



# Statutory transfer or cancellation of registered training contracts

## Purpose

This procedure details the steps to be taken under the *Further Education and Training Act 2014* (FET Act) if a business is sold or a partnership is dissolved and apprentices/trainees employed within the business will be affected.

## Overview

An employer of an apprentice/trainee is to give the Apprentice Connect Australia Provider Provider), the Department, or the Racing Queensland Board (RQB) (for specified racing industry occupations), a signed notice if the employer sells or disposes of their business, or a partnership dissolves.

If a business is sold, the new owner (purchaser) continues to train the apprentices/trainees under their registered training contracts unless the new owner provides contrary written advice to the Provider, the Department or the RQB prior to the sale taking effect.

If a business partnership dissolves, the remaining partner/s will continue to train the apprentices/trainees under their registered training contracts. If there are no remaining partners, the contract/s is/are taken to be cancelled.

These actions relate to the registered training contract and have no impact on any continuing employment obligations that may be applicable.

Note – where a business which employs an apprentice/trainee has changed its legal name and/or ABN, or changed the name of the trust/s or trustee/s, but these changes are NOT due to the sale or disposal of the business or a partnership being dissolved, the employer should notify the Provider, the Department or the RQB using the [ATF-046 Amendment – change of legal name or change of legal name and ABN](#) form.

## Process

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

### Employer:

- If a business partnership dissolves, provide signed notice within 14 calendar days to the Provider, the Department, or the RQB (for specified racing industry occupations), identifying the date of effect and advising details of the partner/s (if any) who will continue the business, or advising that the business will not be continued by any of the partners. Where the business is not continued by any of the partners, the registered training contracts are taken to be cancelled.
- If selling or disposing of a business, provide signed notice of this event within 14 calendar days after the sale or disposal, to the Provider, the Department or the RQB, identifying the date of effect.

Form [ATF-041 Notification of change of ownership/statutory transfer \(sale of business\)](#) is available to assist the employer provide signed notice.

### Supervising Registered Training Organisation (SRT0):

- Develop a new training plan and have it signed within 28 calendar days after the transfer of the training contract.

## Sale/disposal of business where purchaser is continuing the training contract

### Purchaser of business:

- If purchasing a business and agreeing to continue training the apprentices/trainees of the business under their registered training contracts, provide signed notice of this agreement within 14 calendar days after the purchase, to the Provider, the Department, or the RQB (for specified racing industry occupations).

Form [ATF-041 Notification of change of ownership/statutory transfer \(sale of business\)](#) is available to assist the purchaser provide signed notice.

### Delegated Officer – Apprentice Connect Australia Provider (Provider), Training and Skills, or Racing Queensland Board (RQB) for specified racing industry occupations):

- Provider or the Department - Transfer the registered training contract to the purchaser – the date of effect is the date of sale or disposal of the business.
- RQB - Send correspondence to the parties using the letter template 'Statutory transfer'.
  - Provide details on a Format of Advice form, including the date of effect (being the date of sale or disposal of the business), and upload it, together with associated documentation, to the Department via SharePoint.

### Metro regional office, Training and Skills:

- Upon receipt of a Format of Advice and associated documentation from the Racing Queensland Board advising of the sale/disposal of a business where the purchaser is continuing a registered training contract(s), update the training contract details in DELTA accordingly and save the associated documentation in CEDRIC.

## Sale/disposal of business where purchaser is not continuing the training contract

### Purchaser of business:

- If purchasing a business and deciding not to continue training the apprentices/trainees of the business under their registered training contracts (i.e. the purchaser does not want the training contracts transferred to them), provide written notice of this fact to the Provider, the Department, or the RQB (for specified racing industry training contracts), before the purchase takes effect (note – if written notice is not received before the purchase takes effect, all registered training contracts will be transferred to the new purchaser).

Form [ATF-041 Notification of change of ownership/statutory transfer \(sale of business\)](#) is available to assist the purchaser provide signed notice.

### Delegated officer – Apprentice Connect Australia Provider (Provider), Training and Skills, or Racing Queensland Board (RQB) (for specified racing industry occupations):

- Provider or the Department – Apply the relevant steps, according to the date on which notification of the sale or disposal of the business was received:
  - Notification received before the sale or disposal of the business took effect:
    - cancel the training contract/s with a termination date as per the advice provided.
  - Notification received after the sale or disposal took effect:
    - transfer the registered training contract to the purchaser with a date of effect as per the date of sale or disposal taking effect.
    - the parties may subsequently pursue transfer of the training contract to another employer, or [cancellation](#).
- RQB – Send correspondence to the parties using the letter template 'Statutory transfer cancel due to opt out'.
  - Provide details on a Format of Advice form and upload it, together with associated documentation, to the Department via SharePoint.
  - Note – if notification was received after the sale or disposal took effect, transfer the registered training contract to the purchaser with a date of effect as per the date of sale or disposal taking effect. The parties may subsequently pursue transfer of the training contract to another employer, or cancellation.

**Metro regional office, Training and Skills:**

- Upon receipt of a Format of Advice and associated documentation from the Racing Queensland Board advising of the sale/disposal of a business where the purchaser is not continuing a registered training contract(s), update the training contract details in DELTA accordingly and save the associated documentation in CEDRIC.

**Dissolving partnership where none of the partners continue the business****Delegated officer – Apprentice Connect Australia Provider (Provider) or Training and Skills:**

- Cancel the training contract/s, with a termination date as per the employer's notification.
- Provide written notice of the cancellation to the apprentices/trainees (note – the Department will provide the written notice irrespective of whether the Provider or the Department cancels the training contracts).

