

Change of supervising registered training organisation (SRTO)

This form has been developed for use by an employer or SRTO acting on behalf of the parties to a training contract, to notify the Department of Youth Justice, Employment, Small Business and Training (DYJESBT) of a change of SRTO under the *Further Education and Training Act 2014*.

The employer and apprentice or trainee must agree if an SRTO is to be replaced. Employers should ensure that they discuss the proposed change of SRTO with their apprentice or trainee.

Change of SRTO for one apprentice or trainee - Where the change of SRTO affects only one apprentice or trainee, an employer must complete SECTIONS 1 – 3 of the form. The SRTO must complete SECTION 4.

Change of SRTO for multiple apprentices and/or trainees - An employer seeking to change the SRTO for multiple apprentices and/or trainees must complete SECTIONS 1 AND 3 and attach a list of relevant apprentices and/or trainees, including (for each):

- registration number
- first name and family/surname
- apprentice/trainee's signature.

And the SRTO must complete SECTION 4.

To streamline the process for the parties, an SRTO may notify the change of SRTO, on the condition that the SRTO has the agreement of all the parties to act on their behalf. An SRTO should keep sufficient evidence to prove, if requested, that they have the agreement of the parties.

An SRTO submitting a form for multiple apprentices and/or trainees must complete SECTIONS 1 AND 4 of the form and lodge it electronically with an Excel spreadsheet showing each apprentice/trainee's:

- registration number
- first name and family/surname

Important notes

The SRTO is to:

- fully advise all parties to the training contract of the impacts, if any, the change of SRTO may have on the apprentice's or trainee's eligibility to continue receiving any travel and/or accommodation subsidies and their eligibility of any continued State funding (User Choice) for the training being delivered to the apprentice(s) or trainee(s).

The employer is to:

- as required under the *Further Education and Training Act 2014*, provide the SRTO being replaced with at least **14 days' notice** of their replacement.

Employers or SRTOs should expect the changes to take effect within two (2) weeks from the date of submitting a fully completed form (and spreadsheet if required).

Return the completed and signed form:

Where the change affects an individual apprentice or trainee and the completed form names one apprentice or trainee – please return the completed form to: Apprenticeship Support Australia at info@apprenticeshipsupport.com.au

Where the change affects multiple apprentices and/or trainees – return this form and electronic spreadsheet **via email to** apprenticeshipsinfo@qld.gov.au (using a subject heading of 'Change of SRTO') or post to Apprenticeships Info, PO Box 15121, CITY EAST QLD 4002.

Change of supervising registered training organisation (SRT0)

IMPORTANT: Failure to complete all details on this form may delay processing of this transaction.

SECTION 1: NOTIFICATION OF AMENDMENT			
Old SRT0 name:			
New SRT0 name:		National ID no:	
Effective date of change to new SRT0:			
SECTION 2: APPRENTICE OR TRAINEE DETAILS AND DECLARATION			
Training contract registration number:		(This 9 digit number starting with 20 appears on all documentation from the department or your AASN Provider.)	
Qualification name:		Qualification code:	
Name:		Date of birth:	
Postal address:			
If school-based, name of school:			
Email:		Mobile:	
By signing this document, I confirm that I have been fully informed of the impacts, if any, a change of SRT0 may have on receipt of any travel and/or accommodation subsidies and/or the continuation of state funding (User Choice) for the training being delivered to me.			
Signature:		Date:	
SECTION 3: EMPLOYER DETAILS AND DECLARATION			
Trading name:		ABN:	
Contact person:		Position:	
Email:		Phone number:	
By signing this document I declare on behalf of the entity named in the employer's details above that:			
<ul style="list-style-type: none"> The change of SRT0 is being notified in agreement with the apprentice(s) and/or trainee(s) shown (on this form and/or on the attached list) and the agreement of the new SRT0, and the replaced SRT0 has been notified as per s70 (2)(a) of the <i>Further Education and Training Act 2014</i>. Where applicable and appropriate, the change of SRT0 is being notified in agreement with the parent(s) of the apprentice(s) and/or trainee(s). I will negotiate a training plan with each apprentice and/or trainee shown on this form or attached list and the new SRT0. For any school-based apprentice(s) and/or trainee(s) affected by this change, I will negotiate a new schedule of education, training and employment with the parties and the school(s) where changes will impact upon the previously agreed arrangements. 			
Signature:		Date:	
SECTION 4: NEW SUPERVISING REGISTERED TRAINING ORGANISATION DETAILS AND DECLARATION			
Name of SRT0:		Phone number:	
Name of authorised person signing for SRT0:			
By signing this document I declare that:			
<ul style="list-style-type: none"> I agree to be the SRT0 for the apprentice(s) and/or trainee(s) shown on this form or attached list. I have fully informed all parties of the impacts, if any; the transfer to my organisation may have, particularly in respect of continued state funding (User Choice) of their training, and eligibility for any travel and/or accommodation subsidies they may receive. I will negotiate a new training plan with the parties for each apprentice and/or trainee shown on this form or attached list, including an assessment of the employer's capacity to provide, or arrange to provide, the facilities range of work, supervision and training required under the training plan within 28 days of replacing the former SRT0. For any school-based apprentice(s) and/or trainee(s) affected by this change, I will negotiate a new schedule of education, training and employment with the parties and the school(s) where changes will impact upon the previously agreed arrangements. 			
Signature:		Date:	