



Important information regarding notice to extend a training contract

The parties to a training contract may apply to extend the training contract with the Apprenticeship Office, only if all parties have agreed to the extension before the application is lodged. The extension only comes into effect when approval from the Apprenticeship Office is given.

Extension notices must be received before the expiry date of the training contract.

Notices received after a training contract has expired cannot be considered. Contact the Apprenticeship Office on 13 19 54 if this applies to you.

To lodge an application:

- The parties should complete the attached form; *'Notice to extend a training contract'*.
- The employer and the apprentice* (and parent/guardian of apprentices under the age of 18) should sign the form before submitting it to the Apprenticeship Office at apprenticeshipoffice@dtwd.wa.gov.au.

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

Extension period

The extension should be for a period sufficient to allow the apprentice to attain all required competencies.

The parties should:

- discuss the remaining (if any) on the job training and competencies;
- discuss the remaining (if any) off the job competencies with the registered training organisation; and
- select a new expiry date based on the remaining time it will take for the apprentice to achieve the remaining off and/or on the job competencies.

Alternatives to extending the training contract

There may be alternatives to extending a training contract. Contact the Apprenticeship Office on 13 19 54 for more information.

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

Notice to extend a training contract

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:	
Address:	Suburb	PC:
Mobile:	Email:	

Employer's details		
Legal name:		
Trading name:		
Address:	Suburb:	PC:
Contact person:	Contact no:	
Email:		
Host employer <i>(if applicable)</i> :		

Reasons for extension <i>(for statistical purposes only)</i>

By signing this form, I hereby certify that I have read and understood the information on the information sheet and confirm that all parties to the training contract have agreed to extend the training contract until the new expiry date stated below.	
New expiry date: _____	
<i>(Only one party is required to sign this form.)</i>	
Apprentice's signature: _____	Date: _____
Employer's signature: _____	Date: _____
Guardian's signature: _____	Date: _____

Apprenticeship Office

T: 13 19 54

E: apprenticeshipoffice@dtwd.wa.gov.au

W: dtwd.wa.gov.au/apprenticeshipoffice