

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

Further Education and Training Act 2014 ATF-050

# Cancel a registered training contract (by one party)

This form may be used if one party to a registered training contract decides to make application to the Department of Trade, Employment and Training (DTET) to cancel the contract if the party believes either the party or the other party to the contract cannot successfully complete that party's obligations under the contract.

An application to cancel a training contract under Section 35A of the *Further Education and Training Act 2014* **MUST** state the reasons for the proposed cancellation and the day the proposed cancellation is to take effect, being not less than 7 days after the application is given to DTET.

#### PLEASE NOTE:

- There are options available for employers and apprentices or trainees to consider as an alternative to making an application to cancel the training contract, such as temporarily or permanently transferring the training contract to another employer. Phone **Apprenticeships Info** on **1800 210 210** or your **Apprentice Connect Australia Provider (Provider)** for information on the options available.
- If the parties have **mutually agreed to cancel** the training contract **do not use this form**, the parties should complete and submit a signed form *ATF-034 Cancel a registered training contract (by all parties)*.
- If the employment of the apprentice or trainee has already ceased or the business employing the apprentice/trainee has closed, the party is
  to notify DTET or their Provider as soon as possible.

Queensland apprentices who have had their training contract cancelled and would like assistance to re-enter their chosen career can register their details on the out-of-trade register at <u>www.tradeapprentices.com.au</u>.

If you require any information regarding the employer's obligations under the relevant industrial instrument and the *Fair Work Act 2009*, please phone the Fair Work Ombudsman on 13 13 94.to re-enter their chosen career by registering their details on the out of trade register at <u>www.tradeapprentices.com.au</u>.

### **IMPORTANT INFORMATION**

**Completing this form** – Failure to complete all details on pages 1 and 2 of this form may delay a decision on this application. Material or documents supporting this application may be attached when submitting this application.

**Date of effect of cancellation** – If the decision by DTET is to cancel the training contract, the date of effect of the cancellation cannot be less than 7 days after the complete application to cancel is received by DTET.

# Return this form (must be <u>completed</u> and <u>signed</u>) via email to <u>apprenticeshipsinfo@gld.gov.au</u> (using a subject heading of 'Cancellation one party') or post to Apprenticeships Info, PO Box 15121, CITY EAST QLD 4002

IMPORTANT: Failure to complete all details on this form may delay a decision on this application.

APPRENTICE O	R TRAINE	E DETAILS							
Training contract registration number:						(This 9 digit number starting with 20 appears on all documentation from the department or your Provider			
Name:									
Email:							Phone number:		
$\Box$ the apprentice	or trainee i	s the party maki	ng the	e application (	please tick if ye	es)			
EMPLOYER DE	TAILS								
Trading name:									
Contact name:							Phone number:		
Email:									
□ the employer is the party making the application (please tick if yes)									
<b>PROPOSED CANCELLATION OF TRAINING CONTRACT DETAILS</b> (Note: The party applying <b>MUST</b> believe either the party or the other party to the contract, cannot successfully complete that party's obligations under the contract. This application <b>MUST</b> state the reasons for the proposed cancellation <b>and</b> the day the proposed cancellation is to take effect.)									
Reason/s for prop the registered trai (A reason MUST be p details supporting this provided on Page 2.)	ining contr provided. Fur s application	act: ther							
Date the proposed (This date must be at received by DTET.)									
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Privacy Notice - The Departm	ment of Trade Er	noloyment and Training (D	TET) or 4	Annrentice Connect Au	istralia Provider is col	lecting the in	oformation on		

Privacy Notice – The Department of Trade, Employment and Training (DTET) or Apprentice Connect Australia Provider is collecting the information on this form in accordance with sections 35A of the *Further Education and Training Act 2014 (Qld)* in order to process the cancellation of the training contract between the abovementioned parties. Information collected on this form may also be used by DTET for generating statistics. DTET routinely gives some or all of this information to the Australia Government Department of Employment and Workplace Relations, Apprentice Connect Australia Providers, Queensland Curriculum and Assessment Authority and schools (for school-based apprentices and trainees) and registered training organisations for the purpose of updating the status of the training contract and/or verifying subsidy claims. 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.





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### ATF-050

investigation into the matter.									
Has there been any attempt to re	esolve the issue/matter with the other party, or between the par	ties? Pleas	e provide details.						
Is there any material or docume If yes, please document the deta	ntation that supports the reason/s for proposing to cancel the t ils below.	raining con	tract?						
Has the other party been notified	d of this application? If yes, please document any responses of	the other p	party.						
	or informal discussions with the other party regarding the matte notes of meetings? Please provide details.	er, i.e. diary	notes, formal						
Has there been a breach of any other legislation that has led to this application being made, i.e. award/industrial agreement or occupational health and safety laws? If yes, has the matter been referred to the relevant authority, and what was the outcome or is the matter still ongoing?									
Have any attempts been made to	o facilitate a temporary or permanent transfer of the training co	ntract to an	other employer? If						
yes, provide details.									
APPLICANT'S SIGNATURE									
□ I am the apprentice or trainee	(please tick if yes)								
□ I am the employer (the person signing must be authorised to sign on behalf of the employer) (please tick if yes)									
I understand I am making an ap 35A of the <i>Further Education an</i>	olication to cancel the registered training contract nominated ir d <i>Training Act 2014</i> .	n this applic	ation, under Section						
I believe (please tick one):									
□ I cannot successfully comple	te my obligations under the training contract nominated in this	application							
☐ the other party to the training the contract.	contract nominated in this application cannot successfully cor	mplete their	obligations under						
Name:									
Signature:		Date:							

Further details supporting this application MUST be provided on this page to facilitate a timely

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