

## Minor amendment of a registered training contract

**Examples** of minor amendments include changes to:

- the apprentice or trainee's name – e.g. through marriage or by deed poll (please ensure the documentation states the person's name as it is now and what it was previously)
- the employer's trading name
- correct a typographical error in a party's name or address
- a party's address.

**(Evidence:** An original document or a copy certified by a Justice of the Peace is required for change of apprentice or trainees name or date of birth. Please do not send an original document through the post.)

**Amendments will not take effect until the Department of Employment, Small Business and Training's records are updated.**

APPLICANT AND TRAINING CONTRACT DETAILS (The applicant must advise the other party to the training contract of the amendment)			
Applicant's name (apprentice/trainee or employer)			
Applicant's signature:		Date:	
Training contract registration number:	(This 9 digit number starting with 20 appears on all documentation from the department or your Provider.)		
Apprentice or trainee's name:		Date of birth:	

(A) CHANGE OF APPRENTICE OR TRAINEE'S NAME (documentary proof of change is required) OR EMPLOYER'S TRADING NAME	
Previous name or trading name:	
New name or trading name:	

(B) CHANGE OF RESIDENTIAL AND/OR POSTAL AND/OR WORKPLACE ADDRESS AND/OR EMAIL AND/OR CONTACT PERSON AND/OR PHONE NUMBER(S)			
Indicate which party the change relates to: <input type="checkbox"/> Apprentice or trainee <input type="checkbox"/> Employer <input type="checkbox"/> Parent or guardian			
New residential address:		Postcode:	
New workplace address:		Postcode:	
New postal address:		Postcode:	
New email address:			
New contact person:		Phone number:	

(C) OTHER AMENDMENT

### How to return this form

Please return the completed form to **Apprenticeship Support Australia** at: [info@apprenticeshipsupport.com.au](mailto:info@apprenticeshipsupport.com.au)