**Delegated officer – Racing Queensland Board (RQB) (for specified racing industry occupations):**

- Send correspondence to the parties, using the letter template 'Statutory transfer cancel due to dissolution of partnership s29'.
- Provide details on a Format of Advice form, to cancel the training contract/s with a termination date as per the employer's notification, and upload it together with associated documentation, to the Department via SharePoint.

**Metro regional office, Training and Skills:**

- Upon receipt of a Format of Advice and associated documentation from the Racing Queensland Board advising of the dissolving of a business partnership where none of the partners are continuing the business and a training contract is consequently cancelled, update the training contract details in DELTA accordingly and save the associated documentation in CEDRIC.

**Definitions**

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| <b>AIRDOCS</b>                               | A system used by the Department for letter templates which are subsequently generated through DELTA.   |
| <b>Apprentice Connect Australia Provider</b> | 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 the Department to provide training contract related services. The Provider is the first point of contact for the administration of all training contracts.   |
| <b>CEDRIC</b>                                | A Client Relationship Management system used by the Department to capture information on client and stakeholder engagement and correspondence (for internal access only).  |
| <b>Delegated officer</b>                     | An appropriately qualified person to whom the chief executive has delegated functions and powers.  |
| <b>DELTA</b>                                 | Direct Entry Level Training Administration, the Department's database of registered apprentices and trainees.  |
| <b>Department or DTET</b>                    | Department of Trade, Employment and Training   |
| <b>Format of Advice</b>                      | A document developed and used by Racing Queensland for the purpose of providing information to the Department regarding actions and decisions relating to training contracts   |
| <b>Racing Queensland Board</b>               | The Racing Queensland Board (RQB) is the statutory control body for the thoroughbred, harness, and greyhound codes of racing in Queensland with responsibility for the management of these codes. The RQB has an agreement with the Department 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"><li>• Stablehand traineeship</li><li>• Trackrider traineeship</li><li>• Advanced stablehand traineeship</li></ul> |



## Legislation

- [Further Education and Training Act 2014](#) Sections 29 and 58

## Delegations/Authorisations

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

## Related policies

- Nil

## Related procedures

- Nil

## Supporting information/websites

### Agreements (internal resources)

- Protocols between the Department and Providers
- Protocols between the Department and Racing Queensland Board
- Services Agreement between the Department and Providers
- Agreement between the Department and Racing Queensland Board

### Forms

- [ATF-041 Notification of change of ownership/statutory transfer \(sale of business\)](#)
- Format of Advice (RQB & Departmental employees only)

### Work instructions

- Statutory transfer of a registered training contract

Providers can access Provider Work Instructions in the [library on SharePoint](#).

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

RQB officers can access RQB Work Instructions at [this internal website](#).

### Online Resources

- Nil

### Letters

- AIRDOCS – Canc by CE – Written Notice – No Show Cause 29.5 (Departmental employees only)
- AIRDOCS – Canc by CE – Written Notice – No Show Cause 29.6c (Departmental employees only)
- AIRDOCS – Statutory transfer (Departmental employees only)
- SharePoint – Racing Queensland letter template – Statutory transfer (Racing Queensland employees only)
- SharePoint – Racing Queensland letter template – Statutory transfer cancel due to dissolution of partnership s29 (Racing Queensland employees only)
- SharePoint – Racing Queensland letter template – Statutory transfer cancel due to opt out s29 (Racing Queensland employees only)

### Website

- Nil

## Contact

For further information, please contact Apprenticeships Info:

- **Website:** [www.desbt.qld.gov.au](http://www.desbt.qld.gov.au)
- **Telephone:** 1800 210 210
- **Email:** [apprenticeshipsinfo@qld.gov.au](mailto: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 employer provided signed notice within 14 calendar days that the employer has sold or disposed of the employer's business to someone else?                                      | <p>This is a requirement of section 58(1)(a) of the FET Act.</p> <p>If signed notice is received from an employer later than 14 calendar days after the employer has sold or disposed of the employer's business, the notification can still be actioned, however consider if it is practicable to educate the employer regarding their responsibilities.</p>   |
| Has the purchaser given written notice, before the sale or disposal of the business took effect, that the purchaser does not want the registered training contract/s to be transferred? | <p>Yes – If the purchaser has given written notice before the sale or disposal of the business took effect, the registered training contract/s is/are to be cancelled. Cancellation would occur under s29(5) of the FET Act.</p> <p>No – If the purchaser has not given written notice before the sale or disposal of the business took effect, the registered training contract/s is/are transferred to the purchaser of the employer's business. The training contract/s cannot be cancelled under s29(5) of the FET Act if the purchaser does not wish for the registered training contract/s to continue. If the purchaser does not wish for the registered training contract/s to continue, cancellation would need to occur under one of the other sections of the FET Act.</p> |
| Has the employer provided signed notice within 14 calendar days that the employer was in a partnership and the partnership dissolved?   | <p>This is a requirement of section 58(1)(b) of the FET Act.</p> <p>If signed notice is received from an employer later than 14 calendar days after the partnership has dissolved, and the partnership is continued by 1 person who was a partner of the dissolved partnership, or by 2 or more persons who were partners of the dissolved partnership, the notification can still be actioned.</p> <p>If the partnership hasn't been continued the registered training contract/s must be cancelled under s29(6)(c) of the FET Act.</p>  |