

EXTENSION OF PROBATIONARY PERIOD

ATF-036

Further Education and Training Act 2014



This form has been specifically developed for use by parties to the Training Contract to apply to the Department of Education, Training and Employment (DETE) or its agent to extend the probationary period. Applications **must** be received by DETE or its agent at least **14 days before the end of the probationary period**. Applications received after this time cannot be approved.

Extension of the probationary period of a Training Contract will not take effect until a decision has been made by an officer of DETE Training Queensland or its agent.

IMPORTANT: All fields marked with an asterisk (*) **must** be completed. The parent's or guardian's signature is only required if the apprentice or trainee is under the age of 18 and it is appropriate (e.g. the apprentice or trainee is not living independently of the parent or guardian).

| Training Contract details | |
|---|---|
| *Training Contract registration number: | This 9 digit number starting with 20 will appear on any documentation received from the Department. |
| *Training Contract commencement date: | |
| *Title of apprenticeship or traineeship: | |
| *Australian Apprenticeships Centre (AAC): | MEGT Australian Apprenticeships Centre |
| Important note for AAC: When electronically lodging the Training Contract please include a note advising that 'Extension of probationary period has been approved/not approved by MEGT Australian Apprenticeships Centre'. | |

| Apprentice or trainee details (and parent or guardian details if required and appropriate) | | | |
|--|--|------------|--|
| *Name: | | | |
| *Postal address: | | *Postcode: | |
| Email: | | Mobile: | |
| *Parent or guardian's name: | | | |
| *Postal address: | | *Postcode: | |
| Email: | | Mobile: | |

| Employer's details | | | |
|--------------------|--|------------|--|
| *Trading name: | | *ABN: | |
| *Postal address: | | *Postcode: | |
| Email: | | *Phone no: | |

| Amendment details | | | |
|---|--|--------|--|
| *We wish to make an application to EXTEND the probationary period expiry date of our Training Contract to: (Note: the probationary period can only be extended to a maximum of 6 months from the commencement date). | | | |
| *Reason for extension: | | | |
| *Apprentice's or trainee's signature: | | *Date: | |
| Parent's or guardian's signature: | | Date: | |
| *Name of authorised person signing for employer: | | | |
| *Employer's signature: | | *Date: | |

How to return this form

Please return the completed form to MEGT via email: cpuqueriesqld@megt.com.au or fax: (07) 3871 4499 or via mail: PO Box 311 Toowong DC Qld 4066

Privacy notice – The Department of Education, Training and Employment (DETE) or its agent is collecting the information on this form in accordance with Sections 12 and 13 of the *Further Education and Training Act 2014 (Qld)* in order to amend the Training Contract between the above mentioned parties to extend the probationary period. Information collected on this form may also be used by DETE for generating statistics. DETE routinely gives some or all of this information to the Department of Industry, Australian Apprenticeships Centres, Queensland Curriculum and Assessment Authority and schools (for school-based apprentices/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.

MEGT – supporting employment skills

www.megt.com.au (07) 3871 4444