BUSY At Work • 13 2879 (13 BUSY) • busy@busyatwork.com.au • Fax: (07) 5571 0192

Further Education and Training Act 2014
ATF–014

Extension of nominal term of a registered training contract

Where the nominal term of a training contract is due to end before the apprentice or trainee has completed the apprenticeship or traineeship, the employer, apprentice or trainee and supervising registered training organisation (SRTO) need to apply to extend the nominal term.

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

Training contract details			
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 the Australian Apprenticeship Support Network provider.	
Apprentice's or trainee's name:		**Date of birth:**	
Apprentice's email:			
Employer's trading name:		**ABN:**	
Employer's email:			

Details of extension			
We, the undersigned, agree to an extension of the registered training contract.			
AGREED NEW NOMINAL DATE:			
Reasons for the requested extension:			
Apprentice's or trainee's signature:		**Date:**	
Parent or Guardian's Name: (if appropriate)		**Phone number:**	
Parent or Guardian's email:			
Parent or Guardian's Signature:		**Date:**	
Employer's signature:		**Date:**	
Name of SRTO:			
Name of authorised person signing for SRTO:		**Phone number:**	
SRTO signature:		**Date:**	

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

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 23* of the *Further Education and Training Act 2014* (Qld) in order to extend the nominal term of the training contract between the abovementioned parties. 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, schools (for school-based apprentices and 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.