

# Apprenticeship/Traineeship Training Contract

including  
**Assessment for Australian Government  
New Apprenticeships Incentives**

This contract must be completed with the  
assistance of a New Apprenticeships Centre.

**This is a free service.**

## **Please read this before completing the Training Contract.**

**This Training Contract must be completed with the assistance of your chosen New Apprenticeships Centre.**

- Find out the New Apprenticeships Centres that are contracted in your region by calling **1800 639 629**; or
- Visit the New Apprenticeships website at **[www.newapprenticeships.gov.au](http://www.newapprenticeships.gov.au)**

New Apprenticeships Centres are contracted by the Australian Government Department of Education, Science and Training (DEST) to provide a FREE service to employers and apprentices/trainees. New Apprenticeships Centres are required to personally visit employers and apprentices/trainees to assist in the completion of this Training Contract and related State/Territory Training Authority documentation.

Only an officially contracted New Apprenticeships Centre is authorised to provide advice on the eligibility and payment of Australian Government New Apprenticeships Incentives.

**Before completing the Training Contract please read the following sections:**

- **Information You Need to Know and Information to Help Complete the Training Contract**  
located on the inside of the back cover.
- **Training Contract Declaration and Obligations**  
located on the first page of the Training Contract.
- **Information on Australian Government New Apprenticeships Incentives**  
located on the outside of the third page of the Training Contract.

If filling this Contract out by hand, please write clearly, in BLOCK LETTERS, and push firmly with a ball point pen. Do not use correction fluid. Cross out the error and write the correct information above it.

**ALL corrections must be initialed by all parties to the Contract.**

**When the Training Contract is completed your New Apprenticeships Centre will lodge it for approval/registration with the relevant State/Territory Training Authority.**

- The first copy is the relevant State/Territory Training Authority copy.
- The second copy is the New Apprenticeships Centre's copy.
- The third copy will be returned to the employer.
- The fourth copy will be returned to the apprentice/trainee.

**An unsigned or incomplete Training Contract cannot be processed and will be returned for completion.**

**Before you lodge it, make sure you have taken the steps in the following checklist.**

- ☐ Additional information and/or evidence required by questions 21, 22 and 24 is provided if necessary.
- ☐ The employer, the apprentice/trainee, and any guardian or parent as required, have all read, signed and dated the Training Contract.
- ☐ Any alterations to any part of the document are initialed by all those who sign the Training Contract.

## Contacts for Further Information & Assistance

### New Apprenticeships Centres

- administer Australian Government incentive payments to employers and allowances for apprentices/trainees
- provide information on New Apprenticeships options to employers and other interested people
- market and promote New Apprenticeships
- work with the State/Territory government department or agency to provide an integrated service
- work with training providers, schools and other organisations to support New Apprenticeships, and
- provide support to employers and New Apprentices throughout the New Apprenticeship to encourage successful completion.

New Apprenticeships Centres are located throughout each State and Territory.

- Find out where your nearest New Apprenticeships Centre is by calling 1800 639 629; or
- Visit the New Apprenticeships website at [www.newapprenticeships.gov.au](http://www.newapprenticeships.gov.au)

### State/Territory Government Departments or Agencies

State/Territory government departments or agencies can also provide further information. See contact details below:

#### Australian Capital Territory

Training and Adult Education Branch – Department of Education and Training  
Level 5, 40 Allara Street, Canberra City  
PO Box 985, Civic Square ACT 2608

**Ph:** (02) 6205 8555

**Fax:** (02) 6205 8448

**Web:** [www.decs.act.gov.au/services/training.htm](http://www.decs.act.gov.au/services/training.htm)

#### New South Wales

Commissioner for Vocational Training – NSW Department of Education and Training  
Locked Bag 53, Darlinghurst NSW 1300

