



## Important information regarding termination of a training contract during the probation period

A party to a training contract may terminate the contract during the probation period by completing the attached form. This form does not require the signatures of all parties.

The termination does not prevent the apprentice\* from entering into a new training contract.

### **This form can only be completed if the training contract termination is within the probation period**

Following the expiry of the probation period, a legal process must be followed when terminating a training contract.

To confirm the termination occurred during the probation period, refer to Question 5 of the Apprenticeship/Traineeship Training Contract. The probation period begins from the commencement date of employment as stated at Question 3 of the Training Contract.

### **Completing the 'Notice to terminate a training contract during the probation period' form**

- Complete all relevant details on the attached form;
- sign the form; and
- email the form to the Apprenticeship Office at [apprenticeshipoffice@dtwd.wa.gov.au](mailto:apprenticeshipoffice@dtwd.wa.gov.au).

### **Alternatives to terminating the contract during probation period**

There are other options to terminating the training contract in probation. Contact the Apprenticeship Office on 13 19 54 for more information.

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

## Notice to terminate a training contract during probation period

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](mailto: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 <i>(if applicable)</i> :		

Reasons for termination during probation period

By signing this form, I hereby certify that I have read and understood the information on the information sheet and understand that the training contract between the parties above will be terminated in probation.	
<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](mailto:apprenticeshipoffice@dtwd.wa.gov.au)

W: [dtwd.wa.gov.au/apprenticeshipoffice](http://dtwd.wa.gov.au/apprenticeshipoffice)