



Information regarding assigning (transferring) a training contract to a new employer

An employer may assign (transfer) a training contract to a new employer if the apprentice* and the new employer consent to the assignment and the training contract is still active. Assignment requests cannot be accepted for training contracts that have ended (for example, expired, or been cancelled, completed or terminated).

Approval from the Apprenticeship Office

An employer must not assign (transfer) the training contract to a new employer until written approval has been received from the Apprenticeship Office.

Commencement date and probation period with the new employer

The commencement date with the new employer is the date when the assignment request is approved by the Apprenticeship Office. There is a one month probation with the new employer from this date.

New employer's obligations

By agreeing to enter into a training contract with the apprentice, the new employer accepts all obligations of the employer under the training contract. The current employer should provide the new employer with a copy of the training contract obligations. The new employer should read, understand and accept these obligations before consenting to the assignment (transfer) of the training contract.

To give written notice of the proposed assignment:

- complete and sign the attached form; 'Notice to assign (transfer) a training contract to a new employer'; or
- provide the Apprenticeship Office with written notice of the proposed assignment (transfer), including the written consent of the apprentice (and guardian, if applicable), and the new employer, as well as the new employer's details (see attached form for required details). The apprentice and the new employer can provide their consent to the assignment by email to apprenticeshipoffice@dtwd.wa.gov.au.

Assigning a suspended training contract to a new employer

Suspension of a training contract ceases as soon as the contract is assigned to a new employer. The new employer and the apprentice are required to notify the Apprenticeship Office if they wish to continue with the suspension arrangement.

Please note: it is important that no coercion takes place for either party to agree to assign the training contract.

**The term 'apprentice' covers apprentices, trainees, cadets and interns.*

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Please read the information sheet before completing and returning this form. If you have any questions or concerns, contact the Apprenticeship Office before signing this form. Email the completed form to apprenticeshipoffice@dtwd.wa.gov.au.

Apprentice's details		
Name:	Training contract ID:	
DOB:	Email:	Mobile:
Address:	Suburb:	PC:
Current employer's details		
Legal name:	ABN:	
Proposed new employer's details <i>(all fields are mandatory)</i>		
Legal name:	ABN:	
Trustee name <i>(if applicable)</i> :		
Trading name <i>(if applicable)</i> :		
Email: <i>(to be used for all training contract correspondences)</i>	Phone:	
Business address:	Suburb:	PC:
Postal address:	Suburb:	PC:
Site address: <i>(where the apprentice will be working)</i>	Suburb:	PC:
Contact person:	Contact No:	
Contact person's email:	Total number of employees:	
Host employer <i>(if applicable)</i> :		
Preferred Apprenticeship Support Network Provider:		
<p>By signing this form, I acknowledge that I have read and understood the information on the information sheet and confirm that the parties below consent to this assignment (transfer).</p> <p>I agree that the commencement date with the new employer is the date when this assignment request is approved by the Apprenticeship Office and the apprentice is on a one month probationary period with the new employer from this date.</p>		
Apprentice's name <i>(Please print)</i>	Apprentice's signature	Date
Current employer's name <i>(Please print)</i>	Current employer's signature	Date
New employer's name <i>(Please print)</i>	New employer's signature	Date
Guardian's name <i>(if the apprentice is under 18)</i> <i>(Please print)</i>	Guardian's signature	Date

Apprenticeship Office

T: 13 19 54

E: apprenticeshipoffice@dtwd.wa.gov.au

W: dtwd.wa.gov.au/apprenticeship-office

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