1800 210 210 | apprenticeshipsinfo@qld.gov.au | desbt.qld.gov.au

Further Education and Training Act 2014 ATF-028

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 <u>ATF-035: Amendment of a registered training contract</u> 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 <u>SECTIONS 1, 2 AND 3</u>.

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

| □ Busy At Work | □ MEGT | □ MAS National |
|--|--------------------------------|-------------------------------------|
| amendments@busyatwork.com.au | cpuqueriesqld@megt.com.au | QLDDelegations@masexperience.com.au |
| □ Apprenticeship Support Australia (ASA) | | |
| info@apprenticeshipsupport.com.au | apprenticeshipsinfo@qld.gov.au | apprenticeshipsinfo@qld.gov.au |

Transition of qualification for <u>multiple</u> apprentices or trainees - An SRTO seeking to transition a qualification for multiple apprentices or trainees should complete <u>SECTIONS 1 AND 3</u>.

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

registration numberdate of birth

employer.

first name and family/surname

For multiple apprentices and trainees, return this <u>completed</u> and <u>signed</u> form and electronic spreadsheet via email (using a subject heading of 'Transition of qual') to <u>apprenticeshipsinfo@qld.gov.au</u>

* DELTA Qual ID is available in QTIS under User Choice program funding details

| SECTION 1: NOTIFICATION OF AMENDMENT | | | | | | | |
|--|------------------------|--|-------|---|----------------|--|--|
| Old qualification details | Code: | | Name: | | | | |
| | Code: | | | | | | |
| New qualification details | *DELTA Nan Qual ID: | | Name: | 9: | | | |
| Effective date of transition to the new qualification: | | | | | | | |
| SECTION 2: APPRENTICE OR TRAINEE DETAILS | | | | | | | |
| Training contract registr number: | ation | | | (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: | D: | | | | | | |
| Name of authorised pers signing for SRTO: | n | | | Phone number: | | | |
| By signing this document I declare that: 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. 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. 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. | | | | | | | |
| Signature: | | | | Date: | | | |

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Document uncontrolled when printed

Privacy Notice – The Department of Employment, Small Business and Training (DESBT) is collecting this information on this form in accordance with Sections 20 and 22 of the *Further Education and Training Act 2014 (Qld)* in order to ensure the information with respect to the training contract is current and accurate. Information collected on this form may be used by DESBT for generating statistics. DESBT routinely gives some or all of this information to the Australian Government Department of Employment and Workplace Relations, Apprentice Connect Australia Providers, Queensland Curriculum and Assessment Authority and schools (for school-based apprentices and trainees) and registered training organisations for the purpose of ensuring these organisations have accurate and up-to-date records. Your information will not be disclosed to any other person or agency unless you have given us permission or it is required or authorised by Iav.



Page 1 of 1