**Ph:** 13 28 11

**Fax:** (02) 9266 8590

**Web:** <http://apprenticeship.det.nsw.edu.au>

**Ph:** (02) 9266 8704 (interstate)

#### Northern Territory

Department of Employment, Education and Training – Employment and Training Division  
Mitchell Centre, 11th Floor, 55-59 Mitchell Street, Darwin NT 0800  
PO Box 4821, Darwin NT 0801

**Ph:** (08) 8901 1357

**Fax:** (08) 8901 1326

**Web:** [www.nt.gov.au/deet/etd/](http://www.nt.gov.au/deet/etd/)

#### Queensland

Department of Employment and Training  
LMB 527, GPO Brisbane Qld 4001

**Ph:** 1300 369 935

**Web:** [www.training.qld.gov.au](http://www.training.qld.gov.au)

#### South Australia

Department of Further Education, Employment, Science and Technology – Traineeship and Apprenticeship Services  
GPO Box 320, Adelaide SA 5001

**Ph:** 1800 673 097

**Fax:** (08) 8463 5654

**Web:** [www.employment.sa.gov.au](http://www.employment.sa.gov.au)

#### Tasmania

Office of Post-Compulsory Education and Training  
GPO Box 301, Hobart TAS 7001

**Ph:** 1800 655 846

**Fax:** (03) 6234 4358

**Web:** [www.opcet.tas.gov.au](http://www.opcet.tas.gov.au)

#### Victoria

Office of Training and Tertiary Education  
GPO Box 266D, Melbourne Vic 3001

**Ph:** 1300 722 603

**Fax:** (03) 8620 3158

**Web:** [www.otte.vic.gov.au](http://www.otte.vic.gov.au)

#### Western Australia

Apprenticeship and Traineeship Support Network – Department of Education and Training  
Tower Level 3, Prospect Place, West Perth  
Locked Bag 145, Leederville WA 6903

**Ph:** (08) 9229 5450

**Fax:** (08) 9229 5451

**Web:** [www.apprenticeships.training.wa.gov.au/](http://www.apprenticeships.training.wa.gov.au/)

## Training Contract

This contract forms a legally binding agreement between an employer and employee for the training of Apprentices and Trainees leading to a nationally recognised qualification. In signing this contract the parties are bound by the obligations detailed below and the legislation of the State or Territory in which this training contract is to be registered.

### Training Contract Declaration

We, the employer, apprentice/trainee and parent or guardian (where applicable) have read and understood the **Training Contract Obligations** outlined below. We declare that to the best of our knowledge the details entered on this Training Contract are true and correct. We understand that it is a serious offence to provide false or misleading information.

We understand that the information provided in this Training Contract:

- is collected for the purposes of registration, preparing statistics, reporting, programme administration, monitoring and evaluation, calculating incentives and allowances paid to employers and apprentices/trainees and preventing dual payments;
- may be disclosed to and used for these purposes by the Australian Government, including the Department of Education, Science and Training and Centrelink, State/Territory government departments and agencies, employers, our New Apprenticeships Centre, Registered Training Organisation, non-government education authorities and the contractors or agents of any of these organisations, departments and agencies; and
- may otherwise be disclosed without consent where authorised or required by law.

We understand that this Apprenticeship/Traineeship Contract is legally binding in accordance with the **Training Contract Obligations** set out below and the legislation of the State or Territory in which this Training Contract is to be registered.

We understand that this Training Contract is legally binding; that the Contract can only be terminated within the period of the probation and/or, in accordance with the requirements of the relevant State/Territory legislation, and that the probation periods are determined by the State/Territory Training Authority or relevant industrial award/agreement for this qualification and vocation.

We undertake to negotiate and sign a Training Plan with the chosen RTO as required by the relevant State/Territory Training Authority.

