



# Transfer of registered training contracts – permanent or temporary

## Purpose

This procedure details the process for a permanent or temporary transfer of a registered training contract under the *Further Education and Training Act 2014* (FET Act).

## Overview

A registered training contract may be permanently transferred from one employer to another as an alternative to cancelling the contract and recommencing under a new training contract.

A permanent transfer does not incur a training contract probationary period with the new employer, however under the National Employment Standards (NES) there are 11 employment entitlements of which probationary periods are incorporated. Apprentices/trainees are considered as employees and entitled to the same conditions as other employees.

A temporary transfer is available when all the obligations associated with a registered training contract are moved from one employer to another for a period of up to one year.

Permanent and temporary transfers may be considered for a variety of reasons, such as:

- a change in circumstances of the employer or apprentice/trainee
- lack of ongoing employment
- different training opportunities
- to facilitate training and assessment in a competency required under the training plan, in situations where the existing employer is unable to provide the necessary range of work.

For permanent transfers of school-based traineeships, minimum paid work requirements and minimum paid working hours are as stated in the [School-based apprenticeships and traineeships policy – Queensland and Norfolk Island](#).

## 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.

**IMPORTANT** – Limitation of delegated authority **MUST** be observed when processing a permanent transfer application. Apprentice Connect Australia Providers (Providers) do NOT have delegation to decide permanent transfer applications where only the apprentice/trainee and proposed new employer have made the application; if a Provider receives a permanent transfer application which is not supported by the original employer, they are required to send the application to the Department for processing. Refer to the [Executive Director's sub-delegations under the FET Act 2014](#) for details of delegated authority.

### Permanent transfer

#### **Employer and/or apprentice/trainee (and parent/guardian if applicable and appropriate), and the proposed new employer:**

To permanently transfer a registered training contract to a new employer, the original employer, proposed new employer and apprentice/trainee (and the parent/guardian, if applicable and appropriate) need to agree to the transfer and make an application.

If, however, the original employer does not support the permanent transfer, the apprentice/trainee and proposed new employer (and the parent/guardian, if applicable and appropriate) may still apply to permanently transfer the training contract – employment with the original employer should continue until a decision is made on whether the transfer is approved or not approved.

- The application must state:
  - the name of the proposed new employer;
  - the proposed date of effect of the transfer;
  - that the proposed transfer is agreed by each of the applicants; and
  - the reasons for the proposed transfer.

A [Permanent transfer of a registered training contract form \(ATF-039\)](#) is available to assist the applicants apply. The application will not be considered complete unless all of the information listed above is included.

Send the completed and signed application to the relevant Apprentice Connect Australia Provider (Provider), the Department, or the Racing Queensland Board (RQB) (for specified racing industry occupations).

- A probationary period will not apply to the training contract when permanently transferring, however an employment probationary period will apply. The new employer and apprentice/trainee should contact the Fair Work Ombudsman on telephone 13 13 94 regarding employment entitlements.
- If the new employer and apprentice/trainee wish to change the Provider or supervising registered training organisation (SRTO), notify the Provider, the Department, or the RQB (for specified racing industry occupations) about the change as part of the transfer process.
- For a permanent transfer of a school-based traineeship, the original employer and/or the trainee is/are required to assist the Provider, the Department, or the RQB with information in regard to the number of paid days the trainee has worked.

### **Supervising Registered Training Organisation (SRTO):**

Upon a permanent transfer of a registered training contract occurring:

- Develop a new training plan and have it signed within 28 calendar days after the transfer of the training contract.
- Conduct an assessment of the new employer's capacity to provide the facilities, supervision and range of work required.
- Notify the Provider, the Department, or the RQB (for specified racing industry occupations) if the new employer cannot provide the facilities, range of work and/or supervision required under the new training plan.

