



FACT SHEET

Cancellation of training contract due to apprentice abandonment

A training contract may be cancelled if an employer is not able to train an apprentice* adequately or the apprentice is not fulfilling their obligations under the contract, due to the apprentice abandoning their training contract.

Abandonment of a training contract

If an apprentice is absent from the workplace or fails to attend the off the job training with the registered training organisation for a continuous period without authorisation or explanation, the apprentice may be deemed to have abandoned their training contract.

Please note: An apprentice is not considered to have abandoned the training contract if the training contract is under suspension.

Possible consequences of abandonment

If an apprentice has not turned up to work, the employer is unable to train the apprentice adequately or if an apprentice fails to attend their off the job training with the registered training organisation, they may not have complied with their training contract obligations. On this basis, the Department of Training and Workforce Development (the Department) may cancel the registration of the training contract.

Establishing evidence of abandonment

No application is required from an employer for a training contract to be cancelled on the basis of abandonment. However, the employer must demonstrate to the Department that abandonment has occurred. Information that may support the employer's claim of apprentice abandonment may include, but is not limited to:

- time sheets or other attendance records;
- correspondence and records of contact, if any, from the apprentice;
- evidence of attempts made by the employer to contact the apprentice such as letters, emails, phone calls, text messages, communications sent through social media, or any visits made to the apprentice's residence; and
- off the job training attendance and progress reports.

Providing evidence of apprentice abandonment

An employer may provide any evidence that supports the claims of apprentice abandonment to the Apprenticeship Office by emailing apprenticeshipoffice.compliance@dtwd.wa.gov.au.

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