

Amending registered training contracts

Purpose

This procedure details the process for an amendment or minor amendment to a registered training contract, or a change of supervising registered training organisation (SRTO), under the *Further Education and Training Act 2014* (FET Act).

Overview

This procedure outlines the processes for:

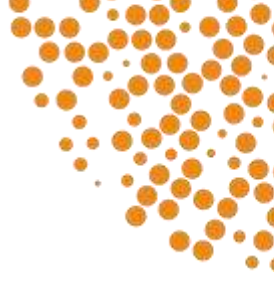
- amending registered training contracts on application of the parties (including a sub-section on Elite sportspersons apprenticeships and traineeships (ESAT))
- minor amendments to registered training contracts
- changing the SRTO for a registered training contract
- amending registered training contracts without application by the parties.

Process

Note – training contracts in several racing industry occupations are managed by Racing Queensland Board (RQB). Refer to the section below titled 'Definitions' for training contracts where RQB exercises regulatory powers and functions under the FET Act.

Employer and/or apprentice/trainee

- Apply to the Apprentice Connect Australia Provider (Provider), DESBT, or RQB (for specified racing industry occupations) in the approved form (stating what the proposed amendment is, the reasons for the proposed amendment, and that the proposed amendment is agreed to by the employer and apprentice/trainee (i.e. signatures) and if the apprentice/trainee is under 18 years of age, signed by the parent/guardian if appropriate) if an amendment to a registered training contract is required ([Amendment form ATF-035](#)). For example –
 - The start date of the apprenticeship/traineeship
 - Employment status (e.g. from part-time or school-based to full-time)
 - The qualification
 - The qualification level (e.g. from Certificate II in Retail Operations to Certificate III in Retail Operations)
 - Date of birth – where the change impacts on legislated age requirements.
- Give the Provider, DESBT, or RQB (for specified racing industry occupations) notice of a minor amendment to a registered training contract, either orally or in writing ([Minor Amendment form ATF-017](#)). For example –
 - Change of apprentice/trainee's name (e.g. through marriage or by deed poll)
 - Change of a party's address
 - Change of an employer's trading name
 - Correction of a typographical error in a party's name or address.



- Apply to the Provider, DESBT, or RQB (for specified racing industry occupations) in the approved form where a change to the employer's legal name, legal name and ABN, trust or a trustee's name is required ([Amendment – Change of legal name or change of legal name and ABN form ATF-046](#)).
- For school-based training contracts where a Year 12 student finishes school before completing their apprenticeship/traineeship, notify DESBT (i) if the training contract will **not** continue under full-time arrangements and/or (ii) the number of days an electrotechnology apprentice/trainee has worked (for QCE purposes). An [Amendment of a registered training contract \(ATF-035\) form](#) and a [School-based apprentices – Notification of days worked \(ATF-040\) form](#) are available for this purpose.
- Provide additional documents or information if requested by the Provider, DESBT, or RQB (for specified racing industry occupations).
- If replacing an SRTO:
 - give the old SRTO at least 14 calendar days' notice of the change, by signed notice, and
 - give the Provider, DESBT, or RQB (for specified racing industry occupations) a signed notice advising the name of the new SRTO, at least 14 calendar days before the change takes effect ([Change of supervising registered training organisation form ATF-010](#)).
 - For the electrical apprenticeships noted below, the new SRTO **MUST** hold Skills Assure Supplier status for the applicable qualification. To confirm this, or to choose an SRTO that does hold Skills Assure Supplier status, check the Queensland Training Information Service ([QTIS](#)) website by accessing the link 'Training Organisations' found under the heading 'Further Information'. If assistance is required, contact the relevant Provider.
 - Electrician (UEE30811/UEE30820)
 - Electrician/Electronic Instrument (dual trade UEE30811/UEE31211, UEE30820/UEE31220)
 - Electrician – Special Class (UEE40611/UEE40620)
 - Refrigeration and Air-Conditioning Mechanic (UEE32220)
- If changing from one electrical qualification to one of the following electrical qualifications
 - Electrician (UEE30811/UEE30820)
 - Electrician/Electronic Instrument (dual trade UEE30811/UEE31211, UEE30820/UEE31220)
 - Electrician – Special Class (UEE40611/UEE40620)
 - Refrigeration and Air-Conditioning Mechanic (UEE32220)

the SRTO **MUST** hold Skills Assure Supplier status for the applicable qualification. To confirm this, or to choose an SRTO that does hold Skills Assure Supplier status, check the Queensland Training Information Service ([QTIS](#)) website by accessing the link 'Training Organisations' found under the heading 'Further Information'. If assistance is required, contact the relevant Provider.