**The employer representative** (on behalf of the employer named in Question 28)

Surname (family name)

Given names (in full)

Signed this day:

Day / Month / Year 2004

Signature of employer representative

**The apprentice/trainee**

Surname (family name)

Given names (in full)

Signed this day:

Day / Month / Year 2004

Signature of apprentice/trainee

Signature of parent/guardian (for apprentice/trainee under 18 years of age)

Name of Apprenticeship/Traineeship (as designated by legislation/regulation):

### Training Contract Obligations

**For the employer, apprentice or trainee, and parent or guardian (where applicable)**

**We agree that:**

- a) the Contract commences from the date stated in question 3, provided that it has been registered or approved under the provisions of the relevant State/Territory legislation
- b) the Contract can only be changed by our agreement and according to State/Territory legislation and the State/Territory Training Authority must be informed of the proposed change/s. In some States/Territories approval for the change/s must be sought
- c) the apprentice/trainee can see, and correct, any information about himself/herself in this Contract or held by the employer in relation to this Contract
- d) we will try to resolve any dispute we have between us, and if we can't, we will contact our State/Territory Training Authority to request assistance or to access the appropriate dispute resolution processes
- e) the Contract can be audited by the relevant State/Territory Training Authority or Australian Government Department
- f) the Contract expires when it reaches the term of the Contract referred to in question 4
- g) this Contract is terminated if:
  - i) we apply for it to be terminated and our local State/Territory Training Authority agrees; or
  - ii) our State/Territory Training Authority orders its termination in accordance with relevant State/Territory legislation.

**For the employer**

**I agree that I will:**

- a) employ and train the apprentice/trainee as agreed in our Training Plan and ensure the apprentice/trainee understands the choices that he/she has regarding the training
- b) provide the appropriate facilities and experienced people to facilitate the training and supervise the apprentice/trainee while at work, in accordance with the Training Plan

- c) make sure the apprentice/trainee receives on-the-job training and assessment in accordance with our Training Plan
- d) provide work that is relevant and appropriate to the vocation and also to the achievement of the qualification referred to in this Contract
- e) release the apprentice/trainee from work and pay the appropriate wages to attend any training and assessment specified in our Training Plan
- f) meet all legal requirements regarding the apprentice/trainee, including occupational health and safety requirements and payment of wages and conditions under the relevant employment arrangements
- g) repay any payment I receive that I am not entitled to
- h) work with our RTO and the apprentice/trainee to make sure we follow our Training Plan, keep training records up-to-date, and monitor and support the apprentice/trainee's progress; and
- i) let the relevant State/Territory Training Authority and the RTO know within five working days (or when the local State/Territory legislation requires, if this is different) if our Training Contract has become jeopardised.

I acknowledge that it is an offence to use information in the Contract to discriminate against any person, including the apprentice/trainee.

**For the apprentice/trainee**

**I agree that I will:**

- a) attend work, do my job, and follow my employer's instructions, as long as they are lawful
- b) work towards achieving the qualification stated in our Training Contract
- c) undertake any training and assessment in our Training Plan.

**For the parent or guardian**

**I agree that I will:**

uphold the responsibilities listed above for the apprentice/trainee until this person is 18 years of age.

## Apprenticeship/Traineeship Details

**1** Title and level of qualification

**2** National Qualification Code

**3** Commencement date of Apprenticeship/Traineeship  
Day / Month / Year 2004

**4** Nominal term of Training Contract  
(For NT this is the expected duration) (months)

**5** The period of probation for this Apprenticeship/Traineeship (months)  
(as defined by State/Territory legislation/regulation or relevant industrial award/agreement)  (Not required in ACT)

**6** Type of Apprenticeship/Traineeship (NSW only)  
☐ Apprenticeship ☐ Traineeship ☐ Trainee Apprenticeship

**7** Is the apprentice/trainee an existing worker?  
☐ No ☐ Yes (Refer to Information to Help Complete the Training Contract)

## Apprentice/Trainee Education & Training Details

**18** Are you still attending secondary school?  
☐ No ☐ Yes → What Year level are you currently in at school? (e.g. Year 11)   
Name of Secondary School

**19** Is this an approved School-based New Apprenticeship?  
☐ No ☐ Yes (Refer to Information to Help Complete the Training Contract)