Permanent transfer applications agreed by the original employer, apprentice/trainee and proposed new employer

### **Apprentice Connect Australia Provider (Provider); Training and Skills; and Racing Queensland Board (for specified racing industry occupations):**

Upon receipt of an application for the permanent transfer of a registered training contract agreed by the original employer, apprentice/trainee and proposed new employer:

Note – If the proposed new employer has nominated a different Provider to the one identified on the apprentice/trainee's registered training contract in DELTA –

- If delegation is being exercised by the Provider, the original Provider will facilitate the change (i.e. decide the application, send a copy of the application to the new Provider, and send the details of the decision and the change of Provider to the Department via DELTA).
- If delegation is being exercised by RQB, RQB will decide the application, send the required letters, and upload a copy of the application and a Format of Advice (FOA) form via SharePoint (note – ensure to indicate on the FOA that there is a change of Provider).

- Check that the proposed new employer holds an unrestricted electrical contractor licence if the training contract relates to any of the following qualifications –
  - UEE30820 Certificate III in Electrotechnology
  - UEE40620 Certificate IV in Electrotechnology
  - UEE30820 & UEE31220 Certificate III in Electrotechnology & Certificate III in Instrumentation and Control
- Check that the proposed new employer is not a declared prohibited employer – if they are a declared prohibited employer, the transfer cannot be approved.
- For school-based apprenticeships and traineeships, confirm continuing school support for the training contract with the proposed new employer.
- For school-based traineeships, establish the number of days the trainee has worked to date and inform the new employer and trainee about how many days remain to be worked to meet the minimum paid work requirement. Be aware that, regardless of the training contract's commencement date, upon permanent transfer the minimum paid work requirement is 375 hours (50 days) per year of the full-time nominal term for the traineeship.
- If the transfer involves a significant change to the apprentice/trainee's workplace location, confirm that the SRTO is able to continue as the SRTO – if it is impracticable for the current SRTO to continue, advise the proposed new employer and apprentice/trainee of the need to choose another SRTO. Note that the transfer cannot go ahead unless there is an SRTO.
- Provider and RQB – If notified by an SRTO that an employer cannot provide the facilities, range of work and/or supervision required under a new training plan, immediately notify the Department by telephone on 1800 210 210 or by email at [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au) .
- Decide to approve or refuse applications to permanently transfer registered training contracts (refer to [Attachment 1](#) for factors to be considered).
  - In making a decision, take into account the 23 fundamental Human Rights under the [Human Rights Act 2019](#).
  - If considering refusing the application, before deciding, undertake an HR compatibility review (for the apprentice/trainee, and if applicable, the proposed new employer) by completing a compatibility review form.
    - Departmental officers – retain against the apprentice/trainee's training contract record in CEDRIC.
    - Providers – retain on file and also forward a copy to the Department via DELTA.
    - RQB – retain on file and also send a copy to the Department via SharePoint.
- If the application is approved –
  - Arrange for the training contract record to be updated, and generate the appropriate correspondence to the parties/stakeholders. For more information, refer to the below section on [Correspondence](#) and the relevant Work Instructions, titled:
    - [Provider Work Instruction – Permanent transfer – application by all parties and proposed new employer](#); or
    - [Department Work Instructions – Permanent transfer of a registered training contract](#); or
    - [RQB Work Instructions – Permanent transfer of a registered training contract](#).
  - Facilitate a change of SRTO, if required.
  - Facilitate a change of Provider, if required.
  - If approved by the Department or the RQB, the Department/RQB must notify the Provider that a permanent transfer has occurred.
- If the application is not approved –
  - Save on file any documentation, including the HR compatibility review form, which led to the decision.
  - Send 'not approved' correspondence identified in the [Correspondence](#) section below. For more information, refer to the relevant Work Instructions.

## Correspondence:

The Department has provided the following correspondence templates to notify the parties/stakeholders of permanent transfer decisions:

Providers (the letters are available at [this internal web site](#)) –

- Permanent Transfer Original Employer
- Permanent Transfer Not Approved

Note – the Department automatically generates AIRDOCS permanent transfer letters once the Department enters the permanent transfer details in DELTA, but a letter to the original/old employer must be generated manually.

