

# Temporary suspension of a registered training contract by employer

**NOTE:** As well as submitting this application to the Department of Employment, Small Business and Training (DESBT), the employer must immediately contact DESBT by telephone to facilitate a timely investigation into the matter.

An employer of an apprentice or trainee may make application for approval to temporarily suspend the registered training contract for a period of no more than 30 days if the employer temporarily cannot provide the training stated in the training plan for the apprentice or trainee.

If the training contract is temporarily suspended under the *Further Education and Training Act 2014*, the employer may stand down the apprentice or trainee unless the employer and the apprentice or trainee otherwise agree. The employer may stand down the apprentice or trainee without pay only in accordance with the information notice issued by DESBT. For further information regarding the employer's obligation under the relevant industrial instrument and the *Fair Work Act 2009*, particularly if an approved period of temporary suspension encompasses one or more public holidays, please phone the Fair Work Ombudsman on 13 13 94.

## IMPORTANT INFORMATION

**Completing this form** – Failure to complete all details on Pages 1 and 2 of this form will delay a decision on this application.

**Employer must IMMEDIATELY give a copy of this completed form to the apprentice or trainee, and advise the apprentice or trainee they can provide a submission to DESBT within 5 days** – Failure to immediately provide a copy of this completed form to the apprentice or trainee will delay a decision on this application. The employer must keep a record of providing the application to the apprentice or trainee.

**Employer must IMMEDIATELY submit this form and contact DESBT** – Failure to immediately submit this completed form (see *How to return this form* below) will delay a decision on this application. The employer must also contact DESBT on **1800 210 210** to advise that the form has been submitted. The employer must keep a copy of this completed form for their records.

**Apprentice or trainee can provide a submission to DESBT within 5 days** – The apprentice or trainee can provide a submission (information regarding the proposed temporary suspension) in response to this application within 5 days, by contacting DESBT on **1800 210 210**.

**Commencement date of approved temporary suspension** – The commencement date of an approved temporary suspension will be decided by DESBT. Retrospective applications for temporary suspension cannot be considered.

**Early return to training during approved temporary suspension period** – If circumstances change during a period of approved temporary suspension and the employer is able to provide the apprentice or trainee with training stated in the training plan, the employer must resume training the apprentice or trainee, and must immediately notify DESBT 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](mailto:apprenticeshipsinfo@qld.gov.au) with a subject heading of **Temporary 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.

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:		ABN:	
Contact name:			
Phone number:			
Email:			
PROPOSED TEMPORARY SUSPENSION DETAILS			
<i>(Note: Applications may only be made if the employer of an apprentice or trainee temporarily cannot provide the training stated in the training plan for the apprentice or trainee.)</i>			
Reason/s for the proposed temporary suspension: <i>(The further details section on page 2 MUST also be completed)</i>			
Period of the proposed temporary suspension: <i>(Maximum period of 30 days)</i>		Date application provided to apprentice/trainee	



<b>Detail the circumstances why the employer or GTO/PEO is <u>NOT</u> able to provide training to the apprentice/trainee.</b>
<b>Has the employer or GTO/PEO complied with any industrial award or agreement that addresses stand down issues before making this application for temporary suspension of the registered training contract?</b>
<b>Outline what attempts have been made to obtain a temporary transfer of the registered training contract to another employer?</b>
<b>Outline what prospects, if any, there are for a permanent transfer of the registered training contract to another employer.</b>
<b>Is the apprentice/trainee able to attend off-the-job training during the period the employer temporarily cannot provide training stated in the training plan? If no, provide details of why.</b>
<b>Has consideration been given to the apprentice/trainee taking other paid entitlements owing, e.g. annual leave, and is the apprentice/trainee agreeable to taking those entitlements?</b>
<b>Are there any other apprentices/trainees employed by the employer or GTO/PEO? If so, outline what attempts have been made to arrange for one of those apprentices/trainees to attend off-the-job training or take paid entitlements, allowing this apprentice/trainee to fill the other apprentice/trainee's role.</b>
<b>Is the employer or GTO/PEO currently recruiting staff for the same type of work as the apprentice/trainee? If yes, provide details of why.</b>

**EMPLOYER DECLARATION**

I understand this application for temporary suspension will be decided by DESBT, and that I may only stand down the apprentice or trainee if this application is approved by DESBT, and in accordance with their decision. I declare I have the authority to sign on behalf of the employer and that I will immediately provide a copy of this completed form to the apprentice or trainee, inviting the apprentice or trainee to make a submission to DESBT within 5 days in response to this application.

**Name of authorised person signing for employer:** \_\_\_\_\_

<b>Signature:</b>		<b>Date:</b>	
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**APPRENTICE OR TRAINEE DECLARATION**

I declare I have been provided with a copy of this completed application for temporary suspension by the employer, and the employer has advised me I can make a submission to DESBT within 5 days in response to this application.

**Name:** \_\_\_\_\_

<b>Signature:</b>		<b>Date:</b>	
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