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

Further Education and Training Act 2014 ATF-043

## Notification that employment has ceased

This form is made available to notify the Department of Employment, Small Business and Training (DESBT) or Apprentice Connect Australia Provider (Provider) that the employment of an apprentice or trainee has ceased or the business employing the apprentice/trainee has closed.

## Please note:

- THIS FORM IS NOT AN APPLICATION TO CANCEL AN APPRENTICESHIP OR TRAINEESHIP.
  - If the employment of an apprentice or trainee has been terminated by the employer, the *Further Education and Training Act 2014 requires* the employer and apprentice or trainee to notify DESBT or Provider immediately if the apprentice or trainee has:
    - o made an application for unfair dismissal under the Fair Work Act 2009 (Cwlth), section 394, or
    - o made an application for reinstatement under the Industrial Relations Act 2016, section 317, or
    - $\circ$   $\;$  commenced another proceeding contesting the cessation of employment.
    - This form is **<u>NOT</u>** required if the employer and apprentice/trainee have agreed:
      - to cancel the training contract and submitted a signed form *ATF-034 Cancel a registered training contract (by all parties)*, or
        to permanently transfer the training contract to a new employer and submitted a signed form *ATF-039 Permanent transfer*
      - application by all parties and proposed new employer; or
        that the apprenticeship/traineeship has been completed, and have completed and signed a form ATF-011 Completion
      - agreement and given it to their supervising registered training organisation (SRTO) to lodge with the department.
- The training contract will <u>NOT</u> be cancelled unless it is at least 21 days since employment of the apprentice/trainee has ceased.

Queensland apprentices who have had their training contract cancelled and would like assistance to re-enter their chosen career can register their details on the out-of-trade register at <u>www.tradeapprentices.com.au</u>.

## <u>Select</u> your nominated Provider and return the <u>completed</u> and <u>signed</u> form (using a subject heading of 'Employment has ceased') via email -

Busy At Work		□ MEGT			MAS National	
amendments@busyatwork.com.au		cpuquerie	cpuqueriesqld@megt.com.au		QLDDelegations@masexperience.com.a	<u>au</u>
□ Apprenticeship Support Australia (ASA)		,				
info@apprenticeshipsupport.com.au		apprentic	apprenticeshipsinfo@qld.gov.au		apprenticeshipsinfo@qld.gov.au	
APPRENTICE OR TRAINEE DETAILS (Provide as much detail as possible)						
Training contract registration number:			(Th		his 9 digit number starting with 20 appears on all documentation from the department or your Provider.)	
Full name:						
Date of birth:						
Address:						
EMPLOYER DETAILS						
Employer name:						
Employer contact:						
DATE EMPLOYMENT CEASED:						
Is the ceased date during probation? (please tick one)						
		$\Box$ the employer of the apprentice or trainee				
		□ the apprentice or trainee				
	□ a third	partv				
Name of person subm						
Name of third party (eg: Trading name):						
Signature:					Date:	
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Privacy Notice – The Department of Employment, Small Business and Training (DESBT) or Apprentice Connect Australia Provider is collecting the information on this form in accordance with Section 36 of the *Further Education and Training Act 2014 (Qid)* in order to cancel the training contract between the abovementioned parties, or in order to ensure the information with respect to the training contract is current and accurate. Information contract is current and accurate. Information contract so current and accurate. Information experiment 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.

