

Notice of intent to complete

A supervising registered training organisation (SRTO) who has received a **completion agreement signed by at least one party to the training contract**, should use this form to advise the Department of Employment, Small Business and Training (DESBT) when they are reasonably satisfied the apprentice or trainee has completed their apprenticeship or traineeship, but the other party has either:

- refused or neglected to sign a completion agreement after being requested to do so; or
- not signed a completion agreement because they cannot be contacted.

Following investigation, DESBT will consider issuing a completion certificate to the apprentice or trainee.

How to return the completed and signed form

1. Via email to your Australian Apprenticeship Support Network (AASN) provider (in Queensland), if known; or
2. Via email to apprenticeshipsinfo@qld.gov.au or post to **Apprenticeships Info, PO Box 15121, CITY EAST QLD 4002**.

IMPORTANT: Failure to complete all details in this form and attach a copy of the completion agreement may lead to delays in processing.

If a signature on the completion agreement was obtained in accordance with the [Electronic Signing Policy for Apprenticeships and Traineeships in Queensland](#), the SRTO must attach this evidence.

| TRAINING CONTRACT DETAILS | | | |
|---|--------------------------------|---|--|
| Training contract registration number: | | (This 9 digit number starting with 20 appears on all documentation from the department or your Australian Apprenticeship Support Network provider.) | |
| Apprentice or trainee's name: | | | |
| Date of birth: | Apprentice or trainee's email: | | |
| Employer's trading name: | | | |
| Employer's ABN: | Employer's email: | | |
| DECLARATION BY THE SRTO | | | |
| We, the SRTO for the apprenticeship or traineeship, are reasonably satisfied that: <ul style="list-style-type: none"> • The apprentice or trainee has completed all training and assessment required under their training plan, and • The apprentice or trainee has been, or is entitled to be, issued with the qualification or statement of attainment for the apprenticeship or traineeship | | | |
| The reason(s) we are reasonably satisfied are: | | | |
| <p>We have received a completion agreement signed by the apprentice/trainee and/or the employer. <i>(If signed by an apprentice/trainee who is under 18 years of age, their parent/guardian must also sign the completion agreement if appropriate in all the circumstances.)</i></p> <p>We have been unsuccessful in our attempts to have a completion agreement signed by the employer / apprentice / trainee (circle the party who has not signed) because: (choose one)</p> <p><input type="checkbox"/> they cannot be contacted; or</p> <p><input type="checkbox"/> they have refused to sign a completion agreement after being requested to do so because (provide reason/s) _____, or</p> <p><input type="checkbox"/> they have neglected to sign a completion agreement after being requested to do so.</p> | | | |
| We have issued the apprentice or trainee with the qualification stated in the training plan: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| If the apprenticeship or traineeship was all or partly school-based : <ol style="list-style-type: none"> we agree that the apprentice or trainee has completed the minimum paid work requirement, and we acknowledge that DESBT may randomly audit completed school-based apprenticeships and traineeships to substantiate that the minimum paid work requirement has been completed. | | | |
| Name of SRTO: | | | |
| Name of person signing for SRTO: | | Phone number: | |
| Signature: | | Date: | |

