



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 considered for training contracts where:

- the contract has ended (for example; expired, cancelled, completed or terminated); or
- there has been a break in employment between the two employers that exceeds more than one pay period.

A training contract is assigned to the new employer on the date the Apprenticeship Office approves the application.

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 email it to the Apprenticeship Office: apprenticeshipoffice@dtwd.wa.gov.au prior to commencing with the new employer.

Commencement date and probation period with the new employer

The apprentice is on probation with the new employer for one month, from the commencement 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 current training contract from the date of commencement with the new employer. 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 the parties are notified of the approved assignment. The training plan should reflect the 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 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 Apprenticeship Office before signing this form.

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

Apprentice/trainee details		
Name:	Training contract ID:	
DOB:	Email:	Mobile:
Address:	Suburb:	Postcode:
Current employer details <i>(all fields are mandatory)</i>		
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> :		
Employer type: <input type="checkbox"/> Private sector <input type="checkbox"/> Group training organisation <input type="checkbox"/> Government Business Enterprise <input type="checkbox"/> Local Government <input type="checkbox"/> State Government <input type="checkbox"/> Commonwealth Government		
Email: <i>(to be used for all training contract correspondence)</i>		
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 the parties below consent to this assignment (transfer). I confirm that the apprentice is on a one-month probation from the date of commencement with the new employer. The assignment of the training contract will take effect from the date the Apprenticeship Office approves the application. I confirm there has not been a break in employment between the two employers that exceeds more than one pay period.</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> -----	----- Parent/guardian signature <i>(if applicable)</i> -----	----- Date -----