



## Fact sheet

# Extending and completing training contracts

### Extension

A training contract expires if it reaches the expected term of the apprenticeship (refer to question 4 of the training contract) without the apprentice\* having attained all the required competencies, or if a request for an extension has not been approved by the Apprenticeship Office.

All parties should agree to extend the training contract before a request is made to the Apprenticeship Office, however only one party is required to give notice to the Apprenticeship Office.

An extension notice must be received before the expiry date of the training contract.

Extension notices received after a training contract has expired cannot be considered.

### Extension period

In determining the length of extension required, the parties should consider the time it will take for the apprentice to achieve all of the on and off the job competencies.

Your registered training organisation (RTO) can assist in determining the appropriate time that may be required.

A 'Notice to extend a training contract' form can be downloaded from the Apprenticeship Office website at <http://www.dtwd.wa.gov.au/apprenticeship-office>.

Alternatively, employers or apprentices may email the Apprenticeship Office at [apprenticeshipoffice@dtwd.wa.gov.au](mailto:apprenticeshipoffice@dtwd.wa.gov.au) with the required information.

There is no restriction on the number of extensions sought, as long as all parties to the contract agree to the extension.

### Completion

A training contract is successfully completed when there is agreement from the employer, the RTO and the apprentice that the apprentice has attained all the required competencies, regardless of the expiry date of the contract.

Apprenticeship Office

T: 13 19 54

E: [apprenticeshipoffice@dtwd.wa.gov.au](mailto:apprenticeshipoffice@dtwd.wa.gov.au)

W: [dtwd.wa.gov.au/apprenticeshipoffice](http://dtwd.wa.gov.au/apprenticeshipoffice)



It is the RTO's responsibility to complete a training contract and issue the qualification.  
Contact your RTO if you are unsure whether your contract is completed.

*\*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.

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