



Important information regarding extending the probation period of a training contract

A party to a training contract may apply to extend the probation period of their contract, as long as they ensure they meet the following terms and conditions.

An extension to probation application must be received before the probation period expires. Requests to extend a probation period after the probation period has expired cannot be considered. Please contact the Apprenticeship Office on 13 19 54 if this applies to your circumstances.

Duration of extensions

The period of extension to the probation period must not exceed the original probation period and extending the probation period does not extend the duration of the training contract.

Check with your relevant Award for provision regarding extension to the probation period

If your contract is subject to a Federal award or agreement and such award or agreement prohibits you from extending the probation period, your application cannot be approved.

To lodge an application:

- A party/the parties should complete the attached form '*Application to extend the probation period of a training contract*'.
- The employer and/or 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.

Alternatives to extending the probation period of a training contract

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

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

Application to extend the probation period of 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:	
Host employer (if applicable):		

Please indicate the employment arrangement:	
<input type="checkbox"/> Federal Award	<input type="checkbox"/> Australian Workplace Agreement
<input type="checkbox"/> Certified Agreement	<input type="checkbox"/> State Workplace Agreement
<input type="checkbox"/> State Award	<input type="checkbox"/> Other
Name of Agreement/Award is: _____	

Reasons for extension to probation period

By signing this form, I hereby certify that all parties have read and understood the information on the information sheet and agreed to the period of extension to probation as below. Period of extension to probation period: _____	
<i>(only one party is required to sign this form)</i>	
Apprentice's signature: _____	Date: _____
Employer's signature: _____	Date: _____
Guardian's signature: _____ <i>(required if apprentice is under 18)</i>	Date: _____

Apprenticeship Office
T: 13 19 54
E: apprenticeshipoffice@dtwd.wa.gov.au
W: dtwd.wa.gov.au/apprenticeshipoffice