

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

Further Education and Training Act 2014 ATF-033

## 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 Trade, Employment and Training (DTET) 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, the DTET will consider issuing a completion certificate to the apprentice or trainee.

## How to return the completed and signed form

- Via email to your Apprentice Connect Australia Provider (Provider) (in Queensland), if known; or 1.
- Via email to apprenticeshipsinfo@qld.gov.au or post to Apprenticeships Info, PO Box 15121, CITY EAST QLD 4002. 2.

## **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 CON	<b>FRACT DE</b>	TAILS					
Training contract registration numb		number:				arting with 20 appears on your Apprentice Connect	all documentation from the Australia Provider.)
Apprentice or trai	nee's name	:					
Date of birth:	h:		Apprentice or trainee's email:				
Employer's trading name:							
Employer's ABN:				Employer's email:			
DECLARATION BY THE SRTO							
<ul> <li>We, the SRTO for the apprenticeship or traineeship, are reasonably satisfied that:</li> <li>The apprentice or trainee has completed all training and assessment required under their training plan, and</li> <li>The apprentice or trainee has been, or is entitled to be, issued with the qualification or statement of attainment for the apprenticeship or traineeship</li> </ul>							
The reason(s) we reasonably satisfi							
We have received a completion agreement signed by the apprentice/trainee and/or the employer. (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.) 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) □ they cannot be contacted; or □ they have refused to sign a completion agreement after being requested to do so because (provide reason/s)							
, or they have neglected to sign a completion agreement after being requested to do so.							
We have issued the apprentice or trainee with the qualification stated in the training plan:  Yes  No							
If the apprenticeshi (i) we agre (ii) we ackr	p or trainees e that the ap owledge that	ship was all oprentice or at DTET ma	or partly <b>sch</b> trainee has o y randomly a	ool-based: completed the minir	num paid work requ	uirement, and	ships to substantiate
Name of SRTO:							
Name of person signing for SRTO:		SRTO:			Phone number:		
Signature:						Date:	
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## Document uncontrolled when printed

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 45-51 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 DTET for generating statistics. DTET 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.