Training and Skills (DocumentsCorePack letters) –

- Permanent transfer – approved – EMP old
- Permanent transfer – after inviting objections – decision to approve
- Permanent transfer – Notify Provider
- Permanent transfer – NOT approved – EMP new-EMP old-APP-Parent-School
- Permanent transfer – after inviting objections – decision NOT to approve

Racing Queensland Board (RQB) (the letters are available at [this internal web site](#)) –

- Permanent transfer approved
- Permanent transfer approved – Provider
- Permanent transfer approved – OLD EMP
- Permanent transfer NOT approved

## Metro regional office, Training and Skills:

- Upon receipt of a Format of Advice and associated documentation from the Racing Queensland Board advising of a permanent transfer decision, update the training contract details in DELTA accordingly and save the associated documentation in CEDRIC. If the RQB indicated there was a change of Provider, send a copy of the Permanent Transfer application to the new Provider, update DELTA accordingly, and inform the Australian Government of the new Provider's details.

## DCC or Delta Help Desk:

- On becoming aware that the proposed new employer has nominated a different Provider to the one identified on the apprentice/trainee's registered training contract in DELTA, update DELTA accordingly and inform the Australian Government of the new Provider's details.

## Applications not supported by the original employer

## Department, and Racing Queensland Board (RQB) (for specified racing industry occupations):

**IMPORTANT** – Limitation of delegated authority **MUST** be observed when actioning a permanent transfer application only by the apprentice/trainee and proposed new employer. Refer to the [Executive Director's sub-delegations under the FET Act 2014](#) for details of delegated authority.

Upon receipt of an application to permanently transfer a registered training contract by the apprentice/trainee and proposed new employer:

- Check that the proposed new employer holds an unrestricted electrical contractor licence if the training contract relates to any of the following qualifications –
  - UEE30820 Certificate III in Electrotechnology
  - UEE40620 Certificate IV in Electrotechnology
  - UEE30820 & UEE31220 Certificate III in Electrotechnology & Certificate III in Instrumentation and Control.
- Check that the proposed new employer is not a declared prohibited employer – if they are a declared prohibited employer, the transfer cannot be approved.
- For school-based apprenticeships and traineeships, confirm continuing school support for the training contract with the proposed new employer.

- For school-based traineeships, establish the number of days the trainee has worked to date and inform the new employer and trainee about how many days remain to be worked to meet the minimum paid work requirement. Be aware that, regardless of the training contract's commencement date, upon permanent transfer the minimum paid work requirement is 375 hours (50 days) per year of the full-time nominal term for the traineeship.
- If the transfer involves a significant change to the apprentice/trainee's workplace location, confirm that the SRTO is able to continue as the SRTO – if it is impracticable for the current SRTO to continue, advise the proposed new employer and apprentice/trainee of the need to choose another SRTO. Note that the transfer cannot go ahead unless there is an SRTO.
- As the current legal employer's is missing from the permanent transfer application, depending on the reason indicated on the application, the Department/RQB officer may, at their discretion, contact the current employer to attempt to obtain mutual consent to the application. Refer to the Department/RQB Work Instructions for more information. The Department has provided a letter template which can be used for this purpose:
  - Department (DocumentsCorePack) –
    - Permanent transfer – inviting objections – EMP current
  - RQB (available at [this internal web site](#)) –
    - Racing Queensland letter template – Permanent transfer – transfer objection invited – EMP current
- Decide to approve or refuse applications to permanently transfer registered training contracts (refer to [Attachment 1](#) for factors to be considered).
- In making a decision, take into account the 23 fundamental Human Rights under the [Human Rights Act 2019](#).
  - If the application is approved, notify the Provider that a permanent transfer has occurred.
  - If considering refusing the application, before deciding, undertake a HR compatibility review (for the apprentice/trainee, and if applicable, the proposed new employer) by completing the associated compatibility review form.
    - Department – Retain against the apprentice/trainee's training contract record in CEDRIC.
    - RQB – Retain on file and upload a copy with a Format of Advice form to the Department via SharePoint.
- If the application is approved –
  - Arrange for the training contract record to be updated, and generate the appropriate correspondence to the parties/stakeholders. For more information, refer to the below section on [Correspondence](#) and the relevant Work Instructions, titled:
    - [Department Work Instructions – Permanent transfer of a registered training contract](#); or
    - [RQB Work Instructions – Permanent transfer of a registered training contract](#).
  - Facilitate a change of SRTO, if required.
  - Facilitate a change of Provider, if required.
  - Notify the Provider that a permanent transfer has occurred.
- If the application is not approved –
  - Save on file any documentation, including the HR compatibility review form, which led to the decision.
  - Send 'not approved' correspondence identified in the [Correspondence](#) section below. For more information, refer to the relevant Work Instructions.
- RQB – send details on a Format of Advice form, together with any associated documentation, to the Department via SharePoint.

