

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 appears on all documentation from the department or your Provider.)	
Apprentice or trainee's full name:			Date of birth:
Apprentice or trainee's email:			
Employer's trading name:			ABN:
Name of authorised person signing on behalf of employer:			
Employer's email:			
DETAILS OF EXTENSION			
We, the undersigned, agree to an extension of the registered training contract.			
AGREED NEW NOMINAL COMPLETION DATE:			
Reason(s) for the requested extension:			
Apprentice 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:
Name of authorised person signing on behalf of employer:			
Employer's signature:			Date:
Name of SRTO:			
Name of authorised person signing for SRTO:		Phone number:	
SRTO's signature:			Date:

How to return this form

Please return the completed form to MEGT (Australia) Ltd at cpuqueriesqld@megt.com.au or via mail: PO Box 311, Toowong DC, Qld 4066.