

Apprenticeship/Traineeship Training Contract

This contract must be completed with the assistance of an Apprenticeship Network Provider.

This is a free service.

Please read this before completing the Training Contract.

This Training Contract must be completed with the assistance of your chosen Apprenticeship Network Provider.

- Find the Apprenticeship Network Providers that are contracted in your region by calling **13 38 73**;
or
- Visit the Australian Apprenticeships website at **www.australianapprenticeships.gov.au**

Apprenticeship Network Providers are contracted by the Australian Government Department of Education and Training to provide a FREE service to employers and apprentices/trainees. Apprenticeship Network Providers are required to personally visit employers and apprentices/trainees to assist in the completion of this Training Contract and related State/Territory Training Authority documentation.

Only an officially contracted Apprenticeship Network Provider is authorised to provide advice on the eligibility and payment of Australian Government Australian Apprenticeships Incentives.

Before completing the Training Contract please read the following sections:

- **Information You Need to Know** and **Information to Help Complete the Training Contract**
- **Training Contract Declaration and Obligations**
- **Information on Australian Government Australian Apprenticeships Incentives**

SA Only - Employers are to be the final signatory of the Contract.

When the Training Contract is complete, your Apprenticeship Network Provider will lodge it for approval/registration with the relevant State/Territory government department, authority or agency.

- A copy of the Training Contract will be emailed to the Apprenticeship Network Provider, Employer and Apprentice/Trainee for their records.

Before you lodge the Training Contract, make sure you have taken the steps in the following checklist:

- Upload additional information and/or evidence required to be provided if necessary.
- The employer, the apprentice/trainee, and any guardian or parent as required, have all read, signed and dated the Training Contract.

Contacts for Further Information & Assistance

Apprenticeship Network Providers

- administer Australian Government incentive payments to employers and allowances for apprentices/trainees;
- administer the Trade Support Loans Program;
- provide information on Australian Apprenticeships options to employers and other interested people;
- market and promote Australian Apprenticeships;
- work with the State/Territory government department, authority or agency to provide an integrated service;
- work with training providers, schools and other organisations to support Australian Apprenticeships; and
- provide support to employers and Australian Apprentices throughout the Australian Apprenticeship to encourage successful completion.

Apprenticeship Network Providers are located throughout each State and Territory.

- Find an Australian Apprenticeship Network Provider in your region by calling 13 38 73; or
- Visit the Australian Apprenticeships website at www.australianapprenticeships.gov.au

State/Territory Government Departments, Authorities or Agencies

State/Territory government departments, authorities or agencies regulate and administer the apprenticeship/traineeship system in each jurisdiction and can also provide further information. See contact details below:

Australian Capital Territory

Skills Canberra - ACT Chief Minister, Treasury and Economic Development Directorate

PO Box 158, Canberra ACT 2612

Ph: (02) 6205 8555

Fax: (02) 6205 8448

Web: www.cmtedd.act.gov.au

Email: skills@act.gov.au

New South Wales

NSW Department of Industry - Training Services NSW

PO Box 960, Darlinghurst NSW 1300

Ph: 13 28 11 (NSW only)

Ph: 1300 772 104 (interstate)

Web: www.training.nsw.gov.au

Email: sts.enquiries@industry.nsw.gov.au

Northern Territory

Department of Trade, Business and Innovation

Level 2 Development House

76 The Esplanade, Darwin NT 0800

PO Box 3200, Darwin NT 0801

Ph: (08) 8935 7707

Web: www.dob.nt.gov.au

Email: trainingoperations@nt.gov.au

Queensland

Department of Employment, Small Business and Training

PO Box 15121, City East, QLD 4002

Ph: 1800 210 210

Web: www.apprenticeshipsinfo.qld.gov.au

Email: apprenticeshipsinfo@qld.gov.au

South Australia

Department for Industry and Skills – Regulation and Contract Management Directorate

