

Cancel a registered training contract (by all parties)

This form is used to apply to cancel a training contract as per Section 33 of the *Further Education and Training (FET) Act 2014*. **Parties must notify the Department of Employment, Small Business and Training (DESBT) or their Australian Apprenticeship Support Network provider within 14 days of agreeing to cancel.**

Note: There are options available that employers and apprentices or trainees may consider as an alternative to cancellation. These include:

- amending the employment mode of the training contract, for example from full time to part time
- amending the training contract to change the qualification
- temporarily or permanently transferring to another employer
- suspending the training contract
- completion.

Please phone **Apprenticeship Support Australia on 1300 363 831** if you require further information about your options to continue training.

If you have any concerns about employment arrangements, please phone the **Fair Work Ombudsman** on 13 13 94.

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

Apprentice or trainee details

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

Employer details

Trading name:		ABN/ACN:	
Mobile:		Fax number:	
Email:			

Cancellation details

AGREED DATE OF CANCELLATION:		The date of cancellation is the date the parties mutually agreed to cancel the training contract.	
We are aware of our rights as provided by the <i>FET Act 2014</i> and agree to cancel the stated training contract. We are aware that one party may WITHDRAW THEIR CONSENT , in writing to Apprenticeship Support Australia, within seven days after Apprenticeship Support Australia receives this cancellation application.			
Apprentice's or trainee's signature:		Date:	
If the apprentice or trainee is under 18 years of age, the parent or guardian who signed the training contract must also sign this form.			
Parent's or guardian's name:		Mobile:	
Parent's or guardian's signature: <small>*The nominated parent/guardian for the training contract must sign this form.</small>		Date:	
Name of authorised person signing on behalf of employer:			
Employer's signature:		Date:	

How to return this form

Please return the completed 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.

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 33, 34 and 35 of the *Further Education and Training Act 2014* (Qld) in order to cancel the training contract between the above mentioned parties, or, 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 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 permission or it is required or authorised by law.