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

Further Education and Training Act 2014

ATF-011

Completion agreement

We, the employer, apprentice or trainee and SRTO, are satisfied that the apprentice or trainee has completed all training and assessment required under the training plan. Where the apprenticeship or traineeship was all or partly **school-based** we agree that the apprentice or trainee has completed the minimum paid work requirement and acknowledge that the Department of Trade, Employment and Training (DTET) may randomly audit completed school-based apprenticeships and traineeships to substantiate that the minimum paid work requirement has been completed.

AGREED PROPOSED COMPLETION DATE:			NOTE: Please ensure this date is <u>not more than 10 days</u> into the future when submitting this form. The agreed proposed completion date is subject to endorsement by DTET.					
TO BE COMPLETED BY THE APPRENTICE OR TRAINEE (and parent/guardian if appropriate)								
Training contract registration number		er:	(This 9 digit number starting with 20 will appear on any documentation relating to the training contract received from the department.)					
Qualification name:			Qualificati			on code:		
Apprentice or trainee's	name:		Date o			birth:		
NOTE: The following address is where the apprentice/trainee's certificate is sent. Please ensure the following address is up to date. Apprentices and trainees will receive two certificates. The SRTO will issue a certificate upon successful completion of the qualification they delivered and DTET will issue a completion certificate for the apprenticeship or traineeship, when satisfied all requirements have been met.								
Current Postal address:								
Email:								
Apprentice or trainee's signature:					Date:			
Parent or guardian's name:						·		
Parent or guardian's signature:					Date:			
TO BE COMPLETED BY THE EMPLOYER Note – where the SRTO and the employer are the same entity, the form must not be signed by the same individual for quality assurance purposes								
Trading name:					ABN:			
Email:					Phone number:			
Name of person signing for employer:								
Employer's signature:						Date:		
Upon receipt of this agreer the apprentice or trainee								

the apprentice or trainee has completed all training and assessment required under the training plan and has issued the appropriate qualification. The signed completion agreement must be sent to DTET within 10 days after it is signed. DTET will then consider issuing a completion certificate.

TO BE COMPLETED BY THE SRTO

We, the SRTO, are satisfied that the apprentice or trainee has completed all training and assessment under the training plan and we have issued a certificate to the apprentice or trainee for the related qualification.

Name of SRTO:

Name of person signing for SRTO:

SRTO's signature:

Return this form (must be <u>completed</u> and <u>signed by ALL PARTIES</u>) via email to <u>apprenticeshipsinfo@qld.gov.au</u> (using a subject heading of 'Completion' or 'SAT Completion' for school-based trainees) or post to Apprenticeships Info, PO Box 15121, CITY EAST QLD 4002.

IMPORTANT: Failure to complete all details on this form may delay processing of this transaction. **Penalties may apply for any false** or misleading information provided to DTET.

Version 20 - November 2024

Document uncontrolled when printed

Privacy Notice – The Department of Trade, Employment and Training (DTET) is collecting the information on this form in accordance with Sections 45-51 of the *Further Education and Training Act 2014* (*Qld*) in order to process the completion of the training contract between the abovementioned parties. Information collected on this form may also be used by DTET for generating statistics. DTET rotulenely 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.



Phone number:

Date:

Page 1 of 1