

Change of training organisation

Where the change of training organisation is agreed upon, the parties have certain obligations to fulfil.

The **employer** must:

- advise the training organisation that is to be replaced, in writing, stating the date of effect, which can be no sooner than **14 days** after the written notice is given
- sign the new training plan
- advise the Department of Education and Training (DET) in writing – the change of training organisation form has been developed for this purpose.

The **apprentice** must:

- sign the new training plan
- attend training with the new training organisation as per the new training plan.

The **training organisation** that is **to be replaced** must:

- provide a statement of attainment to the apprentice or trainee, confirming the training that has been completed under the training plan up to the 'replacement day'
- this statement of attainment must be provided on or before the date of effect - the 'replacement day'.

The **new training organisation** must:

- develop and sign a new training plan with the employer, apprentice or trainee.

For **school-based apprenticeships and traineeships**, the employer, apprentice or trainee, new training organisation and school will need to review the impact of the school-based apprenticeship or traineeship on the student's school timetable.

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

Change of training organisation

This advice should be used by registered training organisations, employers, apprentices, trainees and guardians where there has been a change of supervising registered training organisation. Please return the completed form to your nearest Department of Education and Training's (DET) Training Queensland district office. The address, fax and email details can be obtained from DET's Apprenticeships Info internet website shown above or by telephoning Apprenticeships Info on 1800 210 210.

THIS APPLICATION CAN BE SCANNED AND E-MAILED BACK TO [YOUR NEAREST TRAINING QUEENSLAND DISTRICT OFFICE](#).

Qualification code: _____ Registration Number: 2 0 _____

Title of qualification: _____

Australian Apprenticeships Centre: _____

Apprentice or trainee details

Apprentice or trainee's name: _____ Date of birth: ___ / ___ / ___

Signature: _____ Date: ___ / ___ / ___

Please check with your training organisation on the impact a change of training organisation may have on your potential eligibility for travel and accommodation subsidy

Guardian details (where appropriate)

Guardian's name: _____

Signature: _____ Date: ___ / ___ / ___

Employer details (employer or person authorised to sign on behalf of employer)

Employer's legal name: _____

Employer's trading name: _____

Address: _____

Contact Person: _____ Ph: _____

Mobile: _____

Declaration: I/We confirm that we have given written notice of at least 14 days before the date of effect of replacement, to the supervising registered training organisation being replaced.

Date of effect of replacement: ___ / ___ / ___

(Note: This date must not be earlier than 14 days after the written notice was sent to the original training organisation.)

Signature: _____ Date: ___ / ___ / ___
(Employer's signature or person authorised to sign on behalf of employer)

New supervising registered training organisation (SRTO) declaration

I/We confirm we have negotiated/will negotiate a training plan with the employer and the apprentice/trainee. Also, if the apprentice/trainee is school-based, the schedule of education, training and employment has been/will be negotiated with the school.

Name of new SRTO: _____ Ph: _____

Signature: _____ Date: ___ / ___ / ___
(Person authorised to sign on behalf of SRTO)

Privacy Notice – The Department of Education and Training (DET) is collecting the information on this form in accordance with Section 94 of the Vocational Education, Training and Employment Act 2000 (QLD) in order to ensure the correct supervising organisation is updated and to ensure the information with respect to that training contract is current and accurate. DET routinely gives some or all of this information to the Department of Education, Employment and Workplace Relations, Australian Apprenticeships Centres, Queensland Studies Authority and schools (for school-based apprentices/trainees) and registered training organisations for the purpose of ensuring that these organisations hold up to date and accurate information in relation to training contracts. 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.