**20** What is your highest COMPLETED school level?  
☐ Year 12 or equivalent ☐ Year 11 or equivalent  
☐ Year 10 or equivalent ☐ Year 9 or equivalent  
☐ Year 8 or below ☐ Did not go to school  
→ In which year did you complete that school level? (e.g. 2001)

**21** Have you successfully COMPLETED any of the following qualifications?  
☐ No ☐ Yes → tick and complete any applicable boxes. Completed:

☐ Bachelor Degree or higher  
☐ Advanced Diploma (or Associate Degree)  
☐ Diploma (or Associate Diploma)  Month / Year  
☐ Certificate IV (eg Advanced Certificate/Technician)  Month / Year  
☐ Certificate III (eg Trade Certificate)  Month / Year  
☐ AQF Certificate II  
☐ AQF Certificate I  
☐ Pre-Apprenticeship/Pre-Vocational  
☐ Certificates or qualifications other than above  Month / Year

Title and level of qualification/s obtained (Attach list if necessary)

**22\*** If you have completed a qualification at Certificate Level III or above, do any of the following apply to you?  
The qualification cannot be used because of an injury or disability ☐ No ☐ Yes  
You are an Intensive Support Customised Assistance Client ☐ No ☐ Yes  
You are unemployed and have been registered with Centrelink for 12 months or more ☐ No ☐ Yes  
(If you answered YES to any of the above, you will need to attach evidence. Contact your New Apprenticeships Centre regarding evidence requirements.)

**23** Have you previously worked as an apprentice or trainee?  
☐ No ☐ Yes → Please provide details below. If you are unsure of any of these details, ask your New Apprenticeships Centre for assistance.  
Name of company   
Title and level of qualification   
State/Territory/Overseas Year of commencement Apprentice/Trainee number

**24** Are you seeking credit to reduce the term of the Training Contract?  
(Refer to Information to Help Complete the Training Contract) (Evidence is required and must be attached.)  
☐ No ☐ Yes → How much credit are the parties seeking? (months)

**25** Are you currently undertaking any other study?  
☐ No ☐ Yes → Please provide details below.  
Title and level of qualification

## Apprentice/Trainee Personal Details

**8** Surname (family name)  
  
Given names (in full)

**9** Address  
  
 State  Postcode

**10** Telephone number/s Home  Mobile   
Email

**11** Date of birth  
Day / Month / Year

**12** Sex ☐ Male ☐ Female

**13** Citizenship (Tick applicable box)  
☐ Australian citizen or permanent resident  
☒ A New Zealand passport holder who has been resident in Australia for 6 months or more (Refer to Information to Help Complete the Training Contract)  
☐ Other – Visa document number

**14\*** Are you of Aboriginal or Torres Strait Islander origin?  
For persons of both Aboriginal AND Torres Strait Islander origin mark both 'Yes' boxes.  
☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

**15\*** In which country were you born?  
☐ Australia ☐ Other (Please specify)

**16\*** Do you speak a language other than English at home?  
(If more than one language, indicate the one that is spoken most often.)  
☐ English only ☐ Other (Please specify)

**17\*** Do you consider yourself to have a disability, impairment or long-term condition?  
☐ No ☐ Yes (If you answered YES, you may qualify for additional assistance)

## Parent or Guardian Details

If under 18 years of age, go to **Question 26**. If 18 years of age or over, go to **Question 28**.

**26** Surname (family name)

Given names (in full)

**27** Address

State

Postcode

## Employer Details

**28** Legal name of employer (Refer to Information to Help Complete the Training Contract)

**29** Australian Business Number (ABN) of your legal entity

**30** Trading name

**31** Postal Address

State

Postcode

**32** Telephone number

Fax

( )

( )

Email

**33** What is the industry or principal activity of the business?

**34** Type of employer

☐ Private sector

☐ Local Government

☐ Government Business Enterprise

☐ State Government

☐ Group Training Organisation

☐ Federal Government

## Employment and Training Details

(For apprentices/trainees employed through Group Training Organisations in NSW, Tasmania, WA, NT and ACT, provide the name and address of the first host employer.)

