



## FACT SHEET

# Extending a training contract

### 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 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 [dtwd.wa.gov.au/apprenticeship-office](http://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.

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

Apprenticeship Office

T: 13 19 54

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

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