



Suspension of a registered training contract (by one party)

A party to a registered training contract may make application to the Department of Trade, Employment and Training (DTET) to suspend both the party's responsibilities associated with the training contract for a period of up to 12 months, if the other party cannot perform their obligations under the training contract. The party applying **MUST** reasonably believe the other party to the contract **cannot agree to a proposed suspension under Section 30** of the *Further Education and Training Act 2014* (FET Act), and **is not in a position to provide informed consent**.

If the training contract is suspended under the FET Act following an application by one party, this **does not** suspend the employment relationship between the employer and apprentice/trainee, and **does not** remove the employer's obligation to continue to pay wages under the relevant industrial instrument and the *Fair Work Act 2009*. For further information about the ongoing employment arrangement during the period of an approved training contract suspension, please phone the Fair Work Ombudsman on 13 13 94 or www.fairwork.gov.au.

IMPORTANT INFORMATION

Completing this form – Failure to complete all details on this form may delay a decision on this application and may mean the commencement date of the suspension is delayed. Irrespective of which party is making this application (i.e. the employer or apprentice/trainee), if the apprentice or trainee is under 18 and it is appropriate in all circumstances, the signature of the parent or guardian is required.

Commencement date of the suspension – If the decision by DTET is to suspend the training contract, the commencement date cannot be less than 7 days after the complete application by the party to suspend the contract is received by DTET.

Change in circumstances after a suspension is approved – If circumstances change during a period of approved suspension and the party who was not in a position to provide informed consent, is now in a position to provide informed consent and is able to discuss matters relating to the training contract, the party who made the application must immediately notify the DTET in writing (see details below) and on **1800 210 210**.

How to return this form (must be completed and signed)

Via email to apprenticeshipsinfo@qld.gov.au with a subject heading of **One Party Suspension** or post to **Apprenticeships Info, PO Box 15121, CITY EAST QLD 4002**.

IMPORTANT: Failure to complete all details on this form will delay a decision on this application.

PROPOSED SUSPENSION DETAILS – if one party to the contract cannot perform their obligations under the training contract (Note: The party applying MUST reasonably believe the other party to the contract cannot, under Section 30 of the FET Act, agree to a proposed suspension.)			
Proposed start date:		Proposed end date:	
Reason/s for proposing to suspend the training contract: (A reason MUST be provided.)			
Please provide details of why the applicant believes the other party cannot agree to the suspension: (Details MUST be provided.)			
APPRENTICE OR TRAINEE DETAILS			
Training contract registration number:		(This 9 digit number starting with 20 appears on all documentation from the department or your Apprentice Connect Australia Provider.)	
Name:			
Email:		Phone number:	
EMPLOYER DETAILS			
Trading name:			
Contact name:		Phone number:	
Email:			
APPLICANT'S SIGNATURE			
<input type="checkbox"/> I am the apprentice or trainee (please tick if yes) <input type="checkbox"/> I am the employer (the person signing must be authorised to sign on behalf of the employer) (please tick if yes)			
I understand I am making an application to suspend the registered training contract nominated in this application, under Section 32A of the FET Act. I reasonably believe the other party to the training contract cannot, under Section 30 of the FET Act, agree to a proposed suspension, and that this application is made in the interests of preserving the training contract.			
Applicant's name:			
Applicant's signature:		Date:	
Parent or guardian's name:			
Parent or guardian's email:		Phone number:	
Parent or guardian's signature: (Required irrespective of which party is making the application)		Date:	

