

Application to Vary an Apprenticeship or Traineeship by Consent – VT2

Current Training Contract Details:

Apprentice/Trainee details

Surname:	<input type="text"/>	Given Names:	<input type="text"/>		
Date of Birth:	<input type="text"/>	Training Contract ID:	<input type="text"/>	\	<input type="text"/>
Street Address:	<input type="text"/>				
Suburb:	<input type="text"/>	State:	<input type="text"/>	Postcode:	<input type="text"/>
Email Address:	<input type="text"/>		Mobile:	<input type="text"/>	

Employer details

Employer Legal Name:	<input type="text"/>				
Employer Trading Name:	<input type="text"/>				
Postal Address:	<input type="text"/>				
Suburb:	<input type="text"/>	State:	<input type="text" value="DROP DOWN"/>	Postcode:	<input type="text"/>
Email Address:	<input type="text"/>		Mobile:	<input type="text"/>	

Current Apprenticeship/Traineeship details

Vocation:	<input type="text"/>	VTO ID:	<input type="text"/>
Qualification:	<input type="text"/>	National Code:	<input type="text"/>
RTO:	<input type="text"/>	RTO ID:	<input type="text"/>
Contract type:	<input type="text" value="DROP DOWN"/>	Employment type:	<input type="text" value="DROP DOWN"/>

Complete Relevant Sections as Appropriate

☐ *Request to change contract type*

New contract type:	<input type="text" value="DROP DOWN"/>	OTJ days – credit*:	<input type="text"/>	OTJ days – completed*:	<input type="text"/>
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* Only applicable for learners changing from SBAT to Full Apprenticeship/Traineeship

☐ **Request to change employment type**

New employment type:

☐ Full-time

☐ Part-time

☐ School-based

Minimum average hours per week (for part time applicants):

Minimum part-time hours are 15 hours per week (most traineeships) or 21 hours per week (apprenticeships and traineeships with a full-time term of 2 years or more). Hours per week may be averaged over a four-week period. **Please round hours to the nearest whole number. **

☐ **Request to change vocation/qualification**

New Vocation:

VTO ID:

New
Qualification:

National Code:

☐ Amended training plan attached. Competencies for which RPL or credit transfer apply are specified.

☐ I acknowledge that changing vocation may also change the term of the training contract.

☐ **Request to change term**

☐ **Request to adjust credit**

Credit previously
approved
(months):

We would
like to:

DROP
DOWN

The credit
by (months):

Adjusted term
(months):

Credit may be allowed for skills held prior to the commencement of the training contract.

☐ Evidence supporting this request for credit adjustment is attached.

☐ **Request to adjust term**

Current expected
completion date:

We would
like to:

DROP
DOWN

The term by
(months):

New completion
date:

Credit may be allowed for skills held prior to the commencement of the training contract.

☐ Updated Training Plan attached. Competencies successfully completed are specified.

☐ **Request to change training plan/training provider**

Training
Suburb*:

State*:

DROP
DOWN

Postcode*:

Start date at
RTO*:

Salutation*:

First Name*:

Surname*:

Email*:

Contact Number*:

*Mandatory Fields

☐ **Change of Registered Training Organisation (RTO)**

New RTO Name:

New RTO ID:

NTIS ID:

☐ **Change of mode of training delivery**

Current Mode:

DROP DOWN

New Mode:

DROP DOWN

Date of effect

Date of
effect:

OR

☐ Change/s to take effect retrospectively from the commencement of the training contract.

Reason

Reason for
variation
request:

By lodging this form, I support the proposed changes to the apprenticeship/traineeship identified on this form and I agree to fulfill my obligations under the terms of the amended training contract

Name of Employer
Representative:

Position Title:

Employer Signature

Date

I support the proposed changes to the apprenticeship/traineeship identified on this form and I agree to fulfill my obligations under the terms of the amended training contract

Apprentice/Trainee

Date

I agree to develop a Training Plan, in consultation with the employer and the apprentice/trainee, within six weeks from the date (as listed above) on which my RTO was nominated by the employer and the apprentice/trainee to deliver training. This Training Plan will identify any competencies for which credit transfer or RPL will apply.

New RTO (only sign when requesting change of RTO)

Date

Bulk Application

A bulk application may be lodged for the variation 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 varied using the Bulk Apprenticeship and Traineeship Schedule contact each apprentice or trainee on the list and:
 - explain the situation
 - discuss the proposed variation and effective date; and
 - obtain their consent/agreement to the variation and effective date
- an authorised representative of the employer should then email this form and schedule to their Training Services (TS) home centre (see link 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 vary their apprenticeship or traineeship from the nominated date, and gained their consent/agreement to this variation. I also certify that I acknowledge/ understand/agree to the additional certifications detailed on the attached "Variation of an apprenticeship or traineeship by consent form".

Note: Where multiple variations are identified in a bulk application, the selected variation types **must** apply to **all** learners on the Schedule. If there are various variation dates, write "multiple dates" on the form and provide the dates in the Schedule (column "Effective Date/ Period"). Employers must maintain evidence of apprentice/trainee consent and be able to provide this to TS if requested.

Commissioner for Vocational Training

For further information please contact us on **13 28 11** or contact your local regional office.

Training Services	
Central & 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