**35** Name of workplace where apprentice/trainee will be employed

Address of workplace where apprentice/trainee will be employed

State

Postcode

**36** Workplace details

Total number of people  
employed by the firm

Total number of apprentices/  
trainees in this workplace

Number of workers able to demonstrate the relevant competencies  
available to supervise or train the apprentices/trainee in this workplace

**37** Name of contact person for this workplace

Telephone number

( )

Fax

( )

Email

**38** Type of employment arrangement

☐ Federal Award

☐ Australian Workplace Agreement

☐ Certified Agreement

☐ State Workplace Agreement

☐ State Award

☐ Other

Name of agreement/award

**39** Please indicate the number of hours of employment and training per week and whether this Apprenticeship/Traineeship is full-time or part-time.

Number of hours work  
and training per week

☐ Full-time ☐ Part-time

**40** Prior to commencing THIS Apprenticeship/Traineeship, has the apprentice/trainee worked for, or been hosted by/to, the employer/host employer?

☐ No

☐ Yes

→ (To be completed with the assistance of your  
New Apprenticeships Centre)

Period of previous full-time  
employment/hosting: from

Day Month Year  
/ /

to

Day Month Year  
/ /

Period of previous part-time  
employment/hosting: from

Day Month Year  
/ /

to

Day Month Year  
/ /

Part-time: Number of  
hours per week

Period of previous casual  
employment/hosting: from

Day Month Year  
/ /

to

Day Month Year  
/ /

Casual: Number of  
hours per week

**41** Is the apprentice/trainee in a business relationship with this employer?

(Examples include partnership, director or franchise arrangement – family trusts excluded.)  
(Refer to Information to Help Complete the Training Contract)

☐ No

☐ Yes

→ Type of business relationship

**42** Has the employer previously received Australian Government Incentives for this apprentice/trainee and/or has the employer received or applied to receive any other government assistance for this apprentice/trainee?

☐ No

☐ Yes

→ Please provide details below.

## Registered Training Organisation Details

Name of Registered Training Organisation (RTO)

Telephone number

( )

Contact Officer

## New Apprenticeships Centre Details

Name of New Apprenticeships Centre

Telephone number

( )

Contact Officer

## Information on Commonwealth New Apprenticeships Incentives

New Apprenticeships refer to Apprenticeships and Traineeships which offer new, more flexible part-time and full-time arrangements, including School-based New Apprenticeships. For further details about the incentives listed here, including application forms and advice about whether you may be eligible, contact your New Apprenticeships Centre.

### Eligibility for Australian Government Incentives – Information for Employers

This Training Contract has been designed to assess your eligibility for Australian Government New Apprenticeships Incentives.

These Incentives can include Commencement, Recommencement, Completion and other special incentives.

Factors which may affect eligibility include:

- prior qualifications held by the apprentice/trainee
- the existing worker status of the apprentice/trainee
- citizenship
- whether there is a business relationship between the apprentice/trainee and the employer
- whether the applications have been made within required time limits.

If you are eligible for Australian Government Incentives, you will need to complete a separate Claim Form available from your New Apprenticeships Centre in order to be paid. This Claim Form should be lodged following:

- approval of the Training Contract
- after the apprentice/trainee has commenced training according to the approved Training Plan, and
- after the Australian Government three-month waiting period has expired and the apprentice/trainee is still employed by your business and any State/Territory probation period has been completed.

### Taxation

Australian Government New Apprenticeships Incentives may be subject to GST.

If you are eligible for Australian Government Incentives you should be aware that if you do not provide your ABN when lodging a Claim Form, the Department of Education, Science and Training will be obliged to withhold 48.5% of the incentive payment and remit it to the Australian Taxation Office.

You should seek independent advice regarding your taxation position.

