Vary a training contract

Application

About this form

This form is for apprentices, trainees and employers wishing to vary the details of their training contract. Once completed, please return this form to your Apprentice Connect Australia Provider. To find your provider, see:

* [Australian Apprenticeships](https://www.apprenticeships.gov.au/who-to-contact/search-for-a-provider)

This form must be signed by a director of the legal entity that employs the apprentice or trainee, or a person authorised to bind the legal entity.

Contract variation

Mutual consent is required to vary the details of the training contract. If you do not agree to the variation of your training contract, do not sign this form. Contact your Apprentice Connect Australia Provider or call the VRQA on 1300 722 603 to discuss your options. For apprentices who are under 18 years of age, the parent/guardian will need to agree and is required to also sign this form.

Amendments to a training contract can include:

* change of qualification (please provide date of effect)
* time credit to recognise skills and training
* extension of the completion date (if more than six months, please attach a copy of the revised training plan from the registered training organisation (RTO) or an email from the RTO confirming that the revised training plan is on file)
* change of RTO (please provide date of enrolment with the new RTO)
* change between part time and full time (please provide the date of effect and new hours per week)
* change of apprentice legal name (please attach evidence) or contact details (does not require mutual consent)
* change of employer contact details (does not require mutual consent)
* other changes as required.

**Note:** this form cannot be used to change the employer legal entity.

Privacy notice

We will handle your personal information in accordance with the *Privacy and Data Protection Act 2014*. The VRQA collects and uses the information you provide in this form for the primary purpose of variation of a training contract. In accordance with the *Education and Training Reform Act 2006* the VRQA may disclose information collected to various prescribed persons and bodies. The information may also be disclosed where otherwise authorised or required by law. Without the information in this form, we are unable to assess your application. You are able to request access to the personal information we hold about you under the *Freedom of Information Act 1982*, and request that it be corrected.

For more information see: [vrqa.vic.gov.au/vrqa-privacy-statement](https://www2.vrqa.vic.gov.au/vrqa-privacy-statement) Vary a training contract

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| Contract variations details |
| Training contract currently states |  |
| Training contract to be varied to |  |
| Reason for change |  |
| Date of variation (effect date) |
| day | month | year |
| Employer details |
| Legal entity name (e.g. company) |  |
| Trading name |  |
| ABN |  |
| Contact name |  |
| Telephone |  | Phone |  |
| Email |   |
|  Apprentice/trainee details |
| Full name |  |
| Date of birth | day | month | year |
| Registration no  |  |
| Email |  | Phone |  |

|  |  |
| --- | --- |
| Employer (name of legal entity) |  |
| Director/authorised person name |  |
| Date | \_ \_ / \_ \_ / \_ \_ \_ \_ | Director/authorised person signature |  |
| Apprentice/trainee name |  |
| Date | \_ \_ / \_ \_ / \_ \_ \_ \_ | Apprentice/trainee signature |  |
| Is apprentice/trainee under 18 years of age? |[ ]  No |[ ]  Yes, parent/guardian to sign below: |
| Parent/guardian name |  |
| Date | \_ \_ / \_ \_ / \_ \_ \_ \_ | Parent/guardian signature |  |