



## Minor amendment of a registered training contract

**Examples** of minor amendments include changes to:

- the apprentice or trainee's name – e.g. through marriage or by deed poll (please ensure the documentation states the person's name as it is now and what it was previously)
- the employer's trading name
- correct a typographical error in a party's name or address
- a party's address.

**(Evidence):** An original document or a copy certified by a Justice of the Peace is required for change of apprentice or trainees name or date of birth. Please do not send an original document through the post.)

**Amendments will not take effect until the Department of Trade, Employment and Training's records are updated.**

**Select** your nominated Apprentice Connect Australia Provider and return the completed and signed form (using a subject heading of 'Minor Amendment') via email -

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Busy At Work<br><a href="mailto:amendments@busyatwork.com.au">amendments@busyatwork.com.au</a>                                     | <input type="checkbox"/> MEGT<br><a href="mailto:cpuqueriesqld@megt.com.au">cpuqueriesqld@megt.com.au</a>           | <input type="checkbox"/> MAS National<br><a href="mailto:qlddelegations@masnational.com.au">qlddelegations@masnational.com.au</a> |
| <input type="checkbox"/> Apprenticeship Support Australia (ASA)<br><a href="mailto:info@apprenticeshipsupport.com.au">info@apprenticeshipsupport.com.au</a> | <input type="checkbox"/> ITEC<br><a href="mailto:apprenticeshipsinfo@qld.gov.au">apprenticeshipsinfo@qld.gov.au</a> |   |

### APPLICANT AND TRAINING CONTRACT DETAILS (The applicant must advise the other party to the training contract of the amendment)

|   |  |   |  |
|---|--|---|--|
| <b>Applicant's name</b><br>(apprentice/trainee or employer) |  |   |  |
| <b>Applicant's signature:</b>                               |  | <b>Date:</b>  |  |
| <b>Training contract registration number:</b>               |  | (This 9 digit number starting with 20 appears on all documentation from the department or your Provider.) |  |
| <b>Apprentice or trainee's name:</b>                        |  | <b>Date of birth:</b>   |  |

### (A) CHANGE OF APPRENTICE OR TRAINEE'S NAME (documentary proof of change is required) OR EMPLOYER'S TRADING NAME

|                                       |  |
|---------------------------------------|--|
| <b>Previous name or trading name:</b> |  |
| <b>New name or trading name:</b>      |  |

### (B) CHANGE OF RESIDENTIAL AND/OR POSTAL AND/OR WORKPLACE ADDRESS AND/OR EMAIL AND/OR CONTACT PERSON AND/OR PHONE NUMBER(S)

Indicate which party the change relates to: ☐ Apprentice or trainee ☐ Employer ☐ Parent or guardian

|                                 |  |                      |  |
|---------------------------------|--|----------------------|--|
| <b>New residential address:</b> |  | <b>Postcode:</b>     |  |
| <b>New workplace address:</b>   |  | <b>Postcode:</b>     |  |
| <b>New postal address:</b>      |  | <b>Postcode:</b>     |  |
| <b>New email address:</b>       |  |                      |  |
| <b>New contact person:</b>      |  | <b>Phone number:</b> |  |

### (C) OTHER AMENDMENT

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