

Change of supervising registered training organisation (SRT0)

This form has been developed for use by an employer or SRT0 acting on behalf of the parties to a training contract, to notify a change of SRT0 under the *Further Education and Training Act 2014*.

The employer and apprentice or trainee must agree if an SRT0 is to be replaced. Employers should ensure that they discuss the proposed change of SRT0 with their apprentice or trainee.

Change of SRT0 for one apprentice or trainee

Where the change of SRT0 affects only one apprentice or trainee, an employer should complete SECTIONS 1–3 of the form. The SRT0 is to complete SECTION 4.

Change of SRT0 for multiple apprentices and/or trainees

An employer seeking to change the SRT0 for multiple apprentices and/or trainees should complete SECTIONS 1 and 3 and attach a list of relevant apprentices and/or trainees, including (for each):

- registration number
- first name and family/surname
- date of birth.

The SRT0 is to complete SECTION 4.

To streamline the process for the parties, an SRT0 may notify the change of SRT0, on the condition that the SRT0 has the agreement of all the parties to act on their behalf. An SRT0 should keep sufficient evidence to prove, if requested, that they have the agreement of the parties.

An SRT0 submitting a form for multiple apprentices and/or trainees should complete SECTIONS 1 and 4 of the form and lodge it electronically with an Excel spreadsheet showing each apprentice/trainee's:

- registration number
- first name, family/surname
- date of birth.

Important notes

Failure to complete all details on this form may delay processing of this transaction.

The SRT0 is to:

- fully advise all parties to the training contract of the impacts, if any, the change of SRT0 may have on the apprentice's or trainee's eligibility to continue receiving any travel and/or accommodation subsidies and their eligibility for any continued State funding (User Choice) of the training being delivered to the apprentice(s) or trainee(s).

The employer is to:

- as required under the *Further Education and Training Act 2014*, to provide the SRT0 being replaced with at least **14 days'** notice of their replacement.

Employers or SRT0s should expect the changes to take effect within 2 weeks from the date that the Australian Apprenticeship Support Network Provider receives a fully completed form (and spreadsheet if required).

How to return this form

Please return the **completed** and **signed** form to **BUSY At Work at: busy@busyatwork.com.au or post to BUSY At Work, PO Box 303, Southport, Qld, 4215 or fax to 07 5571 0192.**

SRT0s submitting this form in respect of multiple apprentices/trainees should send it electronically and attach a spreadsheet in Excel format, containing the apprentice/trainee details stated above.

Change of supervising registered training organisation (SRTO)

1. Notification of amendment			
Old SRTO name:			
New SRTO name:		National ID no:	
Effective date of change to new SRTO:			
2. Apprentice or trainee details and declaration			
*Training contract registration number:	(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.)		
Qualification name:		Qualification code:	
Name:		Date of birth:	
Apprentice' or trainee postal address:			
If school-based, name of school:			
Email:		Mobile:	
By signing this document I confirm that I have been fully informed of the impacts, if any, a change of SRTO may have on receipt of any travel and/or accommodation subsidies and/or the continuation of state funding (User Choice) for the training being delivered to me .			
Apprentice or trainee's signature:		Date:	
3. Employer details and declaration			
Trading name:		ABN:	
Contact person:		Position:	
Email:		Phone number:	
By signing this document I declare on behalf of the entity named in the employer's details above that:			
<ul style="list-style-type: none"> The change of SRTO is being notified in agreement with the apprentice(s) and/or trainee(s) shown (on this form and/or on the attached list) and the agreement of the new SRTO, and the replaced SRTO has been notified as per s70(2)(a) of the <i>Further Education and Training Act 2014</i>. Where applicable and appropriate, the change of SRTO is being notified in agreement with the parent(s) of the apprentice(s) and/or trainee(s). I will negotiate a training plan with each apprentice and/or trainee shown on this form or attached list and the new SRTO. For any school-based apprentice(s) and/or trainee(s) affected by this change, I will negotiate a new schedule of education, training and employment with the parties and the school(s) where changes will impact upon the previously agreed arrangements. 			
Signature:		Date:	
4. New supervising registered training organisation details and declaration			
Name of SRTO:		Phone number:	
Name of authorised person signing for SRTO:		Mobile :	
By signing this document I declare that:			
<ul style="list-style-type: none"> I agree to be the SRTO for the apprentice(s) and/or trainee(s) shown on this form or attached list. I have fully informed all parties of the impacts, if any, the transfer to my organisation may have, particularly in respect of continued State funding (User Choice) on their training and eligibility for any travel and/or accommodation subsidies they may receive. I will negotiate a new training plan with the parties for each apprentice and/or trainee shown on this form or attached list, including an assessment of the employer's capacity to provide, or arrange to provide, the facilities range of work, supervision and training required under the training plan within 28 days of replacing the former SRTO. For any school-based apprentice(s) and/or trainee(s) affected by this change, I will negotiate a new schedule of education, training and employment with the parties and the school(s) where changes will impact upon the previously agreed arrangements. 			
Signature:		Date:	