

## Assistance for cancelled apprentices and trainees

Due to the global economical crisis and downturn in some industries, the Department of Education and Training (DET) has measures in place to assist apprentices and trainees who have had their training contracts cancelled or have been placed on approved stand down.

For the purposes of this information sheet, 'apprentice' also refers to trainees.

### Funding assistance for apprentices and trainees whose training contracts are cancelled

Apprentices whose training contracts are cancelled may be able to attend a training organisation to continue studies to assist them to re-enter a training contract. The apprentice must attend their current training organisation if there is training available or they may elect to attend another training organisation if approved by the local DET Training Queensland district office.

Further details can be found on the [funding assistance form](#). It is important to note that the apprentice may be eligible for further funding from the Commonwealth Government. For further information contact an Australian Apprenticeships Centre (AAC) on 13 38 73.

*This funding is **not** available for school-based apprenticeships and traineeships.*

### Re-commence apprenticeship or traineeship with a new employer

All apprentices who have had their training contracts cancelled are eligible to enter into another apprenticeship with a new employer. If the apprenticeship that is re-commenced is in the same trade as the previously cancelled contract, the apprentice will be granted time credit equal to the time completed in the cancelled training contract. This is an automatic process when the new contract is registered.

There may be additional incentives available to employers employing an apprentice who is re-commencing their apprenticeship. Speak to an AAC on 13 3873 to identify what incentives an employer may be eligible for. This additional amount of money may be a good selling point to an employer looking at employing an apprentice.

### Commence a new apprenticeship or traineeship with a new employer

Cancelled apprentices also have the opportunity to enter into a new apprenticeship in a different trade area of interest. If the new apprenticeship is in a similar occupation to the previously cancelled training contract, the apprentice would not be granted time credit but some of the competencies completed in the previous apprenticeship may transfer into the new apprenticeship.

It is also possible to participate in two apprenticeships and/or traineeships on a part-time basis, if approval is granted by the original employer. This means if the new apprenticeship or traineeship is only offered on a part-time basis and in the future the apprentice or trainee finds an apprenticeship or traineeship in the previous trade, the apprentice or trainee could sign up into a second training contract on a part-time basis and complete both apprenticeships and/or traineeships.

To find out what incentives are available and if there are any funding implications when participating in a new apprenticeship, check with an AAC on 13 38 73.

### Further assistance

Further assistance may be available from the following providers:

- Centrelink - contact 13 28 50 or visit [www.centrelink.gov.au](http://www.centrelink.gov.au)
- Training organisations (TAFEs and other private colleges) - visit [www.training.qld.gov.au](http://www.training.qld.gov.au)
- [Queensland Training Information Service \(QTIS\)](#) – lists apprenticeships and traineeships available in QLD
- Job Network - contact 13 62 68 or visit [www.jobnetwork.gov.au](http://www.jobnetwork.gov.au)
- Industry bodies (i.e. Construction Skills Queensland) - contact 1800 798 488 or visit [www.csq.org.au](http://www.csq.org.au)

# Apprenticeships Info

it's your call 1800 210 210

clever • skilled • creative

email [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au) • or visit [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au) • An initiative of the Queensland Skills Plan

- Employment agencies in your local area - check your local phone directory
- Group Training Organisations - visit [www.gtaqnt.net.au](http://www.gtaqnt.net.au)
- Workers Assistance Line - contact 1800 035 749
- Australian Defence Force - contact 13 19 01 or [www.defencejobs.gov.au](http://www.defencejobs.gov.au)

## Out-of-Trade Register

DET has established an out-of-trade register to assist those apprentices whose training contracts have been cancelled or are at risk of being cancelled, and who are looking to secure employment, in order to complete their training under a training contract.

Apprentices interested in registering with this service can complete the [apprentices and trainees registration form](#) online on the Apprenticeships Info website or email [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au) and provide the following details:

- current contact details
- full name and date of birth
- the apprenticeship or traineeship occupation
- the year level of the apprenticeship or traineeship
- the location/s in which you are seeking employment
- whether you are seeking full time and/or part time employment.

It is recommended that the apprentice inform DET of any changes to their contact details to ensure they are provided with every opportunity to secure employment.

Registering details on the out-of-trade register does not guarantee employment.

## What happens next?

Employers have the opportunity to access the register online, and identify any apprentices that meet their business requirements. Once an employer has identified an apprentice from the register, they are able to complete an online form or phone Apprenticeships Info on 1800 210 210 and request that the identified apprentices are referred to them.

An officer from DET will contact the selected apprentices and provide the relevant contact details for the employer. It is recommended that apprentices have an up-to-date resume ready as employers will request to have the resume and a copy of any Statements of Attainment (results from college) forwarded to them for a possible interview.

In the event that the apprentice is successful in securing employment in their chosen apprenticeship or other employment, it is advisable they contact Apprenticeships Info on 1800 210 210 to advise removal of their details from the register.

## Tradeapprentices.com.au service

While details provided by apprentices will be added to the DET out-of-trade register, details will also be forwarded to the [Tradeapprentices.com.au service](http://Tradeapprentices.com.au).

Tradeapprentices.com.au is a free service, recently developed by the Group Training Association of Queensland and Northern Territory. The service provides another opportunity for apprentices to complete their apprenticeship by reconnecting out-of-trade apprentices with employers.

Once details have been registered with [tradeapprentices.com.au](http://tradeapprentices.com.au), a consultant will contact the apprentice to arrange a time to meet and discuss returning to the workforce.

Employers will be able to search [tradeapprentices.com.au](http://tradeapprentices.com.au)'s register and shortlist apprentices they are interested in. [Tradeapprentices.com.au](http://Tradeapprentices.com.au) will arrange interviews and provide feedback when required.

Apprentices must be registered with DET's out-of-trade register to take advantage of [tradeapprentices.com.au](http://tradeapprentices.com.au)'s services.

## Who to contact?

For further information, please visit [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au) or contact Apprenticeships Info on 1800 210 210.