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

Further Education and Training Act 2014 ATF-017

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.

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

□ Busy At Work amendments@busyatwork.com.au	MEGT <u>cpuqueriesqld@megt.com.au</u>	☐ MAS National <u>QLDDelegations@masexperience.com.au</u>
Apprenticeship Support Australia (ASA) <u>info@apprenticeshipsupport.com.au</u>	SYC apprenticeshipsinfo@qld.gov.au	□ 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 bir	th:				

(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)

New residential address:		Po	stcode:				
New workplace address:		Po	stcode:				
New postal address:			Postcode:				
New email address:							
New contact person:		Phone number:					

(C) OTHER AMENDMENT

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Privacy Notice – The Department of Trade, Employment and Training (DTET) or Apprentice Connect Australia Provider is collecting the information on this form in accordance with Section 21 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 also be used by DTET for generating statistics. DTET 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 updating the status of the training contract and/or verifying subsidy claims. 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 law.



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