Level 4, 11 Waymouth Street, Adelaide SA 5000

GPO Box 320, Adelaide SA 5001

Ph: 1800 673 097

Fax: (08) 8463 5654

Web: www.skills.sa.gov.au/apprentices

Email: DIStas@sa.gov.au

Tasmania

Department of State Growth-Skills Tasmania

GPO Box 536, Hobart TAS 7001

Ph: (03) 6165 0655

Web: www.skills.tas.gov.au

Email: enquiries@skills.tas.gov.au

Victoria

Victorian Registration and Qualifications Authority

GPO Box 2317, Melbourne VIC 3001

Ph: 1300 722 603

Fax: (03) 9637 3564

Web: www.vrqa.vic.gov.au

Email: vrqa.apprenticeships@edumail.vic.gov.au

Western Australia

Department of Training and Workforce Development

Locked Bag 16, Osborne Park DC, WA 6916

Ph: 13 19 54

Ph: (08) 6551 5499

Fax: (08) 6551 5307

Web: www.dtwd.wa.gov.au/apprenticeshipoffice

Training Contract

This contract forms a legally binding agreement between an employer and employee for the training of Apprentices and Trainees leading to a nationally recognised qualification. In signing this contract the parties are bound by the obligations detailed below and the legislation of the State or Territory in which this training contract is to be registered.

Training Contract Declaration

We, the employer, apprentice/trainee and parent or guardian (where applicable) have read and understood the **Training Contract Obligations** outlined below.

We declare that to the best of our knowledge the details entered on this Training Contract are true and correct. We understand that the giving of false or misleading information is a serious offence.

We understand that the information provided in this Training Contract:

- is collected for the purposes of registration, preparing statistics, reporting, program administration, monitoring and evaluation, calculating incentives and allowances paid to employers and apprentices/trainees and preventing dual payments;
- may be disclosed to and used for these purposes by the Australian Government, including the Department of Education and Training and Centrelink, State/Territory government departments, authorities and agencies, employers, our Apprenticeship Network Provider, Registered Training Organisation (RTO), non-government education authorities and the contractors or agents of any of these organisations, departments, authorities and agencies;
- may also be exchanged between the Department of Education and Training and Centrelink (for Youth Allowance, Austudy and ABSTUDY administration) to provide confirmation that the apprentice/trainee who signed this declaration is an Australian Apprentice; and
- may otherwise be disclosed without consent where authorised or required by law.

We understand that the eligibility, availability, and payment of Australian Government Australian Apprenticeships Incentives may change during the period of this Training Contract.

We understand that this Apprenticeship/Traineeship Contract is legally binding in accordance with the **Training Contract Obligations** set out below and the legislation of the State or Territory in which this Training Contract is to be registered.

We understand that this Training Contract can only be terminated within the period of the probation and/or, in accordance with the requirements of the relevant State/Territory legislation, and that the probation periods are determined by the responsible State/Territory government department, authority or agency or relevant industrial award/agreement for this qualification and vocation.

We undertake to negotiate and sign a Training Plan with the chosen RTO as required by the relevant State/Territory government department, authority or agency.

The employer representative (on behalf of the employer named in Question 28)

Surname (family name)

Matthews

Given names (in full)

Signed this day:

Signature of employer representative

The apprentice/trainee

Surname (family name)

Given names (in full)

Signed this day:

Signature of apprentice/trainee

Signed this day:

Signature of parent/guardian (for apprentice/trainee under 18 years of age)

Name of Apprenticeship/Traineeship (as designed by legislation/regulation)

Certificate III Automotive Electrical Technology

Training Contract Obligation

For the employer, apprentice or trainee, and parent or guardian (where applicable)

We agree that:

