



Fact sheet

Termination of a training contract with apprentice consent

Following the expiry of the probation period, an employer must not terminate a training contract unless the apprentice* consents to it. Consent should also be obtained from the parent or guardian if the apprentice is under 18 years of age.

Notifying the Apprenticeship Office of a termination with apprentice consent

The employer or apprentice should notify the Apprenticeship Office of a termination of a training contract with apprentice consent. This can be achieved by completing the notice to terminate a training contract form.

A 'Notice to terminate a training contract' form can be downloaded from the Apprenticeship Office website under *forms and fact sheets relating to a training contract*. Alternatively, the parties may email the Apprenticeship Office with the required information at apprenticeshipoffice@dtwd.wa.gov.au.

Apprentice's consent not obtained

Where the employer wants to terminate the training contract and the apprentice does not consent, the employer or apprentice may seek assistance from their nominated Australian Apprenticeship Support Network provider for advice and guidance. The AASN provider may facilitate a conciliation meeting between the parties and present alternatives to termination.

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