- If an amendment is approved, and the training plan needs to be changed, sign the changed training plan within 14 calendar days after the change.

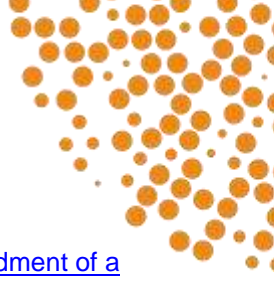
Elite sportspersons apprenticeships and traineeships (ESAT)

- Apprentices/trainees in particular apprenticeships/traineeships may seek to continue their apprenticeship/traineeship under more flexible hours whilst pursuing a chosen professional sport.
 - For active training contracts where the employer and apprentice/trainee are seeking to amend the minimum hours requirement, complete an [Amendment of a registered training contract \(ATF-035\)](#) form and submit it to the Provider or DESBT to obtain approval.

For more information on the ESAT program, refer to the [FAQs on Elite sportspersons apprenticeships and traineeships \(ESAT\)](#).

Supervising registered training organisation (SRTO)

- For an amendment, where the amendment affects the training plan –
 - Discuss the proposed amendment with the employer and apprentice/trainee,
 - Prior to supporting an amendment for an elite sportsperson, liaise directly with the sporting organisation to ensure there is no impact on the sporting schedule,



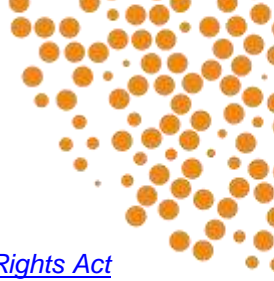
- If the amendment is supported, complete the SRT0 Declaration section on the [Amendment of a registered training contract \(ATF-035\)](#) form,
- If the amendment is approved, review the training plan and if the training plan needs to be changed, ensure the employer and apprentice/trainee sign the changed training plan within 14 calendar days after the change.
- When the SRT0 has been replaced, on becoming the replacement SRT0, ensure the employer and apprentice/trainee sign a training plan within 28 calendar days after becoming the replacement SRT0.
- For the electrical apprenticeships noted below, the SRT0 **MUST** hold Skills Assure Supplier status for the applicable qualification.
 - Electrician (UEE30811/UEE30820)
 - Electrician/Electronic Instrument (dual trade UEE30811/UEE31211, UEE30820/UEE31220)
 - Electrician – Special Class (UEE40611/UEE40620)
 - Refrigeration and Air-Conditioning Mechanic (UEE32220).

Delegated Officer – Apprentice Connect Australia Provider (Provider), or DESBT regional office, or DESBT Customer Centre (DCC), or Racing Queensland Board (RQB) (for specified racing industry occupations)

- Decide to approve, or refuse to approve, applications to amend registered training contracts.
- Approve minor amendments of registered training contracts if satisfied the amendment is appropriate
 - RQB officers – upload a Format of Advice on SharePoint.
 - DESBT officers – update the DELTA record. It is optional to send AIRDOCS letters.
- Process notifications to change the SRT0 for an apprenticeship/traineeship.
 - For the electrical apprenticeships noted below, the nominated SRT0 **MUST** hold Skills Assure Supplier status for the applicable qualification. If the nominated RTO does not appear in the list of providers detailed in the link ‘Training Organisations’ found under the heading ‘Further Information’ on [QTIS](#), contact the Operational Policy and Regional Assistance (OPRA) Unit via OPRA@desbt.qld.gov.au prior to the parties signing a Change of supervising registered training organisation (ATF-010) form.
 - Electrician (UEE30811/UEE30820)
 - Electrician/Electronic Instrument (dual trade UEE30811/UEE31211, UEE30820/UEE31220)
 - Electrician – Special Class (UEE40611/UEE40620)
 - Refrigeration and Air-Conditioning Mechanic (UEE32220).
- For a change of qualification, if changing from one electrical qualification to one of the following electrical qualifications
 - Electrician (UEE30811/UEE30820)
 - Electrician/Electronic Instrument (dual trade UEE30811/UEE31211, UEE30820/UEE31220)
 - Electrician – Special Class (UEE40611/UEE40620)
 - Refrigeration and Air-Conditioning Mechanic (UEE32220)

the SRT0 **MUST** hold Skills Assure Supplier status for the applicable qualification, and as part of the decision making process determine if the change is appropriate.

