

Parent/guardian requirements

The Queensland Department of Education, Training and the Arts often receives applications for apprenticeships and traineeships from applicants who are under 18 years of age (minors).

Legislation requires that applications from persons less than 18 years of age, who are under the care and control of a parent or legal guardian at the date of signing of the training contract, must include a parent or guardian's details and signature on the contract.

In cases where the parent or guardian is a party to the training contract, the parent/guardian must ensure that the apprentice or trainee upholds all of the responsibilities attached to the contract, while the apprentice or trainee is under the age of 18.

The apprentice's or trainee's responsibilities include:

- to observe the conditions of the relevant employment agreement or award;
- to attend and perform work as directed by the employer;
- to behave in a courteous and professional manner;
- to obey all lawful commands;
- to not waste, damage or injure the property, goods or business of the employer;
- to work towards achieving the competencies of the training program;
- to undertake any training and assessment related to the training program, as instructed;
- to acknowledge that all workplace instruction and any other material that comes into the apprentice's or trainee's possession as a result of the training, remains the property of the employer—with the exception of entitlements as determined by the *Vocational Education, Training and Employment Act 2000*;
- to acknowledge all information obtained from the employer and given in circumstances of confidence must be kept confidential and must not be used or disclosed to any person without the express approval of the employer.

The parent's or guardian's rights and responsibilities extend to most activities that affect the training contract. These activities include the amendment of the probationary period, cancellation, temporary stand down and temporary assignment. Further information on any of these activities is available on other fact sheets.

As a signatory to the training contract, the parent or guardian should receive copies of all correspondence sent by the department to other parties to the contract.

As a signatory to a training contract, the department can provide a parent or guardian with any information contained in that particular training contract, unless the apprentice or trainee has formally advised the department that they do not wish for this information to be provided.

The parent or guardian automatically ceases to be a legal party to the training contract once the apprentice or trainee attains 18 years of age.