

## 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 trainee's name or date of birth. Please do not send an original document through the post.)

**Amendments will not take effect until the Department of Trade, Employment 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<br>(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)