- Support a process for amending the school-based training contracts of Year 12 school-leavers. For more information, refer to the Provider/RQB Work Instructions on ‘Amending school-based training contracts (End-of-school-year process)’ (Provider and RQB delegates only), or the DESBT Work Instructions on ‘Amending school-based training contracts (and recording days worked)’ (DESBT delegates only).
- Amend registered training contracts without an application by the parties to the contract if considered the amendment is necessary to update matters that are no longer correct because of changed circumstances (RQB delegates [for specified racing industry occupations] and DESBT delegates only).



- In making a decision, take into account the 23 fundamental Human Rights under the [Human Rights Act 2019](#).
 - If the decision is to refuse to approve the amendment application, undertake a HR compatibility review (for the apprentice/trainee, and if applicable, the employer) by completing the associated compatibility review form.
 - i. DESBT officers – retain against the apprentices/trainees training contract in CEDRIC
 - ii. Providers – retain on file and also forward a copy via DELTA
 - iii. RQB officers – retain on file and also upload a copy to SharePoint.

For factors to be considered when deciding to approve or refuse to approve an amendment, see [Attachment 1](#).

For information to assist understanding the requirements for various types of amendments, see [Attachment 2](#).

Apprentice Connect Australia Provider

- For an amendment, send details of the decision to DESBT via DELTA (note – where the decision is to refuse to approve, include the reason/s for refusing to approve the amendment).
- For a minor amendment, send details of changes to DESBT via DELTA.
- For an amendment to Elite Sportsperson, retain a copy of the Elite Sportsperson Notification on file and submit a copy of the Elite Sportsperson Notification and the amendment to DESBT via DELTA.

Racing Queensland Board (RQB) (for specified racing industry occupations)

- For an amendment, upload details of the decision on a Format of Advice on SharePoint (note – where the decision is to refuse to approve, include the reason/s for refusing to approve the amendment)
- For a minor amendment, upload details of changes on a Format of Advice on SharePoint.

DELTA Helpdesk, DESBT

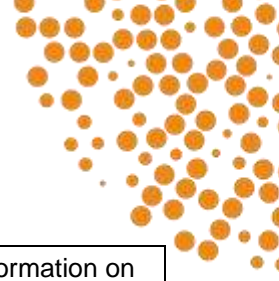
- Process bulk (25 or more) change of SRTO notifications ([ATF-010](#)).
- Process bulk (25 or more) transition of qualification applications ([ATF-028](#)).
- In co-operation with QATO, manage a process for amending the school-based training contracts of Year 12 school-leavers.

Queensland Apprenticeship and Traineeship Office (QATO), DESBT

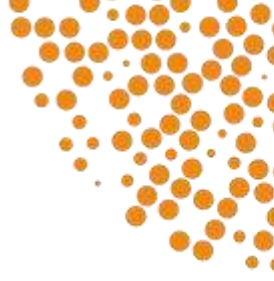
- Publish on the department’s website the names and addresses of persons authorised to accept notices of minor amendments under s21 of the FET Act.
- Support a process for amending the school-based training contracts of Year 12 school-leavers, managed by the DELTA Helpdesk.
- Provide guidance and assistance if required where the nominated RTO/SRTO does not hold Skills Assure Supplier status for the electrical apprenticeships of –
 - Electrician (UEE30811/UEE30820)
 - Electrician/Electronic Instrument (dual trade UEE30811/UEE31211, UEE30820/UEE31220)
 - Electrician – Special Class (UEE40611/UEE40620)
 - UEE32220 Certificate III in Air Conditioning and Refrigeration

Definitions

AIRDOCS	A system used by DESBT for letter templates which are subsequently generated through DELTA.
Approved form	A form approved by the chief executive (Department of Employment, Small Business and Training)
Apprentice Connect Australia Provider	Apprentice Connect Australia Providers, also known as Providers, are contracted by the Australian Government to provide targeted services which deliver tailored advice and support to employers, apprentices and trainees. Providers also have an agreement with DESBT to provide training contract related services. The Provider is the first point of contact for the administration of all training contracts.



