved to undertake an apprenticeship or traineeship.

A part-time training contract can be changed to a full-time training contract if all parties agree. Parties must submit a [major amendment form](#) to the Department of Education and Training (DET) for approval of this change.

If an employer is temporarily unable to provide a part-time apprentice or trainee the minimum 15 working hours per week, the employer can apply for permission to [stand down](#) the apprentice or trainee, or make written application to employ them for less than the averaged 15 hours per week.

#### Electrotechnology apprenticeships

Due to restrictions, employers considering employing a part-time electrotechnology apprentice **must apply** to Energy Skills QLD

(ESQ). Contact ESQ (07) 3277 1333 to discuss [policy requirements](#).

#### Multiple training contracts

A number of possible scenarios involving multiple training contracts with the same or different employers exist. These possibilities include:

- a part-time apprenticeship plus a part-time traineeship
- two part-time apprenticeships or traineeships
- a full-time apprenticeship plus a part-time traineeship or visa versa
- two full-time apprenticeships or traineeships
- two school based apprenticeships or traineeships.

If a registered apprentice or trainee who is currently employed applies to undertake a second apprenticeship or traineeship in the same calling, consideration must be given to the first training contract, to ensure that the second training contract does not adversely affect the first. Written consent from the original employer is required before the second apprenticeship or traineeship can be registered.

If the second training contract is for an apprenticeship or traineeship that is different from the first, the written consent of the original employer is not required.

#### Who to contact?

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