- a) the Contract commences from the stated date of commencement, provided that it has been registered or approved under the provisions of the relevant State/Territory legislation
- b) the Contract can only be changed by our agreement and according to State/Territory legislation and the State/Territory government department, authority or agency must be informed of the proposed change/s. In some States/Territories approval for the change/s must be sought
- c) the apprentice/trainee can see, and correct, any information about himself/herself in this Contract or held by the employer in relation to this Contract
- d) we will try to resolve any dispute we have between us, and if we can't, we will contact our State/Territory government department, authority or agency to request assistance or to access the appropriate dispute resolution processes
- e) the Contract can be audited by the relevant State/Territory government department, authority or agency or Australian Government Department
- f) In all states and territories except SA, the Qualification Title and Code may be varied by the Registered Training Organisation during the term of the Contract, where the qualification is superseded through a revision to the training package, and the variation is endorsed by the relevant State/Territory government department, authority or agency. In SA, the Qualification Title and Code may only be varied by the relevant State government department, authority or agency during term of the Contract, where the qualification is superseded by an equivalent qualification through a revision to the training package, and where the variation has been endorsed by the responsible State government department, authority or agency, and the parties to the Contract are notified of that variation.
- g) the Contract is successfully completed when there is agreement from the employer, Registered Training Organisation and apprentice/trainee, and/or an acknowledgement by the State/Territory government department, authority or agency, that the apprentice/trainee has attained all the required competencies
- h) this Contract expires if it reaches the nominal term of the contract without the apprentice/trainee having attained all the required competencies, or a request for an extension of the contract having been endorsed by a State/Territory government department, authority or agency
- i) this contract may be terminated in accordance with the relevant State/Territory legislation.

For the employer

I agree that I will:

- a) employ and train the apprentice/trainee as agreed in our Training Plan and ensure the apprentice/trainee understands the choices that he/she has regarding the training
- b) provide the appropriate facilities and experienced people to facilitate the training and supervise the apprentice/trainee while at work, in accordance with the Training Plan

- c) make sure the apprentice/trainee receives on-the-job training and assessment in accordance with our Training Plan
- d) provide work that is relevant and appropriate to the vocation and also to the achievement of the qualification referred to in this Contract
- e) release the apprentice/trainee from work and pay the appropriate wages to attend any training and assessment specified in our Training Plan
- f) meet all legal requirements regarding the apprentice/trainee, including but not limited to, occupational health and safety requirements and payment of wages and conditions under the relevant employment arrangements
- g) repay any payment I receive that I am not entitled to
- h) work with our RTO and the apprentice/trainee to make sure we follow our Training Plan, keep training records up-to-date, and monitor and support the apprentice/trainee's progress; and
- i) let the relevant State/Territory government department, authority or agency and the RTO know within five working days (or when the local State/Territory legislation requires, if this is different) if our Training Contract has become jeopardised.

I acknowledge that it is an offence to use information in the Contract to discriminate against any person, including the apprentice/trainee.

For the apprentice/trainee

I agree that I will:

- a) attend work, do my job, and follow my employer's instructions, as long as they are lawful
- b) work towards achieving the qualification stated in our Training Contract
- c) undertake any training and assessment in our Training Plan.

For the parent or guardian

I agree that I will:

uphold the responsibilities listed above for the apprentice/trainee until this person is 18 years of age.

Apprenticeship/Traineeship Details

1 Title and level of qualification
Certificate III in Automotive Electrical Technology

2 National Qualification Code
AUR30316

3 Commencement date of Apprenticeship/Traineeship

4 Nominal term of Training Contract (months)
(For NT this is the expected duration)
48

5 The period of probation for this Apprenticeship/Traineeship (months)
3

6 Type of Apprenticeship/Traineeship
 Apprenticeship Traineeship

7 Is the apprentice/trainee an existing worker?
 No Yes

Apprentice/Trainee Personal Details

8 Surname (family name)

Given Names

9 Address (residential)
Address first line

Address second line

Suburb

State _____ Postcode _____

Postal address is the same as physical address

Address (postal)
Address first line

Address second line

Suburb

State _____ Postcode _____

10 Telephone number/s
Home phone _____ Mobile phone _____

Email

11 Date of birth

12 Sex Male Female

13 Citizenship
 Australian citizen or permanent resident
 A New Zealand passport holder who has been resident in Australia for 6 months or more
 Other
Visa document number