### **Correspondence:**

The Department has provided the following correspondence templates to notify stakeholders of permanent transfer decisions:

[Training and Skills](#) (DocumentsCorePack letters) –

- Permanent transfer – after inviting objections – decision to approve
- Permanent transfer – after inviting objections – decision NOT to approve

**Racing Queensland Board (RQB)** (the letters are available at [this internal web site](#)) –

- Permanent transfer – transfer objection invited – EMP current
- Permanent transfer – transfer objection invited – decision approve – all parties
- Permanent transfer – transfer objection invited – decision NOT approve – all parties
- Permanent transfer approved
- Permanent transfer approved – Provider
- Permanent transfer approved – OLD EMP
- Permanent transfer NOT approved

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

- Upon receipt of a Format of Advice and associated documentation from the Racing Queensland Board advising of a permanent transfer decision, update the training contract details in DELTA accordingly and save the associated documentation in CEDRIC. If the RQB indicated there was a change of Provider, send a copy of the Permanent Transfer application to the new Provider, update DELTA accordingly, and inform the Australian Government of the new Provider’s details.

**DCC or Delta Help Desk:**

- On becoming aware that the proposed new employer has nominated a different Provider to the one identified on the apprentice/trainee’s registered training contract in DELTA, update DELTA accordingly and inform the Australian Government of the new Provider’s details.

**Temporary transfer**

**Employer and/or apprentice/trainee (and parent/guardian if applicable and appropriate), and the proposed new employer:**

- To temporarily transfer a registered training contract to a new employer, the original employer and apprentice/trainee must agree to the transfer and provide written notice to the relevant Provider, the Department, or the Racing Queensland Board (RQB) (for specified racing industry occupations) in the approved form within 7 calendar days after the day the transfer takes effect. The written notice must state –
  - the name of the new employer;
  - the day the transfer took effect;
  - the period of the transfer;
  - that the transfer is agreed to by each of the parties to the registered training contract
  - be signed by each of the parties, the new employer, and parent/guardian if applicable and appropriate.

A [Temporary transfer of a registered training contract form \(ATF-038\)](#) is available to assist the applicants apply.

Note – the period of temporary transfer must not exceed 1 year (i.e. 365 days, or 366 days if a leap year) and must end before the nominal term of the training contract ends (i.e. prior to the nominal completion date).

- Check that the proposed new employer holds an unrestricted electrical contractor licence if the training contract relates to any of the following qualifications –
  - UEE30820 Certificate III in Electrotechnology
  - UEE40620 Certificate IV in Electrotechnology
  - UEE30820 & UEE31220 Certificate III in Electrotechnology & Certificate III in Instrumentation and Control.
- The original employer must notify their SRTO within 7 calendar days after a temporary transfer takes effect.

**Supervising Registered Training Organisation (SRTO):**

- Develop a new training plan and have it signed within 28 calendar days of the notification of the transfer taking effect.



- Conduct an assessment of the new employer's capacity to provide the facilities, supervision and the range of work required.
- Notify the Provider, the Department, or the Racing Queensland Board (RQB) (for specified racing industry occupations) if the new employer cannot provide the facilities, range of work and/or supervision required under the new training plan.

**Apprentice Connect Australia Provider (Provider), Training and Skills, and Racing Queensland Board (for specified racing industry occupations):**

- If the notification is incomplete or does not meet the requirements set out in s24 of the FET Act, contact the employer and apprentice/trainee to assist.
- When processing a temporary transfer, ensure it does not exceed 1 year and ends before the nominal term of the training contract is to end.

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

- Upon receipt of a Format of Advice and associated documentation from the Racing Queensland Board advising of a temporary transfer, record the details as a Contact in DELTA and a Note in CEDRIC, and save the associated documentation in CEDRIC.

