

## 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 Trade, Employment 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 <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:apprenticeshipsinfo@qld.gov.au">apprenticeshipsinfo@qld.gov.au</a>	<input type="checkbox"/> ITEC <a href="mailto:apprenticeshipsinfo@qld.gov.au">apprenticeshipsinfo@qld.gov.au</a>

### APPLICANT AND TRAINING CONTRACT DETAILS (The applicant must advise the other party to the training contract of the amendment)

<b>Applicant's name</b> (apprentice/trainee or employer)			
<b>Applicant's signature:</b>		<b>Date:</b>	
<b>Training contract registration number:</b>	(This 9 digit number starting with 20 appears on all documentation from the department or your Provider.)		
<b>Apprentice or trainee's name:</b>	<b>Date of birth:</b>		

### (A) CHANGE OF APPRENTICE OR TRAINEE'S NAME (documentary proof of change is required) OR EMPLOYER'S TRADING NAME

<b>Previous name or trading name:</b>	
<b>New name or trading name:</b>	

### (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			
<b>New residential address:</b>		<b>Postcode:</b>	
<b>New workplace address:</b>		<b>Postcode:</b>	
<b>New postal address:</b>		<b>Postcode:</b>	
<b>New email address:</b>			
<b>New contact person:</b>	<b>Phone number:</b>		

### (C) OTHER AMENDMENT

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