



FACT SHEET/FORM

Assigning (transferring) a training contract to a new employer

An employer may assign a training contract to a new employer if the apprentice* (and parent/guardian if applicable) and the new employer consent to the assignment and the training contract is still in effect. Assignment requests cannot be approved for training contracts that have ended (for example; expired, or been cancelled, completed or terminated).

Submitting assignment requests

The current employer, new employer and apprentice (and parent/guardian if applicable) are required to complete and sign the attached form, *Notice to assign a training contract to a new employer*, and send it to the Apprenticeship Office via email:

apprenticeshipoffice@dtwd.wa.gov.au.

An employer should not assign 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 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 of Training and Workforce Development. 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 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.

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.

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

Notice to assign a training contract to a new employer

Please read the fact sheet before completing and returning this form. If you have any questions, contact the Apprenticeship Office before signing this form.

Email the completed form to apprenticeshipoffice@dtwd.wa.gov.au.

Apprentice details		
Name:	Training contract ID:	
DOB:	Email:	Mobile:
Address:	Suburb:	Postcode:
Current employer details		
Legal name:	ABN:	
Proposed new employer 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:	Postcode:
Postal address:	Suburb:	Postcode:
Site address: <i>(where the apprentice will be working)</i>	Suburb:	Postcode:
Contact person:	Contact no:	
Contact person's email:	Total number of employees:	
Host employer <i>(if applicable)</i> :		
Preferred Apprenticeship Support Network (AASN) 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 fact 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 <i>Commencement date with new employer</i> 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 the apprentice intends to start work with the new employer.</p>		
----- Apprentice name <i>(Please print)</i>	----- Apprentice signature	----- Date
----- Current employer name <i>(Please print)</i>	----- Current employer signature	----- Date
----- New employer name <i>(Please print)</i>	----- New employer signature	----- Date
----- Parent/guardian name <i>(if applicable)</i> <i>(Please print)</i>	----- Parent/guardian signature	----- Date

Apprenticeship Office

T: 13 19 54

E: apprenticeshipoffice@dtwd.wa.gov.au

W: dtwd.wa.gov.au/apprenticeshipoffice

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