

1800 210 210 | apprenticeshipsinfo@qld.gov.au | desbt.qld.gov.au

Further Education and Training Act 2014 ATF-036

Extension of probationary period of a registered training contract

This form has been specifically developed for use by parties to the training contract to apply to the Department of Employment, Small Business and Training (DESBT) or Australian Apprenticeship Support Network (AASN) provider to extend the probationary period of a registered training contract. Applications <u>must</u> be received by DESBT or the AASN provider at least **14 days before the end of the probationary period**. Applications received after this time cannot be approved.

Extension of the probationary period of a registered training contract will not take effect until a decision has been made by DESBT or the AASN provider.

<u>Select</u> your nominated Australian Apprenticeship Support Network (AASN) provider and return the <u>completed</u> and <u>signed</u> form (using a subject heading of 'Extension of probationary period') via email -

Busy At Work <u>amendments@busyatwork.com.au</u>		□ MEGT <u>cpuqueriesqld@megt.com.au</u>	MAS National <u>QLDDelegations@masexperience.com.au</u>		
	Apprenticeship Support Australia (ASA)	🗆 Sarina Russo			
	info@apprenticeshipsupport.com.au	queensland@sarinarusso.com.au	apprenticeshipsinfo@qld.gov.au		

IMPORTANT: Failure to complete all details on this form may delay processing of this transaction.

TRAINING CONTRACT DETAILS											
Training contract registration number:		r:	(This documenta		is 9 digit nun ntation from	9 digit number starting with 20 appears on all ation from the department or your AASN provider.)					
Training contract commencement date:			Title of apprenticeship or traineeship:								
Australian Apprenticeship Support Network provider:											
APPRENTICE OR TRAINEE DETAILS											
Name:											
Postal address:											
Email:					Phon	ne number:					
PARENT OR GUARDIAN DETAILS (if appropriate)											
Name:											
Postal address:											
Email:					Phon	ne number:					
EMPLOYER DETAILS											
Trading name:				A	BN:						
Postal address:	Postal address:										
Email:					Phon	ne number:					
AMENDMENT DET	AILS										
We wish to make an application to EXTEND the probationary period expiry date of our training contract. (Note: the probationary period can only be extended to a <u>maximum of six months</u> from the commencement date).											
AGREED NEW PROBATIONARY PERIOD EXPIRY DATE:											
Reason(s) for the requested extension:											
Apprentice or trainee's signature:						Date:					
Parent or guardian	's signature:					Date:					
Name of authorised person signing for employer:											
Employer's signatu	ıre:					Date:					

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Privacy Notice – The Department of Employment, Small Business and Training (DESBT) or Australian Apprenticeship Support Network provider is collecting the information on this form in accordance with Sections 12 and 13 of the *Further Education and Training Act 2014* (*Qld*) in order to extend the probationary period of the training contract between the abovementioned parties. Information collected on this form may also be used by DESBT for generating statistics. DESBT routinely gives some or all of this information to the Australian Government Department of Employment and Workplace Relations, Australian Apprenticeship Support Network providers, Queensland Curriculum and Assessment Authority and schools (for school-based apprentices and trainees) and registered training organisations for the purpose you have given us permission or it is required or authorised by law.



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