



Suspension of a registered training contract

Further Education and Training Act 2014

An employer and apprentice/trainee may make application to temporarily suspend their responsibilities associated with the training contract for a period of up to 12 months. 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/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 www.fairwork.gov.au.

IMPORTANT INFORMATION:

Completing this form

1. 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.
2. A parent/guardian's signature is required only if the apprentice/trainee is under 18 and it is appropriate (e.g. the apprentice/trainee is not living independently of the parent/guardian).

Commencement date of the suspension

1. The commencement date cannot be backdated.
2. The suspension will commence no earlier than 7 days after your application is lodged. (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

1. Either party may withdraw their consent/s to the application, **in writing** to Apprentice Support Australia, **within 7 days from the date the application is lodged.**
2. If the nominated parent/guardian for the training contract signed the suspension application and the apprentice/trainee is the party withdrawing their consent, the parent/guardian must also sign the withdrawal of consent.

Early return to work from suspension

1. If the apprentice/trainee resumes work before the suspension period ends, you must notify Apprentice Support Australia of this decision.
2. Your notification must be in writing, signed by the employer and apprentice/trainee (and the nominated parent/guardian for the training contract, if applicable). It must state the date of return to work.

How to return this form

Please return the completed form to Apprentice 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.

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:		ABN:	
Email:			
I understand approval of 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:		Phone number:	
Signature:		Date:	
Apprentice or trainee details (and parent or guardian if applicable and appropriate)			
Training contract registration number:		This 9 digit number starting with 20 will appear on any documentation received in regard to the training contract from the department or Australian Apprenticeship Support Network provider.	
Name:			
Email:		Mobile:	
I understand this suspension will suspend all responsibilities associated with the registered training contract ONLY for the nominated period.			
Signature:		Date:	
Parent or guardian's name:			
Parent or guardian's email:		Mobile:	
Parent or guardian's signature:		Date:	
*The nominated parent/guardian for the training contract must sign this form.			