14 Are you of Aboriginal or Torres Strait Islander origin?
 Not specified Yes, Aboriginal Yes, Torres Strait Islander
 Yes, Aboriginal AND Torres Strait Islander
 No, Neither Aboriginal nor Torres Strait Islander

15 In which country were you born?
 Australia Other
Please specify
Australia

16 Do you speak a language other than English at home?
 English only Other
Please specify
English

17 Do you consider yourself to have a disability, impairment or long-term condition?
 Not specified No Yes (you may qualify for additional assistance)

Apprentice/Trainee Education & Training Details

18 Are you still attending secondary school?
 No Yes
What Year level are you currently in at school? (e.g. Year 11)

Name of Secondary School

19 Is this an approved Australian School-based Apprenticeship?
 No Yes

20 What is your highest COMPLETED school level?
 Year 12 or equivalent Year 11 or equivalent
 Year 10 or equivalent Year 9 or equivalent
 Year 8 or below Did not go to school

Month _____ Year _____

21 Have you successfully completed any qualifications?
 No Yes

Prior Qualification #1
Title and level of qualification/s obtained

The qualification does not exist on Training.gov.au

Date commenced _____ Date completed _____
Month _____ Year _____ Month _____ Year _____

This qualification has no effect for Aaip incentives eligibility

22 If you have completed a qualification at Certificate Level III or above, do any of the following apply to you?
The qualification cannot be used because of an injury or disability No Yes
You are a Job Active Stream B or Stream C Client No Yes
You are unemployed and have been registered with Centrelink for 12 months or more No Yes

23 Have you previously worked as an apprentice or trainee?
 No Yes

Prior apprenticeship #1
 Name of employer

Title and level of qualification
 AUR32216 - Certificate III in Automotive Glazing
 Technology

This qualification has no effect for AAIP incentives eligibility

Country

State/Territory

Year of commencement

Apprentice/Trainee number

24 Are you seeking credit to reduce the term of the Training Contract?
 No Yes

How much credit are the parties seeking? (months)

25 Are you currently undertaking any other study?
 No Yes

Currently studied qualification #1
 Title and level of qualification

This qualification has no effect for AAIP incentives eligibility

Date commenced

Parent or Guardian Details

26 Surname (family name)

Given names (in full)

27 Address
 Telephone number
 Home phone _____ Work phone _____ Mobile phone _____

Email

Employer Details

28 Legal name of employer

29 Australian Business Number (ABN) of your legal entity

30 Trading name

31 Postal Address
 Address first line

Address second line

Suburb

State _____ Postcode _____

32 Telephone number
 Business _____ Fax _____ Mobile _____

Email

33 What is the industry or principal activity of the business?
 7211 Employment Placement and Recruitment Services

34 Type of employer
 Private Sector Local Government
 Government Business Enterprise State Government
 Group Training Organisation Federal Government

Employment and Training Details

(For apprentices/trainees employed through Group Training Organisations in NSW, TAS, WA, NT, VIC and ACT, provide the name and address of the first of the first host employer)

35 Name of workplace where apprentice/trainee will be employed

Address first line

Address second line

Suburb

State _____ Postcode _____

36 Workplace details

Total number of people employed by the firm	100
Total number of apprentices/trainees in this workplace	21
Number of workers able to demonstrate the relevant competencies available to supervise or train the apprentices/trainee in this workplace	50

37 Name of contact person

Telephone number _____ Fax _____

Email

38 Type of employment arrangement
 Federal Award Australian Workplace Agreement
 Certified Agreement State Workplace Agreement
 State Award Other

Name of Agreement/Award
 Award: Black Coal Mining Industry Award 2010
 (MA000001)

EXAMPLE DOCUMENT ONLY

39 Please indicate the number of hours of employment and training per week and whether this Apprenticeship/Traineeship is full-time or part-time.

Number of hours work and training per week

Full-time Part-time

40 Prior to commencing THIS Apprenticeship/Traineeship, has the apprentice/trainee worked for, or been hosted by/to, the employer/host employer?

