

## Minor amendment of a registered training contract

**Examples** of minor amendments include changes to:

- the apprentice's or trainee's name – e.g. through marriage or by deed poll
- the employer's trading name
- correct a typographical error in a party's name or address
- a party's address

**Evidence** – An original document or a copy certified by a Justice of the Peace is required for a change of apprentice/trainee's name or date of birth. Please do not send an original document through the post.

**Amendments will not take effect until the Department of Employment, Small Business and Training's records are updated.**

**Applicant and training contract details** The applicant **must** advise the other party to the training contract of the amendment.

<b>Applicant's name</b> (apprentice/trainee or employer):			
<b>Applicant's signature:</b>		<b>Date:</b>	
<b>Training contract registration number:</b>		This 9 digit number starting with 20 will appear on any documentation relating to the training contract received from the department or Australian Apprenticeship Support Network provider.	
<b>Apprentice's or trainee's name:</b>		<b>Date of birth:</b>	

**(A) Change of apprentice or trainee's name** (documentary proof of change required) **OR employer's trading name**

<b>Previous name or trading name:</b>	
<b>New name or trading name:</b>	

**(B) Change of residential and/or postal and/or workplace address and/or email address and/or contact person and/or phone number(s)**

Indicate which party the change relates to:  Apprentice or trainee  Employer  Parent or guardian

<b>New residential or workplace address:</b>		<b>Postcode:</b>	
<b>New postal address:</b>		<b>Postcode:</b>	
<b>New email address:</b>			
<b>New contact person:</b>		<b>Phone number(s):</b>	

**(C) Other amendment**

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### How to return this form

Please return the **completed** and **signed** form to BUSY At Work at: [busy@busyatwork.com.au](mailto:busy@busyatwork.com.au)

**Privacy Notice** – The Department of Employment, Small Business and Training (DESBT) or Australian Apprenticeship Support Network provider is collecting the information on this form in accordance with Section 21 of the *Further Education and Training Act 2014 (Qld)* in order to ensure the information with respect to the training contract is current and accurate. Information collected on this form may also be used by DESBT for generating statistics. DESBT routinely gives some or all of this information to the Australian Government Department of Education and Training, Australian Apprenticeship Support Network providers, Queensland Curriculum and Assessment Authority and schools (for school-based apprentices/trainees) and registered training organisations for the purpose of updating the status of the training contract and/or verifying subsidy claims. Your information will not be disclosed to any other person or agency unless you have given permission or it is required or authorised by law.