



Fact sheet

Termination of a training contract during probation period

The probation period of a training contract begins on the commencement date stated in question three of the contract, and is either:

- three months; or
- a period that is one-twelfth of the contract's nominal term (specified in question four of the contract).

The probation period, which must be a minimum of one month, provides an opportunity for the employer and the apprentice* to assess the apprentice's compatibility and suitability to the vocation. During the probation period either party can terminate the training contract.

Notifying the Apprenticeship Office of a termination in probation

The parties to the contract should notify the Apprenticeship Office if the training contract is going to be terminated in the probation period.

A 'Notice to terminate the training contract during probation period' form can be downloaded from the Apprenticeship Office website at dtwd.wa.gov.au/apprenticeship-office. Alternatively, the parties may email the Apprenticeship Office at apprenticeshipoffice@dtwd.wa.gov.au with the date on which the contract was terminated.

Dispute resolution

If a dispute arises in respect of the training contract, the Apprenticeship Office can facilitate a dispute resolution meeting with the parties in an effort to resolve matters to support the continuation of the training contract. Advice and guidance about other available options will also be provided at these meetings.

**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