No Yes

Period of previous employment #1

From To

Type of employment Hours per week

Nature of employment

41 Is the apprentice/trainee in a business relationship with this employer?

(Examples include partnership, director or franchise arrangement - family trusts excluded)

No Yes

Type of business relationship

42 Has the employer previously received Australian Government Incentives for this apprentice/trainee and/or has the employer received or applied to receive any other government assistance for this apprentice/trainee?

No Yes

Please provide details below

Registration Training Organisation Details

Name of Registered Training Organisation (RTO)

Telephone number

Contact Officer

Apprenticeship Network Provider Details

Name of Apprenticeship Network Provider

Telephone number

Contact Officer

EXAMPLE DOCUMENT ONLY

Information on Australian Government Australian Apprenticeships Incentives

Australian Apprenticeships encompass all apprenticeships and traineeships. They combine time at work with training and can be full-time, part-time or school-based. Australian Apprenticeships are a stepping stone to ongoing employment or further education and training, and a great way to get a head start to a career.

The Australian Apprenticeships Incentives Program encourages employers to offer the kinds of employment-related training opportunities that will encourage people to acquire and expand their working skills.

The criteria and funding of Australian Government Australian Apprenticeships Incentives payments may change during the term of this Training Contract in line with Government priorities. These changes will be notified by your Apprenticeship Network Provider.

For further details about the incentives listed here, including application forms and advice about whether you may be eligible, contact your Apprenticeship Network Provider.

Eligibility for Australian Government Incentives - Information for Employers

This Training Contract has been designed to assess your eligibility for Australian Government Australian Apprenticeships Incentives.

These Incentives can include Commencement, Recommencement, Completion and other special incentives.

Eligibility is assessed on a number of criteria, including but not limited to:

- the date the Australian Apprentice commences or recommences with an employer;
- the employment status of the Australian Apprentice at the date the incentive falls due;
- the location of the workplace;
- the accredited training program is in place;
- the type of employment relationship; and
- the formal approval by the State/Territory government department, authority or agency.

If you are eligible for Australian Government Incentives, you will need to complete a separate Claim Form available from your Apprenticeship Network Provider in order to be paid. This Claim Form should be lodged following:

- approval of the Training Contract;
- after the apprentice/trainee has commenced training according to the approved Training Plan; and
- after the Australian Government waiting period has expired and any State/Territory probation period has been completed and if the apprentice/trainee is still employed by your business.

Other Australian Government Assistance

Assistance for Apprentices/Trainees with Disability

The Australian Government may provide assistance to employers of apprentices/trainees with a disability, including the Disabled Australian Apprenticeships Wage Support program, Tutorial Assistance, Mentor/Interpreter Assistance. Workplace modifications may be available for disabled apprentices and trainees. If applying for assistance you will need to complete an Application Form and an Occupational Assessment Form.

Living Away From Home Allowance

Apprentices/trainees may be eligible for a Living Away from Home Allowance for the first 36 months of an Apprenticeship/Traineeship, if they had to move away from their parents'/guardians' home to commence or remain in the Apprenticeship/Traineeship, or if they are homeless.

Information You Need to Know

National Code of Good Practice for Australian Apprenticeships

This code explains the rights and responsibilities of the people who sign this contract. Free copies of the code are available from your Apprenticeship Network Provider.

Making choices

a. Choosing a Registered Training Organisation (RTO)

The employer and the apprentice/trainee must select an RTO to provide training from a list available from your Apprenticeship Network Provider or the relevant State/Territory government department, authority or agency. The apprentice/trainee must be enrolled with the selected RTO. Contact your Apprenticeship Network Provider or relevant State/Territory government department, authority or agency for the list. (See the **Contacts For Further Information and Assistance** section of this document for contacts).

