**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.)

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| **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 -**

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| --- | --- | --- |
| [ ]  Busy At Workamendments@busyatwork.com.au | [ ]  MEGTcpuqueriesqld@megt.com.au  | [ ]  MAS Nationalqlddelegations@masnational.com.au  |
| [ ]  Apprenticeship Support Australia (ASA)info@apprenticeshipsupport.com.au  | [ ]  ITECapprenticeshipsinfo@qld.gov.au  |  |

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| **APPLICANT AND TRAINING CONTRACT DETAILS** (The applicant must advise the other party to the training contract of the amendment) |
| **Applicant’s name (apprentice/trainee or employer)** |  |
| **Applicant’s signature:** |  | **Date:** |  |
| **Training contract registration number:** |  | (This 9 digit number starting with 20 appears on all documentation from the department or your Provider.) |
| **Apprentice or trainee’s name:** |  | **Date of birth:** |  |

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| **(A) CHANGE OF APPRENTICE OR TRAINEE’S NAME** (documentary proof of change is required) **OR EMPLOYER’S TRADING NAME** |
| **Previous name or trading name:** |  |
| **New name or trading name:** |  |

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| **(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 |
| **New residential address:** |  | **Postcode:** |  |
| **New workplace address:** |  | **Postcode:** |  |
| **New postal address:** |  | **Postcode:** |  |
| **New email address:** |  |
| **New contact person:** |  | **Phone number:** |  |

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| **(C) OTHER AMENDMENT** |
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