### Other Australian Government Assistance

#### Assistance for Apprentices/Trainees with a Disability

The Australian Government provides assistance to employers of apprentices/trainees with a disability, including the Disabled New Apprenticeships Wage Support programme, Tutorial Assistance, Mentor/Interpreter Assistance. Workplace modifications may be available for disabled apprentices and trainees. If applying for assistance you will need to complete an Application Form

and an Occupational Assessment Form.

#### Living Away From Home Allowance

Apprentices/trainees may be eligible for a Living Away from Home Allowance for the first 24 months of an Apprenticeship/Traineeship, if they had to move away from their parents'/guardians' home to commence or remain in the Apprenticeship/Traineeship, or if they are homeless.

## Information You Need to Know

### National Code of Good Practice for New Apprenticeships

This code explains the rights and responsibilities of the people who sign this contract. Free copies of the code are available from your New Apprenticeships Centre.

### Making choices

#### a. Choosing a Registered Training Organisation (RTO)

The employer and the apprentice/trainee must select an RTO to provide training from a list available from your New Apprenticeships Centre

or State/Territory Training Authority. The apprentice/trainee must be enrolled with the selected RTO. Contact your New Apprenticeships Centre or State/Territory Training Authority for the list. (See the Contacts for Further Information and Assistance section of this document for contacts.)

The employer and apprentice/trainee have a right to:

- ask RTOs for accurate and timely information about training options they can offer you
- identify and select the training outcomes from nationally endorsed Training Packages or accredited courses that are available in your State/Territory
- negotiate a Training Plan with the RTO according to the relevant State/Territory Training Authority.

#### b. Training Plans

A Training Plan sets out the training that an apprentice/trainee will do both on-the-job and off-the-job. It also sets out how the RTO will ensure the apprentice/trainee will receive quality training - both on-the-job and off-the-job.

It's important that the employer and the apprentice/trainee know how the Plan will work and are well-informed about it.

Training Plans reflect the choices made in relation to:

- the RTO that will provide the training
- which competency standards will be covered and in what order
- when, where and how training is provided
- which trainer/facilitator provides the training
- who assesses the apprentice/trainee
- how the training is evaluated.

### Qualifications and records

Once the apprentice/trainee successfully completes all assessment requirements of the Training Plan, the RTO must issue the qualification specified in the Plan. If the apprentice/trainee only completes some of the competency standards, the RTO must issue a Statement of Attainment. The RTO will keep the relevant records.

### Allowances and Incentives

A range of Australian Government and State/ Territory incentives and subsidies may be available from time to time. For more information, see the Information on Australian Government New Apprenticeships Incentives section of this document.

State/Territory government allowances may also be available where the apprentice/trainee has to travel away from home to attend training.

Check with your nearest New Apprenticeships Centre.

Existing workers who become apprentices/trainees may not attract State/Territory subsidies and incentives.

# Information to Help Complete the Training Contract

## Information to Help Complete the Training Contract

### Questions marked (\*) 14, 15, 16, 17 and 22 are optional questions

You are not required to complete these questions, however, if you answer question 22 it may assist in processing your claim for incentives.

### Questions 1, 2, 21 and 25 – Title, Level and Code of Qualification

Apprentices/trainees who successfully complete their training receive a nationally recognised qualification. Qualification titles and levels are laid out in the relevant nationally endorsed industry Training Package or accredited training course. Titles and levels are also on the Australian Qualifications Framework certificates issued by RTOs. Qualification codes are available from the National Training Information Service website ([www.ntis.gov.au](http://www.ntis.gov.au)). Your New Apprenticeships Centre or RTO can also provide this information.

### Question 6 – Trainee Apprenticeships – NSW only

NSW training legislation provides for 'trainee apprenticeships'. Trainee apprentices do not undergo a probationary period and are mainly established in the building and construction industry. They may work for various employers in the same industry at different times. The employer or employee can terminate trainee apprenticeships on the period of notice specified in the relevant award. Trainee apprentices complete the same on-the-job and off-the-job training as other apprentices and, at the conclusion of the trainee apprenticeship, they receive the same qualifications and certification.

