



Information regarding assigning a training contract to a new employer

An employer may assign a training contract to a new employer if the apprentice* and the new employer consent to the assignment and the training contract is still active. Assignment requests cannot be accepted for training contracts that have ended, for example; if they have expired or been cancelled, completed or terminated.

Approval from the Apprenticeship Office

An employer must not assign (transfer) the training contract to a new employer until approval has been received from the Apprenticeship Office.

Commencement date and probation period with the new employer

The apprentice is on probation with the new employer for one month commencing on the date on which the apprentice starts work with the new employer.

Employer's obligations

By agreeing to enter into a training contract with the apprentice, the new employer accepts all obligations of the employer under the training contract from the date on which the assignment is approved by the Department. The current employer should provide the new employer with a copy of the training contract obligations, which can be found at dtwd.wa.gov.au/apprenticeship-office. The new employer should read, understand and accept these obligations before consenting to the assignment (transfer) of the training contract.

The new employer will be required to negotiate and sign a new training plan with the apprentice and the nominated registered training organisation within six weeks after the date when the parties are notified of the approval of assignment. The training plan should reflect training and assessment already undertaken with the previous employer.

To give written notice of the proposed assignment:

- complete and sign the attached form *Notice to assign a training contract to a new employer*; or
- provide the Apprenticeship Office with written notice of the proposed assignment, including the written consent of the apprentice (and guardian, if applicable), and the new employer, as well as the new employer's details (see attached form for required details). The apprentice and the new employer can provide their consent to the assignment separately, by email to apprenticeshipoffice@dtwd.wa.gov.au. The written notice must include the date on which the apprentice commences with the new employer.

Assigning a suspended training contract to a new employer

Suspension of a training contract ceases as soon as the contract is approved to be assigned to a new employer. The new employer and the apprentice are required to submit a suspension notice to the Apprenticeship Office if they wish to continue with the suspension arrangement.

Please note: it is important that no coercion takes place for either party to agree to assign the training contract.

The term 'apprentice' covers apprentices, trainees, cadets and interns

Notice to assign a training contract to a new employer

Please read the information sheet before completing and returning this form. If you have any questions or concerns, contact the Apprenticeship Office before signing this form. Email the completed form to apprenticeshipoffice@dtwd.wa.gov.au

Apprentice's details		
Name:		Training contract ID:
DOB:	Email:	Mobile:
Address:	Suburb:	PC:
Current employer's details		
Legal name:		ABN:
Proposed new employer's details <i>(all fields are mandatory)</i>		
Legal name:		ABN:
Trustee name <i>(if applicable)</i> :		
Trading name <i>(if applicable)</i> :		
Email: <i>(to be used for all training contract correspondences)</i>		Phone:
Business address:	Suburb:	PC:
Postal address:	Suburb:	PC:
Site address: <i>(where the apprentice will be working)</i>	Suburb:	PC:
Contact person:	Contact No:	
Contact person's email:	Total number of employees:	
Host employer <i>(if applicable)</i> :		
Preferred Apprenticeship Support Network Provider: <i>(if this information is not provided an AASN provider will be assigned for you)</i>		
Commencement date with new employer:		
<p>By signing this form, I acknowledge that I have read and understood the information on the information sheet and confirm that the parties below consent to this assignment (transfer).</p> <p>I confirm that the apprentice will start work with the new employer on the Commencement date with new employer stated on this form, and that the apprentice is on a one month probation period from this date. I understand that the assignment of the training contract will take effect when this request is approved by the Apprenticeship Office, which may be before the date apprentice intends to start work with the new employer.</p>		
----- Apprentice's name <i>(Please print)</i> -----	----- Apprentice's signature -----	----- Date -----
----- Current employer's name <i>(Please print)</i> -----	----- Current employer's signature -----	----- Date -----
----- New employer's name <i>(Please print)</i> -----	----- New employer's signature -----	----- Date -----
----- Guardian's name <i>(if the apprentice is under 18)</i> <i>(Please print)</i> -----	----- Guardian's signature -----	----- Date -----

Apprenticeship Office
T: 13 19 54
E: apprenticeshipoffice@dtwd.wa.gov.au
W: dtwd.wa.gov.au/apprenticeship-office

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