The employer and apprentice/trainee have a right to:

- ask RTOs for accurate and timely information about training options they can offer you
- identify and select the training outcomes from nationally endorsed Training Packages or accredited courses that are available in your State/Territory
- negotiate a Training Plan with the RTO according to the relevant State/Territory government department, authority or agency.

b. Training Plans

A Training Plan sets out the training that an apprentice/trainee will do both on-the-job and off-the-job. It also sets out how the RTO will ensure the apprentice/trainee will receive quality training - both on-the-job and off-the-job.

It's important that the employer and the apprentice/trainee know how the Plan will work and are well-informed about it.

Training Plans reflect the choices made in relation to:

- what training is to be undertaken and who provides the training
- when, where and how training is provided
- how assessment will occur and when the apprentice/trainee is deemed competent.

Qualifications and records

Once the apprentice/trainee successfully completes all assessment requirements of the Training Plan, the RTO must issue the qualification specified in the Plan. If the apprentice/trainee only completes some of the competency standards, the RTO must issue a Statement of Attainment. The RTO will keep the relevant records.

Allowances and Incentives

A range of Australian Government and State/ Territory incentives and subsidies may be available from time to time. For more information, see the **Information on Australian Government Australian Apprenticeships Incentives** section of this document.

State/Territory government allowances may also be available where the apprentice/trainee has to travel away from home to attend training. Check with your Apprenticeship Network Provider.

Existing workers who become apprentices/trainees may not attract Australian Government or State/Territory subsidies and incentives.

Information to Help Complete the Training Contract

The following questions are optional

Are you of Aboriginal or Torres Strait Islander origin?

In which country were you born?

Do you speak a language other than English at home?

Do you consider yourself to have a disability, impairment or long term condition?

Title, Level and Code of Qualification is recorded at the following questions

Have you successfully completed any qualifications?

Have you previously worked as an apprentice or trainee?

Is the apprentice/trainee currently undertaking any other study?

Qualification of the apprenticeship/traineeship

Apprentices/trainees who successfully complete their training receive a nationally recognised qualification. Qualification titles and levels are laid out in the relevant nationally endorsed industry Training Package or accredited training course. Titles and levels are also on the Australian Qualifications Framework certificates issued by RTOs. Qualification codes are available from the National Register, training.gov.au (www.training.gov.au). Your Apprenticeship Network Provider or RTO can also provide this information.

Question - Type of Apprenticeship/ Traineeship - NSW only

NSW training legislation provides for 'trainee apprenticeships'. Trainee apprentices do not undergo a probationary period and are mainly established in the building and construction industry. They may work for various employers in the same industry at different times. The employer or employee can terminate trainee apprenticeships on the period of notice specified in the relevant award. Trainee apprentices complete the same on-the-job and off-the-job training as other apprentices and, at the conclusion of the trainee apprenticeship, they receive the same qualifications and certification.

Question - Is the apprentice/trainee an existing worker?

An existing worker is defined as a person who has been employed by the applicant employer continuously for more than 3 months full-time or 12 months casual or part-time or a combination of both, immediately prior to the commencement date of the Training Contract.

State/Territory/Australian Government incentives may not apply to existing worker arrangements. You should contact your nominated Apprenticeship Network Provider for advice in relation to eligibility for any incentives.

Question - Citizenship: New Zealand Passport Holders

Australian Government incentives are only available to New Zealand passport holders if the applicant has been resident in Australia for 6 months or more. However, a Training Contract with the New Zealand passport holder could still be registered. Contact your Apprenticeship Network Provider or State/Territory government department, authority or agency for more information.

Question - Is this an approved Australian School-based Apprenticeship?

Australian Apprenticeship training undertaken by a student will be an Australian School-based Apprenticeship when all of the following apply:

- the student is enrolled in a senior secondary certificate under the relevant Education Act
- the school or education provider at which the student is enrolled acknowledges and endorses the Training Plan/Outline required by the Apprenticeship/Traineeship Training Contract
- the Australian School-based Apprenticeship is recognised on the senior secondary certificate.

(Note: The term Australian Apprenticeships relates to apprenticeships and traineeships)

Question - Are you seeking credit to reduce the term of the Training Contract?

