



Fact sheet

Extension of training contract probation period

All training contracts entered into between an apprentice* and an employer have a probation period.

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

- three months; or
- one-twelfth of the contract's nominal period.

Please note: the probation period must not be less than one month, unless it is for an assignment of a training contract.

Extension of probation

During probation, an apprentice or employer may apply to the Apprenticeship Office to extend the probation period.

The extension requested must not exceed the initial probation period. For example, where the initial probation period was one month, the maximum extension to the probation period will be one month.

A 'Notice to extend a training contract' form can be downloaded from the Apprenticeship Office website at dtwd.wa.gov.au/apprenticeship-office. Alternatively, employers or apprentices may email the Apprenticeship Office at apprenticeshipoffice@dtwd.wa.gov.au with the required information.

A training contract can be terminated by either party during the probation period. Refer to the 'Termination of a training contract during probation period' fact sheet for further information.

**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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