


Training Contract variation application: Suspension



For assistance in completing this form call the Department for Innovation and Skills on 1800 673 097

Complete and submit this form to apply to suspend a Training Contract in South Australia.

A maximum of 30 days suspension is permitted for business suspensions; refer to notes and instructions on the following pages. Employment must recommence at the end of the suspension period. An approved suspension application will extend the term of the Training Contract by the period of suspension.

 Required fields are indicated with a red asterisk on the right hand side: *


 Please ensure the details in this application are correct, as further changes cannot be made once the application has been approved and finalised.

1. Trainee/apprentice details

First name(s): *	
Last name(s): *	
Phone no:	Mobile no:
Date of Birth (DD/MM/YY): <input type="text"/> / <input type="text"/> / <input type="text"/>	
Training Contract number: <input type="text"/> \ <input type="text"/> *	
Employer's legal name: *	

2. Suspension details

Is this a change to an existing suspension? <input type="checkbox"/> Yes <input type="checkbox"/> No *	
Suspension type (see information on page 3): <input type="checkbox"/> Business <input type="checkbox"/> Personal *	
Suspension start date (DD/MM/YY): <input type="text"/> / <input type="text"/> / <input type="text"/> *	
Suspension end date (DD/MM/YY): <input type="text"/> / <input type="text"/> / <input type="text"/> *	
Reason for suspension: *	

 See page 2 of this form for required signatures.

3. Signatures

By signing below you acknowledge that you are aware of your rights and obligations under the Training Contract and under the *Training and Skills Development Act 2008*. Please call the Department for Innovation and Skills on 1800 673 097 if you have any questions before you sign below.

Employer representative signature	* Print name: *
	Signature date: (DD/MM/YY) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> *
Employer phone number or email:	

Trainee/apprentice signature	* Print name: *
	Signature date: (DD/MM/YY) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> *

Parent/guardian signature (if learner aged under 18)	* Print name: *
	Signature date: (DD/MM/YY) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> *

You are advised to retain a copy of this form for your records.

Please submit all pages of this form to:

Post: **Traineeship and Apprenticeship Services**
GPO Box 320, Adelaide SA 5001

Fax: 08 8463 5654

Email: dis.tamfax@sa.gov.au

For assistance or more information:

Phone: 1800 673 097

Website: www.skills.sa.gov.au/apprentices



See page 3 for information about business and non-business related reasons for suspension applications.

Applying to seek a 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”, accessible from www.tasc.sa.gov.au, 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.”

To support an application for Suspension of the Training Contract for business related reasons, Traineeship and 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:

- Where more than one 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 (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.

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, or 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 or 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.