CEDRIC	A Client Relationship Management system used by DESBT to capture information on client and stakeholder engagement and correspondence (for internal access only).
DCC	DESBT Customer Centre (Phone Team) – responsible for managing calls received through the Apprenticeships Info line and emails received in the mailbox apprenticeshipsinfo@qld.gov.au .
Delegated officer	An appropriately qualified person to whom the chief executive has delegated functions and powers.
DELTA	Direct Entry Level Training Administration – DESBT's database of registered apprentices and trainees (for internal access only).
DESBT	Department of Employment, Small Business and Training
'Effect' of a training contract	Relates to an impact on the contract's registration status or nominal term.
Elite Sportsperson Apprenticeship or Traineeship (ESAT)	A contract reflecting part-time employment arrangements in an approved apprenticeship or traineeship that provides flexibility around the hours an elite professional sportsperson apprentice/trainee is required to work and train (refer to Attachment 3 for approved ESATs.)
Format of Advice	A document developed and used by Racing Queensland for the purpose of providing information to DESBT regarding actions and decisions relating to training contracts.
QTIS	Queensland Training Information Service, DESBT's electronic database listing apprenticeships and traineeships approved for delivery in Queensland.
Racing Queensland Board	Racing Queensland Board (RQB) is the statutory control body for thorough bred harness, and greyhound codes of racing in Queensland with responsibility for the management of these codes. RQB has an agreement with DESBT to provide training contract related services for training contracts in these codes of racing for the following industry specific occupations – <ul style="list-style-type: none"> • Stablehand traineeship • Trackrider traineeship • Advanced stablehand traineeship • Jockey apprenticeship.
Signed consent of a parent (if appropriate)	It may be inappropriate for a parent to sign the application if the apprentice or trainee is living independently of his or her parents.
Skills Assure Supplier (SAS)	The Skills Assure Supplier (SAS) system provides a central register of pre-approved registered training organisations for the delivery of training and assessment services subsidised by the Department of Employment, Small Business and Training.
'Substance' of a training contract	Relates to the details considered to be the essence of the contract and forms the basis of the offer and acceptance between the parties.
Supervising registered training organisation (SRTO)	The SRTO is a registered training organisation that: <ol style="list-style-type: none"> 1. accepts a nomination to deliver training and assessment to apprentices or trainees as negotiated and agreed under individual training plans; 2. assesses an employer's capacity to provide the supervision, facilities and training required under the training plan for an apprentice or trainee; 3. assesses whether the apprentice or trainee has completed the training and assessment required to be completed under a training plan; 4. when satisfied the apprentice or trainee has completed the training and assessment required, issues the qualification or statement of attainment stated in the training plan, and is a signatory on a completion agreement verifying that all training and assessment required under the training plan has been completed by the apprentice or trainee.



Legislation

- [Further Education and Training Act 2014](#) Sections 20, 21 and 22

Delegations/Authorisations

- [Director-General's delegations under the Further Education and Training Act 2014](#)
- [Executive Director's sub-delegations under the Further Education and Training Act 2014](#)
- [Executive Director's authorisations under the Further Education and Training Act 2014](#)

Related policies

- [Australian Qualifications Framework \(AQF\)](#)
- [Electronic signing policy for apprenticeships and traineeships in Queensland](#)

Related procedures

- [False and misleading information](#)

Supporting information/websites

Agreements (internal resources)

- Protocols between DESBT and Providers
- Protocols between DESBT and Racing Queensland Board
- Services Agreement between DESBT and Providers
- Agreement between DESBT and Racing Queensland Board

Forms

- [Amendment of a registered training contract \(ATF-035\)](#)
- [Amendment – Change of legal name or change of legal name and ABN \(ATF-046\)](#)
- [Minor Amendment of a registered training contract \(ATF-017\)](#)
- [Change of supervising registered training organisation \(ATF-010\)](#)
- [Transition of qualification \(ATF-028\)](#)
- **SharePoint** – HR compatibility review form – general decision (*Human Rights Act 2019 – compatibility review form. Apprentice Connect Australia Provider decision*) (Providers)
- **SharePoint** – HR compatibility review form – general decision (*Human Rights Act 2019 – compatibility review form. Decision (when no Show Cause process undertaken)*) (DESBT)
- **SharePoint** – RQB HR compatibility review form – general decision (*Human Rights Act 2019 – compatibility review form. Decision (when no Show Cause process undertaken)*) (RQB)
- Format of Advice (RQB only)

