

Replacement of a supervising registered training organisation

A supervising registered training organisation may be replaced by another supervising registered training organisation during the term of an apprenticeship or traineeship, providing the parties to the training contract agree.

Where this change is agreed, the employer must advise the supervising registered training organisation that is to be replaced. This advice must be in writing, stating the date of effect, which can be no sooner than 14 days after the day the written notice is given.

The supervising registered training organisation being replaced must provide a statement of attainment to the apprentice or trainee, confirming the training that has been completed under the training plan up to the 'replacement day'. This statement of attainment must be provided on or before the date of effect—the 'replacement day'.

A new training plan must be drawn up and signed by the employer, apprentice or trainee, and the new supervising registered training organisation.

The employer must also advise the Queensland Department of Education, Training and the Arts in writing. The Change of supervising registered training organisation application form must be used for this purpose.

Please contact Apprenticeships Info on 1800 210 210 if you have any other enquiries regarding the replacement of a supervised registered training organisation. Fact Sheets on a range of topics can be viewed on the Apprenticeships Info internet site (see address above) or by visiting your local departmental office.