

NOTIFICATION THAT EMPLOYMENT HAS CEASED

ATF-043

Further Education and Training Act 2014

This form is used by the employer to notify the Department of Education, Training and Employment (DETE) or its agent that the employment of the apprentice or trainee has ceased.

Apprentice or trainee details			
Training Contract registration number (if known):	This 9 digit number starting with 20 will appear on any documentation relating to the Training Contract received from the department or its agent.		
Full name:		Date of birth:	
Address:		Postcode:	

Employer details			
Trading name:		ABN/ACN:	
Email:			
Mobile:		Fax:	
DATE EMPLOYMENT CEASED:		Did employment cease during probation? (tick one):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of authorised person signing for employer (please print):			
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 36 of the *Further Education and Training Act 2014 (Qld)* in order to cancel the Training Contract between the above mentioned parties, or, in order to ensure the information with respect to the Training Contract is current and accurate. 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