



Fact sheet

Out of contract apprentices – Frequently asked questions

I am an apprentice whose training contract has recently been terminated or cancelled. Who can assist me?

The Department of Training and Workforce Development's Apprenticeship Office notifies your Australian Apprenticeship Support Network (AASN) provider once your training contract is administratively closed. Your AASN provider may assist you in entering into another apprenticeship/traineeship. For further information please call your AASN provider on 13 38 73.

Can I still attend off the job training after my contract is terminated or cancelled?

This can be negotiated between you and your nominated training provider. If you are unsure of who your nominated training provider is please contact your AASN provider on 13 38 73.

Will the Department fund the off the job training for an out of contract apprentice?

The Department will subsidise the apprentices or trainees with a cancelled or terminated training contract for up to six months from the date their record was administratively closed on the Department's system. The student will be responsible for any fees and charges payable under the Department's *VET Fees and charges policy*.

My training contract has expired. Will the Department fund my training if I am out of contract due to my training contract expiring?

The Department will only subsidise apprentices or trainees with a cancelled or terminated training contract.

Can I complete my qualification under an apprenticeship pathway after attending my off the job training while out of contract?

You cannot complete a qualification under an apprenticeship pathway unless you are under a training contract.

You may recommence your apprenticeship or traineeship with another employer, under a new training contract. Under the competency based system, any competencies you have previously attained should be recognised in your new training contract.

Trade Skills Recognition is another option to obtain the qualification and apprenticeship. You may wish to discuss this with your nominated training provider. If you are unsure who your nominated training provider is please contact your AASN provider on 13 38 73.

Will the Department still issue a list of out of contract apprentices to employers?

The Apprenticeship Office no longer maintains an *Out of Contract Register* and therefore is unable to provide this information to employers.

Each of the AASN providers offers their own job matching service, including the ability for employers to advertise apprenticeship and traineeship positions. Please contact your AASN provider on 13 38 73 for more information.

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

Disclaimer: The Department of Training and Workforce Development registers and administers training contracts and regulates the apprenticeship system in Western Australia consistent with Part 7 of the *Vocational Education and Training Act 1996* and Part 4 of the *Vocational Education and Training (General) Regulations 2009*.

Apprenticeship Office

T: 13 19 54

E: apprenticeshipoffice@dtwd.wa.gov.au

W: dtwd.wa.gov.au/apprenticeshipoffice