



## FACT SHEET

# Cancellation of training contract due to apprentice abandonment

A training contract may be cancelled if an employer is not able to train an apprentice\* adequately or the apprentice is not fulfilling their obligations under the contract, due to the apprentice abandoning their training contract.

### **Abandonment of a training contract**

If an apprentice is absent from the workplace or fails to attend the off the job training with the nominated training organisation for a continuous period without authorisation or explanation, the apprentice may be deemed to have abandoned their training contract.

**Please note:** An apprentice is not considered to have abandoned the training contract if the training contract is under suspension.

### **Possible consequences of abandonment**

If an apprentice has abandoned their training contract, the employer is unable to train the apprentice adequately. Or if an apprentice fails to attend the off the job training with the nominated training organisation, they have not complied with their training contract obligations. On this basis, the Department of Training and Workforce Development (the Department) may cancel the registration of the training contract.

### **Establishing evidence of abandonment**

No application is required from an employer for a training contract to be cancelled on the basis of abandonment. However, the employer must demonstrate that abandonment has occurred.

Information that may support the employer's claim of apprentice abandonment may include, but is not limited to:

- time sheets or other attendance records;
- all correspondence and records of contact, if any, from the apprentice;
- evidence of attempts made by the employer to contact the apprentice such as letters, emails, phone calls, text messages, communications sent through social media, or any visits made to the apprentice's residence; and
- off the job training attendance and progress reports.

### **Providing evidence of apprentice abandonment**

An employer may provide any evidence that supports the claims of apprentice abandonment to the Apprenticeship Office by emailing [apprenticeshipoffice.compliance@dtwd.wa.gov.au](mailto:apprenticeshipoffice.compliance@dtwd.wa.gov.au)

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