An apprentice/trainee may gain "credit" for relevant prior learning or experience. This prior learning or experience must be formally recognised and may mean the duration of the Training Contract can be changed. Credit may also affect industrial relations arrangements and incentive payments. For more information contact your Apprenticeship Network Provider or RTO.

Your RTO should discuss the issue of credit for prior learning with you during the negotiation of the Training Plan associated with this contract of training.

Question - Legal Name of Employer

The employer must provide the name of the employer's legal entity. This will be a person's name, a company name, or the name of an incorporated association, NOT a trading name, business name, or name of a trust.

Question - Type of Employer

A group training organisation employs apprentices/trainees and places them with host employers. The host employer and the company providing the group training services must be separate legal entities.

Question - Full-time/Part-time

Apprenticeships/traineeships may be undertaken full-time or part-time. A full-time apprentice/trainee is one whose ordinary hours of employment, including the training component, are not less than the usual hours of employment for a full-time employee in that occupation. Part-time provisions vary across Australia and across occupations. Averaging of hours may be possible in some jurisdictions. Please check with your State/Territory government, authority or agency or your Apprenticeship Network Provider. Ticking either the full-time or part-time boxes confirms the apprentice/trainee is not working under casual or sub-contracting arrangements whilst undertaking the apprenticeship/traineeship. See the **Contacts for Further Information and Assistance** section for further contact details.

Question - Is the apprentice/trainee in a business relationship with this employer?

A business relationship includes a pre-existing or current business relationship between the employer and the apprentice/trainee; for example, when the apprentice/trainee is a partner, a director of the company, a previous director or partner or involved in franchise arrangements.

Apprenticeship Network Provider Declaration

This section is completed by the Apprenticeship Network Provider.

I certify that:

- details entered have been verified
- I have advised the employer and the apprentice/trainee of their obligations and responsibilities under the Training Contract
- I have assisted the employer and the apprentice/trainee with understanding their options under User Choice/State funding provisions
- I have provided relevant publications to the employer and the apprentice/trainee.
- I have informed the employer and apprentice/trainee of the role and contact details of the relevant State/Territory government department, authority or agency
- I have confirmed the employment duties are consistent with the apprenticeship/traineeship being undertaken

I understand that:

- it is a serious offence to make a false or misleading statement in connection with an application for payment, and
- fees paid to the Apprenticeship Network Provider and any incentives paid to any employer in relation to the processing of this Contract may be recovered if this Contract has not been processed in accordance with the **Australian Government Australian Apprenticeship Support Network Contract**.

Name of Apprenticeship Network Provider

Printed name of person verifying details

Signature of person verifying details

Date

EXAMPLE DOCUMENT ONLY

Additional Information

Tracking Code		Submission Date	
Qualification ANZSCO			
State Training Authority responsible for the Training Contract			
Is this a recommencement of another training contract?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
TYIMS ID of the Registration that this training contract is a recommencement of			
Is this a custodial apprenticeship/traineeship?		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Custodial release date			
If the Training Plan has been signed, the date that this occurred			
Specific exclusion for AAIP eligibility		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Apprenticeship Network Provider email anptcnswact@megt.com.au			
Training Contract comments			
TYIMS Employer ID			
If the business is a trust, enter the name of the trustee and trust to be recorded as the legal/registered entity name			
Group Training start date		Group Training end date	
GTO National Standards		<input type="checkbox"/> No	<input type="checkbox"/> Yes
GTO National Standards start date		GTO National Standards end date	
Employer type state government sub-category			
Non-profit organisation		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Employer comments			
Workplace comments			
TYIMS Client ID			
Apprentice title			
Unique Student Identifier (USI)			
Proof of identity			
Document type		Document type - Other	Document number
#1	Driver's license		21582775
<input type="checkbox"/> No parent/guardian			
Parent/Guardian email			

Parent/Guardian comments

Apprentice comments

Supporting Documents
Attachment Description
#1

EXAMPLE DOCUMENT ONLY