

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.

Select your nominated Apprentice Connect Australia Provider and return the completed and signed form (using a subject heading of 'Minor Amendment') via email -

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

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: Apprentice or trainee Employer 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

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