Work instructions

- Amending school-based training contracts (and recording days worked) (DESBT)
- Amending school-based training contracts (end-of-school-year process) (Providers)
- Change of commencement date
- Change of contract mode
- Change of legal name
- Change of qualification
- Change of qualification level
- Change of supervising registered training organisation
- Minor amendment (Providers)

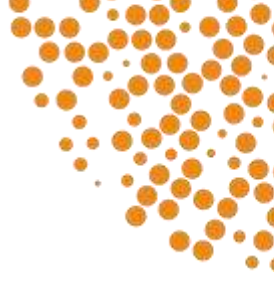
Providers can access Provider Work Instructions at this [internal web site](#).

DESBT officers can access DESBT Work Instructions at this [internal web site](#).

RQB can access RQB Work Instructions at this [internal web site](#).

Online materials (DESBT and Provider employees only)

- **SharePoint** – [Frequently asked questions – Elite sportspersons apprenticeships and traineeships \(ESAT\)](#)
- **SharePoint** – [Frequently asked questions – Forms with missing information](#)



Letters

- AIRDOCS – Major Amendment (approved) (DESBT employees only)
- AIRDOCS – Amendment – Minor (approved) (DESBT employees only)
- AIRDOCS – Amendment – Change of qual (approved) (DESBT employees only)
- AIRDOCS – Amendment – Change of SRTO (approved) (DESBT employees only)
- AIRDOCS – Qualification and/or contract mode (Change) (DESBT employees only)
- AIRDOCS – SAT conversion letters (DESBT employees only)
- DocumentsCorePack – Request information from the parties to the training contract – EMP-APP (DESBT employees only)
- DocumentsCorePack – General NOT approved letter – EMP-APP-Parent-SRTO (DESBT employees only)
- SharePoint – Request additional amendment information (Provider employees only)
- SharePoint – General not approved (Provider employees only)
- Amendment – approved (RQB employees only)
- Amendment – Change of qual or contract mode – approved (RQB employees only)
- Amendment – Change of SRTO – approved (RQB employees only)
- Amendment – Incorrect termination (RQB employees only)
- General NOT approved letter (RQB employees only)

Website

- Human Rights: www.qld.gov.au/law/your-rights/human-rights

Contact

For further information, please contact Apprenticeships Info:

- Website: www.desbt.qld.gov.au
- Telephone: 1800 210 210
- Email: apprenticeshipsinfo@qld.gov.au



Attachment 1

Factors to be considered in decision making process

A range of factors may impact on the decision of the delegated officer and these will vary from case to case. Whilst this is not an exhaustive list of factors and considerations, the information below may assist with taking the most appropriate action.

Factor	Consideration
Has the application (for an amendment) been received in the approved form?	<p>That is –</p> <ul style="list-style-type: none"> ○ application by the employer, apprentice/trainee (and if the apprentice/trainee is under 18, their parent/guardian if appropriate) and the SRTO (if the change affects the training plan), ○ state the proposed amendment; ○ state the reasons for the proposed amendment; and ○ state that the proposed amendment is agreed to by the parties. <p>The FET Act requires that the application be in the approved form, and DESBT has developed a form template to assist the applicants to provide all the required information. 'In the approved form' does not, however, require the applicants to use the available template, but that they provide all the required information in writing, under signature (which includes, for example, by electronic signature).</p>
Does the requested change alter the substance or effect of the training contract?	For examples of what is meant by “substance” and “effect” refer to the Amendment of a registered training contract’ form – ATF-035 or Minor amendment of a registered training contract’ form (ATF-017) .
Has sufficient documentation or information been provided to enable a decision to approve, or refuse to approve, the amendment?	Request any additional information required to make the decision, if necessary, giving the party a due date to provide it. If not received by the due date a reminder phone call to the party may be appropriate, however if the requested information is still not received a delegated officer is to decide the application based on the information available.
Would a decision to approve, or refuse to approve, the amendment be a proportionate response to the specific issue?	Ensure the decision is a proportionate outcome given the circumstances. If the decision is to refuse to approve the requested amendment, it is important to record the reason/s for the decision.
Is the requested amendment a change of qualification to a qualification in a different industry or training package?	<p>If so, ensure the parties:</p> <ul style="list-style-type: none"> • have received, or are advised to seek, advice from DESBT regarding any funding implications, • have received, or are advised to seek, advice from their Provider, or RQB (for specified racing industry occupations) regarding any affect the change will have on Australian Government incentives, • are advised to contact the Fair Work Ombudsman on telephone 13 13 94 to discuss any implications the amendment might have on wages, • are aware of the process to extend the nominal term of the training contract, should this be required later.
Is the amendment to occur without application by the parties?	<p>Note – Only delegates of DESBT, or RQB (for specified racing industry occupations), are authorised to approve such amendments.</p> <p>Section 22 of the FET Act gives some examples of amendments that may be necessary to update matters that are no longer correct because of changed circumstances.</p>

