



Cancellation of an apprenticeship or traineeship by consent

Apprenticeship and Traineeship Act, 2001 Section 22

VT16 (August 2022)

Version 4.03

Application to Cancel an Apprenticeship
 Traineeship

Training Contract ID: \

I (apprentice/trainee)

of (address)

Email address: Mobile No:

and (employer)

of (address)

Email address: Mobile No:

being the parties to a training contract in the vocation of:

hereby mutually and voluntarily agree to the cancellation of the apprenticeship/traineeship with effect from

Reason for the cancellation

Cancellation Reason

Additional Comments

- I certify that I have read and understood the information and instructions on page 2.
- I understand that by lodging this form I am confirming my consent to cancellation of the training contract.

If either party does not agree to the cancellation, contact Training Services NSW for assistance.

Signed:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer	Name	Contact Phone
<input type="text"/>	<input type="text"/>	
Witness (Independent person)	Date	

Are you (the learner) continuing your formal training with your Training Provider ? Yes No

<input type="text"/>	<input type="text"/>	<input type="text"/>
Learner	Witness (Independent person)	Date

Information on the mutual cancellation of an apprenticeship/traineeship

(Section 22 of the *Apprenticeship & Traineeship Act, 2001*)

Submitting cancellation requests

Applications for cancellation should be made on this form and submitted to Training Services NSW as soon as practicable after the parties have agreed, and no later than 14 days from the date on which the contract is to be cancelled.

Consent

An apprenticeship or traineeship may be cancelled by the mutual and voluntary consent of the employer and the apprentice/trainee. If either party is uncertain or does not agree to cancellation of the training contract they should seek assistance from Training Services NSW (see below). **Neither party should be forced to "agree" to cancellation of the apprenticeship/traineeship as a result of undue pressure or coercion.**

Withdrawal of consent

If you have submitted a signed cancellation form, you can withdraw your consent by notifying Training Services NSW in writing within 7 days of the date on which you submitted the cancellation form.

Application by one party only

Both parties should sign this form to indicate their consent to the proposed cancellation. If one of the parties is not available to sign or does not consent to the proposed cancellation, a form signed by one party only may be submitted. The reasons why the other party has not signed the cancellation application form should be included in the comments.

Reason for cancellation

The apprentice/trainee and/or the employer should identify the reason for seeking cancellation of the apprenticeship or traineeship. If there is more than one reason, or the parties have different reasons for requesting cancellation, select the main reason and add additional comments. Additional information can be attached if appropriate.

Effective cancellation date

If there are various cancellation dates write "multiple dates" and provide the dates in the template: Bulk spreadsheet schedule, column "Effective Date/Period".

Recommencing the apprenticeship or traineeship with another employer

An apprentice or trainee whose training contract has been cancelled can continue their apprenticeship or traineeship with another employer. Credit for time spent working as an apprentice or trainee with a previous employer will apply when a person recommences their apprenticeship or traineeship. Apprentices and trainees should continue to attend any off-the-job training with the RTO while they actively look for another apprenticeship or traineeship position.

Bulk Applications

A bulk application may be lodged for the cancellation of 10 or more apprenticeships or traineeships. To lodge a bulk application:

- complete this form (leaving out learner details and signatures)
- record details of apprenticeships or traineeships to be cancelled using the Bulk Apprenticeship and Traineeship Schedule
- contact each apprentice or trainee on the list and:
 - explain the situation;
 - discuss the proposed cancellation and effective date; and
 - obtain their consent/agreement to the cancellation and effective date. Note: Employers must maintain evidence of apprentice/trainee consent and be able to provide this to Training Services NSW if requested.

An authorized representative of the employer should then email this form and schedule to their home Training Services NSW centre (see contact details below) for processing. This email MUST also include the following statement:

I certify that a representative of (insert employer legal name) has contacted each apprentice or trainee on the attached template schedule, explained the need to cancel their apprenticeship or traineeship from the nominated date, and gained their consent/agreement to this cancellation. I also certify that I acknowledge/understand/agree to the additional certifications detailed on the attached "Cancellation of an apprenticeship or traineeship by consent form".

Commissioner for Vocational Training

Training Services NSW

Call 13 28 11

Central and Northern Sydney
CHATSWOOD NSW 2067
ts.chatswood@det.nsw.edu.au

Southern & South Western Sydney
BANKSTOWN NSW 2200
ts.bankstown@det.nsw.edu.au

Western Sydney & Blue Mountains
PARRAMATTA NSW 2150
ts.parramatta@det.nsw.edu.au

Hunter & Central Coast
NEWCASTLE WEST NSW 2302
ts.newcastle@det.nsw.edu.au

Illawarra & South East NSW
WOLLONGONG NSW 2500
ts.wollongong@det.nsw.edu.au

New England
TAMWORTH NSW 2340
ts.tamworth@det.nsw.edu.au

North Coast & Mid North Coast
LISMORE NSW 2480
ts.lismore@det.nsw.edu.au

Riverina
WAGGA WAGGA NSW 2650
ts.waggaWagga@det.nsw.edu.au

Western NSW
ORANGE NSW 2800
ts.orange@det.nsw.edu.au