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Further Education and Training Act 2014
ATF-043

Notification that employment has ceased

This form is made available to notify your Australian Apprenticeship Support Network (AASN) provider that the employment of an apprentice or trainee has ceased or the business employing the apprentice/trainee has closed.

Please note:

THIS FORM IS NOT AN APPLICATION TO CANCEL AN APPRENTICESHIP OR TRAINEESHIP.
This form is **not** required if the employer and apprentice/trainee:

- have agreed to cancel the training contract and submitted a signed form *ATF-034 Cancel a registered training contract (by all parties)*, or
- have agreed that the apprenticeship/traineeship has been completed, and have completed and signed a form *ATF-011 Completion agreement* and given it to their supervising registered training organisation (SRTO) to lodge with the department.

How to return this form

Please provide as many details as possible to Apprenticeship Support Australia at: info@apprenticeshipscentre.com.au; post to Locked Bag 938, North Sydney, NSW 2059; or Fax: 1300 65 07 55 – as appropriate.

Apprentice or trainee details (PROVIDE AS MUCH DETAIL AS POSSIBLE)			
Training contract registration number:		This 9 digit number starting with 20 will appear on any documentation relating to your training contract received from the department or Australian Apprenticeship Support Network provider.	
Full name:			
Date of birth:			
Address:		**Postcode:**	

Employer details	
Employer name:	
Employer contact:	

DATE EMPLOYMENT CEASED:			
Is the ceased date during probation? (please tick one) ☐ **Yes** ☐ **No**			
This form is submitted by:	☐ the employer of the apprentice or trainee ☐ the apprentice or trainee ☐ a third party		
Name of person submitting notification (please print)**:**			
Signature:		**Date:**	

Privacy Notice – The Department of Education and Training (DET) (Qld) or Australian Apprenticeship Support Network provider is collecting the information on this form in accordance with Section 36 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 DET (Qld) for generating statistics. DET (Qld) 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.