**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.)

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| **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 -**

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

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| **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:** | |  |

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| **(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:** | |  | |

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| **(C) OTHER AMENDMENT** |
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