

Probationary periods

Each apprenticeship and traineeship has a set probationary period. This is a period of time that gives the employer and the apprentice or trainee time to work together and decide whether to continue with the apprenticeship or traineeship.

Information to get you started

What is it?

The probationary period allows the employer and the apprentice or trainee time to assess their compatibility and apprentice or trainee's suitability to the apprenticeship or traineeship.

Before the probationary period expires, the employer and the apprentice or trainee must sign the:

- training contract; and
- the initial training plan.

Training should commence during the probationary period.

Timeframe

The probationary period is included in the **nominal term** of the training contract and applies from the start date of the apprenticeship and traineeship. As a general rule, the **probationary period for all apprenticeships is 90 days** and **30 days for all traineeships** (this includes part-time and school-based apprenticeships and traineeships). Further details on probationary periods are available under the individual apprenticeship or traineeship in the [Queensland Training Information Service \(QTIS\)](#) database.

Amending the probationary period

The employer and apprentice or trainee may apply in writing to the Department of Education and Training (DET) to reduce or extend the probationary period for the following reasons:

- the employer is satisfied (or dissatisfied) with the apprentice or trainee's progress; or
- the apprentice or trainee is uncertain about their suitability to the apprenticeship or traineeship.

It is recommended the [amendment of probationary period form](#) is used to apply for an amendment to probationary period. Applications for amendment received after the original probationary period has expired **can not** be approved.

DET will notify the parties in writing of its decision.

Cancellation during the probationary period

The apprenticeship or traineeship may be cancelled during the probationary period by the employer giving one week's notice (**5 working days**) to the apprentice or trainee, or the apprentice or trainee giving one week's notice to the employer.

Employment (including the notice days) must cease within the probationary period.

The party withdrawing from the contract must advise DET, in writing, of the cancellation of training contract during probationary period. The [cancellation of training contract form](#) can be used for this purpose.

If the employment (including the notice days) will cease after the end of the probationary period, the training contract cannot be cancelled without mutual agreement of the employer and the apprentice or trainee (and guardian, if applicable), or prior approval from DET as the parties will no longer be in probation.

Who to contact?

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