

Changing the training contract

During the term of an apprenticeship or traineeship, there is often the need for the employer or the apprentice or trainee to make changes to the details of the training contract.

Information to get you started

What is it?

Employers and apprentices or trainees have an obligation to advise the Department of Education and Training (DET) of any changes to the training contract. The responsibilities of the employer, apprentice or trainee and the training organisation vary, depending on the type of changes being made.

What changes can be made?

Minor amendments

This is a change that does not alter the basis of the training contract. The person initiating the minor amendment must advise the other parties to the training contract and DET in writing. A [minor amendment form](#) and further information including examples of minor amendments are available for this purpose.

Change of training organisation

A training organisation may be replaced by another training organisation during the term of the apprenticeship or traineeship, providing all parties to the training contract agree. A [change of training organisation form](#) and further information are available for this purpose.

Change in the qualification

An employer and their apprentice or trainee may wish to apply to DET to change the qualification in which the apprentice or trainee is being trained. This process is known as agreement to transition (agreement to amend the qualification). A [form](#) and further information including relevant examples are available for this purpose.

Major amendments

This is a change that alters the basis of the training contract. All parties to the training contract must apply in writing to DET for approval of a major amendment. The training organisation must also support this application. A [major amendment form](#) and further information including examples of major amendments are available for this purpose.

Extension of an apprenticeship or traineeship

The parties to the training contract may seek (all parties must agree) an extension if the apprentice or trainee will not complete all required training by the **nominal completion date** – see [length of apprenticeships and traineeships information sheet](#). An [extension of nominal term form](#) and further information are available for this purpose.

Amendment of school-based training contract to full-time or part-time

School-based apprentices and trainees may finish school before completing their apprenticeship or traineeship. In this case, the employer must convert the training contract to either full-time or part-time. The [amendment to school-based training contract form](#) is available for this purpose.

Timeframe

Relevant timeframes for amendments are outlined in the further information areas of each form.

Who to contact?

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