

Application to Suspend a Training Contract



Subject to the Training and Skills Development Act 2008, a Training Contract may not be suspended without the approval of the Training Skills Commission.

Training Contract Number _____ Employer Postcode

Apprentice/Trainee Name _____

Employer Legal Name _____

Vocation _____

Suspension period from / / to / / (Max 30 days if business reasons)

Is the Training Contract currently suspended? Yes No

Suspension is for Business or Non-business reasons

(If the initial suspension application is for more than 30 days, or this is an application to continue a non-business related suspension, evidence must be attached. For information on appropriate evidence to supply, see overleaf)

Reason for suspension (in your own words)

If the reason for suspension is listed as business reasons, please outline below the steps you have taken to avoid the need to suspend. (information on suggested remedies is overleaf)

The suspension must be by mutual agreement between the parties to the contract and parties **should not sign** this document against their will. Employment must recommence at the end of this suspension period.

Apprentice/Trainee's Signature _____ date _____

Parent/Guardian's Signature (if apprentice/trainee is under 18 years of age) _____ date _____

Employer's Signature (authorised employer representative) _____ date _____

Name and title of employer representative _____ Ph _____

Please return this form to:

Traineeship and Apprenticeship Services
 GPO Box 320, ADELAIDE SA 5001

OR Fax: (08) 8463 5654 **Phone:** 1800 673 097

Website: <http://www.skills.sa.gov.au/apprenticeships-traineeships> **Email:** dfest.tas@sa.gov.au

Traineeship & Apprenticeship Services

NOTES AND INSTRUCTIONS FOR EMPLOYERS AND APPRENTICES/TRAINEES APPLYING TO SEEK SUSPENSION FOR BUSINESS or NON BUSINESS RELATED REASONS

Business Related Reasons

Under the "Guidelines for Determining the Approval of the Suspension of a South Australian Training Contract for 'Business Related Reasons', Part 16. states:

"The maximum period for a suspension for business related reasons is 30 days. "However, after this period the Commission may review and extend such a Suspension upon consideration of the circumstances, including ongoing action taken to exhaust other avenues by the apprentice/trainee and the employer during the period of suspension."

Guidelines for Suspension of a training contract can be accessed at <http://www.tasc.sa.gov.au/>

To support an application for Suspension of the Training Contract for business related reasons, Traineeship & Apprenticeship Services requires evidence from the employer and the apprentice/trainee that actions have been undertaken to support the resumption of the training. Examples may include:

- In the case where more than 1 apprentice/trainee is employed, details of rotational Suspension arrangements
- Details of leave and/or rostered days off that have been brought forward or exhausted already
- Details of arrangements made with the Registered Training Organisation to bring forward training ***(please note that when an apprentice/trainee attends training the employer is required to pay them for the days they attend)***
- The names of employers approached regarding possible transfer of the Training Contract
- Any other actions taken by the employer including reduction in staffing levels.

Non Business Related Reasons

- Undertaking personal study
- Paternity or Maternity leave
- Personal travel
- Temporary change to role at work
- Personal leave
- Sickness, illness or injury (not work related)

To apply for a suspension citing any of the non-business reasons above where the initial period of suspension being applied for exceeds 30 days and for all applications to extend a contract already granted a suspension Traineeship and Apprenticeship Services requires evidence of the reason for suspension. This may include a prescribed medical certificate, travel itinerary, copies of leave applications, letter from a specialist of medical practitioner relating to an expected date of confinement for pregnancy and birth related long term suspension periods or letter of appointment if a temporary change in role has been granted.