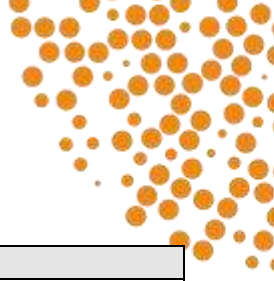


Attachment 2

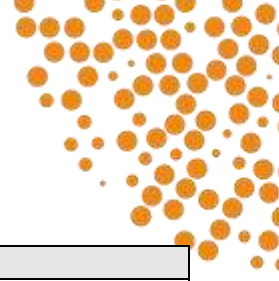
Issues relating to particular types of amendments

The following information is provided to assist in understanding the requirements in respect of various types of amendments. This is not an exhaustive list.

Issue	Comments
Date of effect – how to determine it	<p><u>Applications to amend (not minor amendments)</u> – Form ATF–035 asks for the “proposed date of effect”. If the application is approved, the proposed date of effect would be the date of the amendment unless the delegated officer decides another date is appropriate (s20).</p> <p><u>Minor amendments</u> – The date of effect is the date when the DELTA record is changed (s21(5)). Form ATF–017 doesn’t ask the applicant to nominate a date of effect, and we don’t need to ask for one if a party notifies us of a minor amendment verbally.</p> <p><u>Amendments by the chief executive without application by the parties</u> – The date of effect is the date when the DELTA record is changed (s22(3)).</p>
Date of effect proposed is not supported by the evidence	<p>The delegated officer may determine the date of effect. Retain a file note which supports the date chosen.</p> <p>Note, however, that a change to the commencement date of a training contract cannot be approved without supporting evidence – for examples of evidence, see below.</p>
Change to an alternative parent/guardian	<p>This is not an amendment under either s20 or s21 of the FET Act. It is simply a change to the DELTA record. The parent is not a party to the training contract.</p> <p>If the Provider, or RQB (for specified racing industry occupations), receives a call from an apprentice/trainee asking to change their parent/guardian’s details in the apprenticeship/traineeship record:</p> <ol style="list-style-type: none"> 1. Ask for the particulars: <ul style="list-style-type: none"> • who is calling, • the nature of the change – e.g. add/delete/change parent details, • the reason for the change, • the parent/guardian’s full name and date of birth. 2. For Providers – submit the details to DESBT via DELTA. For RQB – upload the details on a Format of Advice on SharePoint. <p>If the Provider, or RQB (for specified racing industry occupations), receives a call (not from the apprentice/trainee) asking to change the parent’s details in the apprenticeship/traineeship record:</p> <ol style="list-style-type: none"> 1. Ask for the above particulars. 2. For Providers – refer the details to the DESBT Customer Centre (DCC) to follow-up. For RQB – submit the details on a Format of Advice on SharePoint.
Amendments – implications to be considered	<p>Some amendments have implications for the apprenticeship/traineeship, which the parties need to consider. For example, changes to:</p> <ul style="list-style-type: none"> • the start date of the apprenticeship or traineeship, • the employment mode – e.g. changing from part-time or school-based to full-time arrangements, • the qualification, or • the qualification level – e.g. changing from Certificate II in Retail Operations to Certificate III in Retail Operations. <p>In these sorts of cases the parties should be encouraged to seek advice on the following matters:</p>