**Definitions**

<b>AIRDOCS</b>	A system used by the Department for letter templates which are subsequently generated through DELTA.
<b>Approved form</b>	A form approved by the chief executive (Department of Trade, Employment and Training).
<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 (for internal access only)
<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>Nominal completion date</b>	The date set by DELTA, which signifies the end of the nominal term for a registered training contract.
<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> <li>• Jockey apprenticeship.</li> </ul>

<b>Signed consent of a parent (if appropriate)</b>	It may be inappropriate for a parent to sign the application if the apprentice or trainee is living independently of his or her parents.
<b>Status and sub-status in DELTA</b>	The status of a training contract record in DELTA reflects information provided to the Department. A training contract record in DELTA will always have a status, e.g. 'Active' or 'Complete', and may also have a sub-status which generally provides additional information – e.g. sub-status 'Active' and sub-status 'Permanent Transfer'.
<b>Supervising registered training organisation (SRT0)</b>	<p>A registered training organisation that:</p> <ol style="list-style-type: none"> <li>1. accepts a nomination to deliver training and assessment to apprentices or trainees as negotiated and agreed under individual training plans</li> <li>2. assesses an employer's capacity to provide the supervision, facilities and training required under the training plan for an apprentice or trainee</li> <li>3. assesses whether the apprentice or trainee has completed the training and assessment required to be completed under a training plan</li> <li>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.</li> </ol>





## Legislation

- [Further Education and Training Act 2014](#) – sections 24 to 28

## 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](#)

## Related policies

- [Declaration of apprenticeships and traineeships in Queensland policy](#)
- [Electronic signing policy for apprenticeships and traineeships in Queensland](#)
- [School-based apprenticeships and traineeships policy – Queensland and Norfolk Island](#)

## Related procedures

- [Adequate training arrangements](#)
- [Cancel registered training contracts by chief executive](#)

## Supporting information/websites

### Agreements (internal resources)

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

### Forms

- [Permanent transfer of a registered training contract \(ATF-039\)](#)
- [Temporary transfer of a registered training contract \(ATF-038\)](#)
- Format of Advice (RQB employees only)

### Work instructions

- Provider Work Instruction – Permanent transfer – application by all parties and proposed new employer
- Department Work Instructions – Permanent transfer of a registered training contract
- RQB Work Instructions – Permanent transfer of a registered training contract
- Temporary transfer of a registered training contract

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

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

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

### Online materials

- [Australian Apprenticeships website](#)
- [Guide to school-based apprenticeships and traineeships](#)

### Letters

- AIRDOCS – Permanent transfer (Departmental employees only)
- DocumentsCorePack – Permanent transfer – Notify Provider (Departmental employees only)
- DocumentsCorePack – Permanent transfer – approved – EMP old (Departmental employees only)
- DocumentsCorePack – Permanent transfer – NOT approved – EMP new-EMP old-APP-Parent-School (Departmental employees only)
- DocumentsCorePack – Permanent transfer – inviting objections – EMP current (Departmental employees only)
- DocumentsCorePack – Permanent transfer – after inviting objections – decision to approve (Departmental employees only)
- DocumentsCorePack – Permanent transfer – after inviting objections – decision NOT to approve (Departmental employees only)
- SharePoint – Permanent transfer original employer (Provider employees only)
- SharePoint – Permanent transfer Not Approved (Provider employees only)

- SharePoint – Racing Queensland letter template – Permanent transfer – NOT approve (RQB employees only)
- SharePoint – Racing Queensland letter template – Permanent transfer – transfer objection invited – decision approve – all parties (RQB employees only)
- SharePoint – Racing Queensland letter template – Permanent transfer – transfer objection invited – decision NOT approve – all parties (RQB employees only)
- SharePoint – Racing Queensland letter template – Permanent transfer – transfer objection invited – EMP current (RQB employees only)
- SharePoint – Racing Queensland letter template – Permanent transfer approved – Provider
- SharePoint – Racing Queensland letter template – Permanent transfer approved – OLD EMP
- SharePoint – Racing Queensland letter template – Permanent transfer approved

#### Website

- Human Rights: [www.qld.gov.au/law/your-rights/human-rights](http://www.qld.gov.au/law/your-rights/human-rights)

