



How to apply for approval to exceed the required supervision ratio

1. Contact Traineeship and Apprenticeship Services (TAS) on **1800 673 097** and let the TAS Officer know you are an employer who believes they need to apply to exceed the 'normal' ratio requirements.
2. The TAS Officer will enquire about your organisation's location to direct your call to your local area Consultant who will ask you questions about your business and your plans to take on additional trainees/apprentices (this will take up to 20 minutes).
3. The answers to your questions will give the Consultant an idea about your need to apply to exceed (or not). After you have answered the checklist questions over the phone, if the Consultant believes that you have grounds to apply to exceed, they will post, email or fax a form for you to complete which is the trigger for your formal application.
4. Send the completed form back in to TAS. This can be done by mail to
GPO Box 320
Adelaide SA 5001
By email to
DFEEST.TAS@sa.gov.au
By fax to
(08) 8124 1401
5. The completed form, together with your answers to your checklist will help the Team Leader make a recommendation to the Manager (Traineeship and Apprenticeship Management) and the Director (Traineeship and Apprenticeship Services) regarding your application.
6. If there is additional information that the authorising persons require, you will be contacted over the phone to provide supporting documentation or information. Usually the checklist and the completed form are enough to make a decision.
7. You will be advised of the outcome of your application via telephone and in writing.