



Transition of qualification

Further Education and Training Act 2014

This form is for use by supervising registered training organisations (SRTO) to notify the Australian Apprenticeship Support Network (AASN) provider when an apprentice or trainee transitions to a qualification because of an update to a national training package. For a change of qualification which is **not a transition**, please use the ATF-035: Amendment of a registered training contract form.

SRTOs should expect the changes to take effect within two weeks from the date Apprenticeship Support Australia receives a fully completed form (and spreadsheet, where required).

Transition of qualification for one apprentice or trainee

An SRTO seeking to transition to a qualification for only one apprentice or trainee, should complete SECTIONS 1, 2 AND 3.

Transition of qualification for multiple apprentices or trainees

An SRTO seeking to transition to a qualification for multiple apprentices or trainees should complete SECTIONS 1 AND 3 and must attach a list of relevant apprentices or trainees, including (for each apprentice or trainee):

- registration number
- first name and family/surname
- date of birth
- employer's trading name.

How to return this form

If submitting this form for a single apprentice or trainee, please return the completed and signed form to Apprenticeship Support Australia at: info@apprenticeshipscentre.com.au; or post to Locked Bag 938, North Sydney, NSW, 2059; or fax 1300 65 07 55 as appropriate.

SRTOs submitting this form in respect of multiple apprentices/trainees should send it electronically and attach a spreadsheet in Excel format, containing the apprentice/trainee details stated above.

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

SECTION 1: Notification of amendment

| | | |
|---|--------------|--|
| Old qualification details | Code: | |
| | Name: | |
| New qualification details | Code: | |
| | Name: | |
| Effective date of transition to the new qualification: | | |

SECTION 2: Apprentice or trainee details

| | | | |
|---|--|---|--|
| Training contract registration number: | | This 9 digit number starting with 20 will appear on any documentation received from the department. | |
| Name: | | Date of birth: | |
| Email: | | Mobile: | |

SECTION 3: SRTO details and declaration

| | | | |
|--|--|----------------------|--|
| Name of SRTO: | | Phone number: | |
| Name of authorised person signing for SRTO: | | Mobile: | |
| By signing this document I declare that: | | | |
| <ul style="list-style-type: none"> • I have fully informed all parties of the impacts, if any, the transition of qualification may have on the employer(s)/apprentice(s) and/or trainee(s) shown on this form or attached list. Where applicable and appropriate, I have also informed the apprentice's or trainee's parent. • I will change the training plan to reflect the changed title of the qualification and any units of competency, and send a copy of the changed training plan to each employer and apprentice or trainee shown on this form or attached list within 14 days after making the change. • 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: | |

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 20 and 22 of the *Further Education and Training Act 2014 (QLD)* in order to ensure the information with respect to the training contract is current and accurate. 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 Education and Training, Australian Apprenticeship Support Network providers, Queensland Curriculum and Assessment Authority and schools (for school-based apprentices/trainees) and registered training organisations for the purpose of ensuring these organisations have accurate and up to date records. Your information will not be disclosed to any other person or agency unless you have given permission or it is required or authorised by law.