Further Education and Training Act 2014

ATF-052

Completion of an apprenticeship or traineeship (where the RTO has ceased operating)

The parties to a registered training contract may make application to the Department of Employment, Small Business and Training (DESBT) for the issue of a completion certificate if the supervising registered training organisation (SRTO) for the apprentice/trainee has stopped operating as a registered training organisation (RTO) before a completion agreement is signed by the parties and the SRTO.

The employer and apprentice/trainee **MUST** be satisfied the apprentice/trainee has completed all training and assessment required under the training plan.

NOTE: DESBT will issue the completion certificate ONLY if satisfied the apprentice/trainee has completed the apprenticeship/traineeship in accordance with the *Further Education and Training Act 2014*.

This form **CANNOT** be used for apprenticeships/traineeships where an industry's regulatory and licensing authority requires that a SRTO must verify that all training and assessment required under the training plan has been completed by the apprentice/trainee, e.g. electrical licensing. In these situations, the parties will be required to choose another SRTO before the apprenticeship/traineeship may be completed.

IMPORTANT INFORMATION

Completing this form – Failure to complete all details on this form may delay a decision on this application. The signature of the parent or guardian is required only if the apprentice or trainee is under 18 and it is appropriate (e.g. the apprentice or trainee is not living independently of the parent or guardian).

Evidence supporting this application – The parties **are to provide a copy of the current training plan** for the apprentice/trainee, and evidence that the apprentice/trainee has completed all training and assessment required under the training plan for the apprentice/trainee. This evidence **MUST** include:

- a qualification or statement of attainment issued by the SRTO prior to it ceasing operating; or
- a statement of results issued during the process of winding up the RTO; or
- a letter or documentation from the Australian Skills Quality Authority stating the units of competency the apprentice/trainee achieved under the RTO.

Where the traineeship was all or partly school-based – The trainee **MUST** have completed the minimum paid work requirement where the traineeship was all or partly **school-based**. DESBT may request evidence to substantiate that the minimum paid work requirement has been completed before deciding this application.

Return this form (must be completed and signed) via email to apprenticeshipsinfo@qld.gov.au (using a subject heading of 'Completion RTO ceased') 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.

EMPLOYER AND APPRENTICE OR TRAINEE DECLARATION

We, the employer and apprentice or trainee, are satisfied that the apprentice or trainee has completed all training and assessment required under the training plan. A copy of the current training plan and evidence supporting this application have been attached. Where the traineeship was all or partly **school-based** we agree that the trainee has completed the minimum paid work requirement and acknowledge that DESBT may request evidence to substantiate that the minimum paid work requirement has been completed before deciding this application.

AGREED PROPOSED COMPLETION DATE:		**NOTE:** Please ensure this date is not more than 10 days into the future when submitting this form. The agreed proposed completion date is subject to endorsement by DESBT.

TO BE COMPLETED BY THE APPRENTICE OR TRAINEE (Please ensure address details on this form are up-to-date)

Training contract registration number:		(This 9 digit number starting with 20 will appear on any documentation relating to the training contract received from the department.)	
Qualification name:		**Qualification code:**	
Name of SRTO:			
Apprentice or trainee's name:		**Date of birth:**	
Current postal address: (This is where your completion certificate will be sent)			
Email:			
Apprentice or trainee's signature:		**Date:**	
Parent or guardian's name:			
Parent or guardian's signature:		**Date:**	

TO BE COMPLETED BY THE EMPLOYER

Trading name:		**ABN:**	
Email:		**Phone number:**	
Name of person signing for employer: (the person signing must be authorised to sign on behalf of the employer)			
Employer's signature:		**Date:**	

Privacy Notice – The Department of Employment, Small Business and Training (DESBT) is collecting the information on this form in accordance with Sections 50A and 51 of the *Further Education and Training Act 2014 (Qld)* in order to process the completion 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, 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.