



Fact sheet

Assignment (transfer) of a training contract to a new employer

A training contract entered into between an apprentice* and an employer may be transferred from one employer to another provided that the current employer, the new employer and the apprentice agree.

Suspended and ended training contracts

Any suspension over a training contract ceases as soon as the contract is assigned to a new employer. The new employer and the apprentice are required to notify the Department's Apprenticeship Office if they wish to continue the suspension arrangement.

Assignment requests cannot be accepted for training contracts that have ended (for example, expired, or been cancelled, completed or terminated).

Approval of assignment

An employer must not assign a training contract to a new employer unless prior approval has been obtained from the Apprenticeship Office. In seeking such approval, the current employer (as indicated in the training contract) must give the Apprenticeship Office written notice of the assignment details, which include the:

- details of the new employer;
- written consent of the new employer; and
- written consent of the apprentice (and parent/guardian if required).

Employers can download a 'Notice to assign (transfer) training contract to a new employer' form from the Apprenticeship Office website at dtwd.wa.gov.au/apprenticeshipoffice.

Alternatively, employers may email the Apprenticeship Office at apprenticeshipoffice@dtwd.wa.gov.au with the required information.

Sale of business

When a business is sold, the new business owner is not required to continue with the training contract. Where a new business owner chooses to continue with the training contract, the employer (as indicated in the training contract) must provide the written notice of the assignment as per the requirements above.

Where the new owner does not agree to the assignment, the training contract should be terminated between the existing employer and the apprentice.

Assignment probationary period

The apprentice is on a one month probationary period from the commencement date with the new employer. The commencement date is the date when the assignment request is approved by the Apprenticeship Office.

**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

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