#### 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 – Permanent Transfer

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
<p>Has the application been received in the approved form?</p>	<p>That is –</p> <ul style="list-style-type: none"> <li>○ application by the employer, apprentice/trainee (and, if the apprentice/trainee is under 18, their parent/guardian if appropriate) and the new employer OR the apprentice/trainee (and, if the apprentice/trainee is under 18, their parent/guardian if appropriate) and the new employer;</li> <li>○ state the name of the proposed new employer;</li> <li>○ state the proposed day for the transfer;</li> <li>○ state that the proposed transfer is agreed to be each of the applicants;</li> <li>○ state the reasons for the proposed transfer.</li> </ul> <p>The FET Act requires that the application be in the approved form, and the Department 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>
<p>Is the delegated officer satisfied the criteria mentioned in s17(5)(c) to (g) have been met?</p> <p>Note – s17 of the FET Act relates to registering a training contract. The criteria is to be considered in the context of a permanent transfer.</p>	<p>That is –</p> <ul style="list-style-type: none"> <li>○ The employer is not a prohibited employer;</li> <li>○ If the employer is actively employing 25 or more apprentices and trainees under a hosting arrangement – the employer is a group training organisation or principal employer organisation;</li> <li>○ The apprentice or trainee is not prohibited under an Act or law from undertaking paid employment;</li> <li>○ A registered training organisation has accepted the nomination to be the SRTO for the apprentice or trainee, and undertaken to prepare a training plan, including an employer resource assessment;</li> <li>○ If the apprentice or trainee is school-based – that it is appropriate in all the circumstances for the training contract to be registered.</li> </ul>
<p>How does a permanent transfer of a school-based trainee affect the minimum work hours?</p>	<p>A permanent transfer is, essentially, a recommencement, in that the trainee ceases with the original employer and recommences with a new employer on permanent transfer. The trainee and the new employer need to know how many hours the trainee has already worked and how many hours they have yet to work before the traineeship can be completed.</p> <p>The trainee must work at least 375 hours (50 days) for each 12 months of the traineeship's full-time nominal term.</p> <p>When a delegated officer facilitates and approves a permanent transfer of a school-based training contract, they are required to calculate and let the employer and trainee</p>

	<p>know the minimum number of hours to be worked with the new employer to enable the training contract to be completed. The calculation is: the number of hours required to be worked, less the hours already worked, resulting in the remaining hours still to be worked.</p> <p>Note – limits on the amount of institutional training which may be delivered to school-based apprentices precludes them from completing whilst at school, therefore it is not a requirement to calculate or let the employer and apprentice know the minimum number of hours yet to be worked with the new employer to enable a training contract for an apprenticeship to be completed.</p>
<p>What is the reason indicated on the permanent transfer application?</p>	<ul style="list-style-type: none"> <li>○ A reason of 'mutual consent' (or similar) is not a 'reason' for requiring a permanent transfer. Follow-up with the applicants is required, and all applicants need to submit the reason (or agreement to the reason) in writing (e-signature processes are acceptable).</li> <li>○ Reasons such as 'going to another employer' or 'found another job' should be follow-up with the apprentice/trainee to establish if there were any concerns with the original workplace.</li> </ul> <p>If a reason leads a delegated officer to believe that one or more of the parties may be failing to fulfil their obligations, the permanent transfer can still be approved, however an investigation might be required by a regional officer/RQB.</p>
<p>What if there are concerns about the supervision arrangements with the new employer?</p>	<p>A regional officer/RQB may need to investigate.</p>

## Attachment 2

### Factors to be considered when actioning a Temporary Transfer

Factor	Consideration
Has the application/notice been received in the approved form?	<p>That is –</p> <ul style="list-style-type: none"> <li>○ a notice signed by the employer, apprentice/trainee (and, if the apprentice/trainee is under 18, their parent/guardian if appropriate) and the new employer; and</li> <li>○ state the name of the new employer;</li> <li>○ state the day the transfer took effect;</li> <li>○ state the period of the transfer;</li> <li>○ state that the transfer is agreed to be each of the parties to the registered training contract.</li> </ul> <p>The FET Act requires that the notice be in the approved form, and the Department 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>
What if there are concerns about the supervision arrangements with the new employer?	A regional officer/RQB may need to investigate.