### Question 7 – Existing Worker

An existing worker is defined as a person who has been employed by the applicant employer continuously for more than 3 months full-time or 12 months casual or part-time or a combination of both, immediately prior to the commencement date of the Training Contract as shown in question 3.

State/Territory/Australian Government incentives may not apply to existing worker arrangements. You should contact your nominated New Apprenticeships Centre for advice in relation to eligibility for any incentives.

### Question 13 – New Zealand Passport Holders

Australian Government incentives are only available to New Zealand passport holders if the applicant has been resident in Australia for 6 months or more. However, a Training Contract with the New Zealand passport holder could still be registered. Contact your New Apprenticeships Centre or State/Territory Training Authority for more information.

### Question 19 – School-based New Apprenticeship

New Apprenticeship training undertaken by a student will be a School-based New Apprenticeship when all of the following apply:

- the student is enrolled in a senior secondary certificate under the relevant Education Act
- the school or education provider at which the student is enrolled acknowledges and endorses the Training Plan/Outline required by the Apprenticeship/ Traineeship Training Contract
- the School-based New Apprenticeship is recognised on the senior secondary certificate.

(Note: The term New Apprenticeships relates to apprenticeships and traineeships)

### Question 24 – Credit

An apprentice/trainee may gain "credit" for relevant prior learning or experience. This prior learning or experience must be formally recognised and may mean the duration of the Training Contract can be changed. Credit may also affect industrial relations arrangements and incentive payments. For more information contact your New Apprenticeships Centre or RTO.

Your RTO should discuss the issue of credit for prior learning with you during the negotiation of the Training Plan associated with this contract of training.

### Question 28 – Legal Name of Employer

The employer must provide the name of the employer's legal entity. This will be a person's name, a company name, or the name of an incorporated association, NOT a trading name, business name, or name of a trust.

### Questions 34 and 35 – Group Training Organisation

A group training organisation employs apprentices/trainees and places them with host employers. The host employer and the company providing the group training services must be separate legal entities.

### Question 39 – Full-time/Part-time Apprentices and Trainees

Apprenticeships/traineeships may be undertaken full-time or part-time. A full-time apprentice/trainee is one whose ordinary hours of employment, including the training component, are not less than the usual hours of employment for a full-time employee in that occupation. Part-time provisions vary across Australia and across occupations. For more information contact your nearest New Apprenticeships Centre or State/Territory Training Authority. See the Contacts for Further Information and Assistance section for further contact details.

### Question 41 – Business Relationship

A business relationship includes a pre-existing or current business relationship between the employer and the apprentice/trainee; for example, when the apprentice/ trainee is a partner, a director of the company, a previous director or partner or involved in franchise arrangements.

New Apprenticeships Centre Declaration

This section is completed by the New Apprenticeships Centre.

- I certify that:
- details entered have been verified
  - the application meets/does not meet all initial assessment criteria for payment as specified in the **Australian Government New Apprenticeships Incentives Programme Guidelines**
  - I have advised the employer and the apprentice/trainee of their obligations and responsibilities under the Training Contract
  - I have informed the employer and the apprentice/trainee of their options under User Choice provisions
  - I have provided relevant publications to the employer and the apprentice/trainee.

- I understand that:
- it is a serious offence to make a false or misleading statement in connection with an application for payment, and
  - fees paid to the New Apprenticeships Centre and any incentives paid to any employer in relation to the processing of this Contract may be recovered if this Contract has not been processed in accordance with the **Australian Government New Apprenticeships Support Services Contract**.

Name of New Apprenticeships Centre

Printed name of person verifying details

Signature of person verifying details

Date  
Day / Month / Year 2004

TYIMS Registration ID

Training Contract ID No.

☐ Eligible for incentives ☐ Not Eligible for incentives

Notes