Issue	Comments
	<ul style="list-style-type: none"> • from DESBT regarding any State Government funding implications • from their Provider regarding— <ul style="list-style-type: none"> ○ any affect the change will have on Australian Government incentives ○ the process to extend the training contract, should this be required later • from RQB (for specified racing industry occupations) regarding the process to extend the training contract, should this be required later • from the Fair Work Ombudsman regarding any implications the amendment might have on wages – Telephone: 13 13 94.
Minor amendments – notifications from the SRTO or parent/guardian	<p>The SRTO or parent/guardian may advise of a minor amendment, however they are not a party to the training contract.</p> <ul style="list-style-type: none"> • The change must be verified by the employer or apprentice/trainee – by phone is sufficient. • An adequate file note is to be kept as evidence of the verification.
Minor amendments – verbal notification of a change to the apprentice/trainee’s address	<p>Verbal notification by the employer:</p> <ul style="list-style-type: none"> • is sufficient to process a change to their apprentice/trainee’s address, however, if it is to change the apprentice/trainee’s address either to or from an address connected with the employer record, the officer is to confirm the change with the apprentice/trainee before processing.
Minor amendments – verbal notifications do not produce mail	<p>When verbal notification of a minor amendment is received, mail to the parties confirming that the record has been changed is not automatically produced. However, if the officer considers a particular minor amendment warrants confirming the change in writing to the parties, they may do so.</p>
Change of apprentice/trainee’s or date of birth – evidence	<p>Verbal notification alone is not sufficient.</p> <p>Although a correction of date of birth is considered a minor amendment, when deciding to approve an amendment for this reason supporting evidence must be collected and retained on file.</p> <p>For a change to a date of birth a document that reflects the correct date of birth is acceptable. A licence, passport or birth certificate are examples of such documents that can be relied upon.</p> <p>If, however, a change to the apprentice/trainee’s date of birth will impact on legislated age restrictions this is not considered a minor amendment, therefore the employer and apprentice/trainee must apply to amend the training contract ‘in the approved form’.</p>
Change of apprentice/trainee’s name – evidence	<p>Verbal notification alone is not sufficient.</p> <p>Although a change of name is considered a minor amendment, supporting evidence that reflects both the previous and new names is required. A marriage certificate, <i>decree nisi</i> or change of name document are examples of appropriate evidence.</p> <p>The documentary evidence may be submitted to the Provider, or RQB (for specified racing industry occupations), in the following forms:</p> <ul style="list-style-type: none"> • an original document – the Provider or RQB should take a copy of this document and retain it in on file along with a supporting file note. • an original certified copy of the document – where possible retain the original JP-certified copy, however if this is not possible a copy can be taken for the file and an accompanying file note recorded. • an electronic JP-certified copy of the document – however, caution must be exercised to ensure that the document is of legible quality and free from alterations.



Issue	Comments
	<p>A request to revert back to a maiden name without a <i>decree nisi</i> can be processed upon presentation of the original or original JP-certified marriage certificate and the original or original JP-certified birth certificate. If accepting the above documents electronically, the documents must be JP-certified, of legible quality and free from alterations.</p> <p>A change of name to amend a typographical error can be accepted verbally, provided the notification of the change has come from the affected party to the training contract.</p>
<p>Change of commencement date of a training contract – evidence</p>	<p>Documentary evidence is required before the commencement date can be changed. Examples are:</p> <ul style="list-style-type: none"> • a copy of a letter of offer of employment as an apprentice/trainee • the employer’s wage records, showing the date on which the apprentice/trainee commenced employment with them in the apprenticeship/traineeship • the apprentice/trainee’s pay slips – if the parties are seeking to backdate the commencement date, the apprentice/trainee’s pay slips covering the period between the proposed and currently recorded commencement dates.
<p>Change of mode</p>	<ul style="list-style-type: none"> • For electrotechnology apprenticeships/traineeships where the change is from full-time to part-time or school-based arrangements, confirm that the apprentice/trainee has met the industry recognised minimum educational requirement as stated in Table 5 of the Declaration of apprenticeships and traineeships in Queensland policy. • If the industry recognised minimum educational requirement has not been met, approval may be sought to proceed with the amendment by emailing opra@desbt.qld.gov.au , and attaching a copy of the applicant apprentice/trainee’s school results for Semesters 1 and 2 of Year 10. The amendment must not be effected unless OPRA has given approval to proceed.
<p>Change of SRTO</p>	<p>A Change of supervising registered training organisation form (ATF-010) is available to assist the parties to notify their Provider, DESBT, or RQB (for specified racing industry occupations), of a change of SRTO.</p> <ul style="list-style-type: none"> • If the employer has notified the Provider/RQB by other means – such as by email, SMS or phone – and has spoken to the apprentice/trainee about the change: <ul style="list-style-type: none"> ○ Contact the new SRTO and confirm their acceptance, advising of the circumstance. ○ When confirmed, send details of the amendment to DESBT via DELTA/a Format of Advice. • If the employer has notified DESBT by other means – such as by email, SMS or phone – and has spoken to the apprentice/trainee about the change: <ul style="list-style-type: none"> ○ Contact the new SRTO, confirm their acceptance advising of the circumstance, then update DELTA and send letters to the parties as verification of the change, OR ○ Request the employer to notify the old and new SRTOs. If the employer advises they have already done so, update DELTA and send letters to the parties as verification of the change.

