

## Transition of qualification

This form is for use by supervising registered training organisations (SRTO) to notify when transitioning to a qualification because of an update to a national training package.

For a change of qualification which is **not a transition**, please use the [ATF-035: Amendment of a registered training contract](#) form.

SRTOs should expect the changes to take effect within two weeks from the date of submitting a fully completed form (and electronic spreadsheet if applicable). **IMPORTANT:** Failure to complete all details on this form may delay processing of this transaction.

- **Transition of qualification for one apprentice or trainee** - An SRTO seeking to transition a qualification for only one apprentice or trainee, should complete [SECTIONS 1, 2 AND 3](#).

**Select your nominated Apprentice Connect Australia Provider (Provider) and return the completed and signed form via email. ONLY for single Transition applications.**

<input type="checkbox"/> Busy At Work <a href="mailto:amendments@busyatwork.com.au">amendments@busyatwork.com.au</a>	<input type="checkbox"/> MEGT <a href="mailto:cpuqueriesqld@megt.com.au">cpuqueriesqld@megt.com.au</a>	<input type="checkbox"/> MAS National <a href="mailto:QLDDelegations@masexperience.com.au">QLDDelegations@masexperience.com.au</a>
<input type="checkbox"/> Apprenticeship Support Australia (ASA) <a href="mailto:info@apprenticeshipsupport.com.au">info@apprenticeshipsupport.com.au</a>	<input type="checkbox"/> SYC <a href="mailto:apprenticeshipinfo@qld.gov.au">apprenticeshipinfo@qld.gov.au</a>	<input type="checkbox"/> ITEC <a href="mailto:apprenticeshipinfo@qld.gov.au">apprenticeshipinfo@qld.gov.au</a>

- **Transition of qualification for multiple apprentices or trainees** - An SRTO seeking to transition a qualification for multiple apprentices or trainees should complete [SECTIONS 1 AND 3](#).

An SRTO submitting the form must attach an electronic spreadsheet including (for each apprentice or trainee):

- registration number
- date of birth
- first name and family/surname
- employer.

**For multiple apprentices and trainees, return this completed and signed form and electronic spreadsheet via email (using a subject heading of 'Transition of qual') to [apprenticeshipinfo@qld.gov.au](mailto:apprenticeshipinfo@qld.gov.au)**

\* DELTA Qual ID is available in QTIS under [User Choice program funding details](#)

SECTION 1: NOTIFICATION OF AMENDMENT			
Old qualification details	Code:	Name:	
New qualification details	Code:	Name:	
	*DELTA Qual ID:		
Effective date of transition to the new qualification:			
SECTION 2: APPRENTICE OR TRAINEE DETAILS			
Training contract registration number:	(This 9 digit number starting with 20 appears on all documentation from the department or your Provider.)		
Name:	Date of birth:		
Email:	Phone number:		
SECTION 3: SRTO DETAILS AND DECLARATION			
Name of SRTO:			
Name of authorised person signing for SRTO:	Phone number:		
By signing this document I declare that:			
<ul style="list-style-type: none"> <li>• I have fully informed all parties of the impacts, if any, the transition of qualification may have on the employer(s)/apprentice(s) and/or trainee(s) shown on this form or attached list.</li> <li>• I will change the training plan to reflect the changed qualification title and/or code and any units of competency, and send a copy of the changed training plan to each employer and apprentice/trainee shown on this form or attached list within 14 days after making the change.</li> <li>• For any school-based apprentice(s) and/or trainee(s) affected by this change, I will negotiate a new education, training and employment schedule with the parties and the school(s) if the changes impact upon the previously agreed arrangements.</li> </ul>			
Signature:	Date:		