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

Further Education and Training Act 2014 ATF-037

Suspension of a registered training contract

An employer and apprentice or trainee may make application to temporarily suspend their responsibilities associated with the training contract for a period of up to 12 months per application. This may occur for a range of reasons including but not limited to an interval between periods of seasonal employment, long term illness/injury, gap/study year or a period when the apprentice/trainee will undertake tasks not related to the apprenticeship/traineeship.

A suspension under the *Further Education and Training Act 2014* **does not** suspend the employment relationship between the employer and apprentice/trainee, and **does not** remove the employer's obligation to continue to pay wages under the relevant industrial instrument and the *Fair Work Act 2009*. The employer and apprentice or trainee **must** determine the ongoing employment arrangement during the period of a training contract suspension by contacting the Fair Work Ombudsman on 13 13 94 or <u>www.fairwork.gov.au</u>.

Completing this form – Failure to complete all details on this form may delay processing of this transaction and may mean the commencement date of the suspension is delayed. The signature of a parent or guardian is required <u>only</u> 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).

Commencement date of the suspension – The commencement date cannot be backdated. <u>The suspension will commence no earlier than 7 days after</u> <u>your application is lodged.</u> (Note: Day 1 is calculated as the day after your application is lodged. The earliest a suspension can commence is day 8, therefore you need to ensure you lodge your application with enough clear days before you want the suspension to commence.)

Withdrawal of consent – Either party may withdraw their consent/s to the application, in writing to their Australian Apprenticeship Support Network (AASN) provider, or the department through Apprenticeships Info (see details below), within 7 days from the date the application is lodged. If a parent or guardian signed the suspension application and the apprentice or trainee is the party withdrawing their consent, the parent or guardian must also sign the withdrawal of consent.

Early return to work from suspension – If the apprentice or trainee resumes work before the suspension period ends, you must notify your AASN provider or the department through Apprenticeships Info (see details below) of this decision. Your notification must be <u>in writing, signed by employer and apprentice</u> <u>or trainee (and a parent or guardian, if applicable)</u>, stating <u>the date of return to work</u>.

Select your nominated Australian Apprenticeship Support Network (AASN) provider and return the completed and signed form (using a subject heading of 'Suspension') via email -

☐ Busy At Work	□ MEGT	□ MAS National
<u>amendments@busyatwork.com.au</u>	<u>cpuqueriesqld@megt.com.au</u>	<u>QLDDelegations@masexperience.com.au</u>
□ Apprenticeship Support Australia (ASA) info@apprenticeshipsupport.com.au	□ Sarina Russo gueensland@sarinarusso.com.au	VERTO <u>apprenticeshipsinfo@qld.gov.au</u>

SUSPENSION DETAILS (Note: Applications cannot exceed a period of 1 year)							
Proposed start date:		Proposed end date:					
Reason/s for the suspension: (What would the period of suspension be used for?)							
EMPLOYER DETAILS							
Trading name:			AB	N:			
Email:							
I understand this suspension will suspend all responsibilities associated with the registered training contract ONLY for the nominated period. I declare I have the authority to sign on behalf of the employer.							
Name of authorised person signing for employer:			Ph	one number:			
Signature:			Dat	e:			
APPRENTICE OR TRAINEE DETAILS (and parent or guardian if appropriate)							
Training contract registration numbe	r:	(This 9 digit number starting with 20 appears on all docum from the department or your AASN provider.)					
Name:							
Email:			Ph	one number:			
I understand this suspension will suspend all responsibilities associated with the registered training contract ONLY for the nominated period.							
Signature:			Dat	e:			
Parent or guardian's name:							
Parent or guardian's email:			Ph	one number:			
Parent or guardian's signature:			Dat	e:			

Version 9 – January 2024

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Privacy Notice – The Department of Employment, Small Business and Training (DESBT) or Australian Apprenticeship Support Network provider is collecting the information on this form in accordance with Sections 30, 31 and 32 of the *Further Education and Training Act 2014 (Qld)* in order to process the suspension of the training contract between the abovernentioned 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, Australian Apprenticeship Support Network providers, Queensland Curriculum and Assessment Authority and schools (for school-based apprentices and training out rating exprisitions of 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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