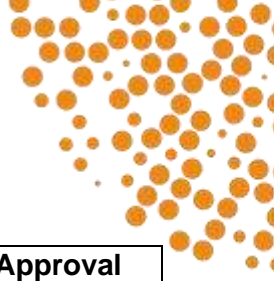


Attachment 3

Approved Elite Sportsperson Apprenticeships and Traineeships (ESATs)

Note – The authorised sporting body must endorse the ESAT arrangements for the elite professional sportsperson.

Apprenticeship/Qualification	Approval Date	Traineeship/Qualification	Approval Date
Automotive Mechanic (Light Vehicle) Certificate III in Light Vehicle Mechanical Technology	March 2019	Concreter * Certificate III in Concreting	March 2019
Automotive Mobile Plant Technician Certificate III in Mobile Plant Technology	September 2022	Aged Care Worker * Community Care Worker * Disability Support Worker * Certificate III in Individual Support	November 2022
Beauty Therapy Diploma of Beauty Therapy	22 February 2023	Education Support Worker * Certificate III in Education Support	March 2019
Bricklayer Certificate III in Bricklaying and Blocklaying	March 2019	Skilled Construction Worker – Bituminous Surfacing * Skilled Construction Worker – Bridge Construction and Maintenance * Skilled Construction Worker – Pipe Layer * Skilled Construction Worker – Road Construction and Maintenance * Skilled Construction Worker – Road Marking * Skilled Construction Worker – Timber Bridge Maintenance * Skilled Construction Worker – Traffic Management * Certificate III in Civil Construction	July 2019
Carpenter Certificate III in Carpentry	September 2018		
Engineering Fabrication Trade Certificate III in Engineering – Fabrication Trade	March 2019		
Hairdresser Certificate III in Hairdressing	22 February 2023		
Hairdressing – Barbering Certificate III in Barbering	22 February 2023		
Landscape Tradesperson Certificate III in Landscape Construction	22 February 2023		
Painter and Decorator Certificate III in Painting and Decorating	March 2019		
Plant Operator Certificate III in Civil Construction Plant Operations	July 2019	Sport and Recreation Co-ordinator * Certificate IV in Sport and Recreation	March 2019
Plumber Certificate III in Plumbing	September 2018	Sport and Recreation Officer * Certificate III in Sport and Recreation	March 2019
		Youth Worker * Certificate IV in Youth Work	November 2022



Apprenticeship/Qualification	Approval Date	Traineeship/Qualification	Approval Date
Roof Tiler Certificate III in Roof Tiling	March 2019	This field has been left intentionally blank.	
Shopfitter Certificate III in Shopfitting	March 2019	This field has been left intentionally blank.	
Solid Plasterer Certificate III in Solid Plastering	March 2019	This field has been left intentionally blank.	
Stonemason Certificate III in Stonemasonry	March 2019	This field has been left intentionally blank.	
Tiler Certificate III in Wall and Floor Tiling	March 2019	This field has been left intentionally blank.	

* An elite professional sports person registered under this traineeship will be required to work a minimum of 375 hours (50 days) over each 12-month period.