

## VARIATION OF A TRAINING CONTRACT

This form is designed to amend crucial information captured in a Training Contract that has been registered in the Northern Territory. Please ensure when filling out this document, you have provided all the information requested in the relevant section and ensure it is signed by all parties on page 2 (the signature of the parent/guardian is only required where the apprentice/trainee is under 18 years of age at the effect date of the variation).

### Compulsory:

**Employer Name:** \_\_\_\_\_

**Apprentice Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Best Contact:** \_\_\_\_\_

**\*Please do not use this form and contact our office on 08 8935 8200 if:**

- If there is a change to the company ABN or business structure
- There is a change to your worksite address or supervisor details

**\*Please note:**

- Any request for a change of RTO is submitted to the Department of Industry, Tourism and Trade for approval.
- New Qualifications and RTO's must be listed on the A & T Database:

<https://nt.gov.au/learning/nt-apprenticeships-and-traineeships-database>

### SECTION 1

CHANGE OR UPGRADE OF QUALIFICATION	
Current Qualification	
New Qualification	
Effect Date of Change/Upgrade	

**For a Change of Qualification: Has a change in Occupational Outcome occurred as a result of the change in qualification?**

For assistance, please phone our office on 08 8935 8200 and ask to speak to a Field Solutions Officer.

Current ANZSCO Occupational Outcome		ANZSCO Code	
New ANZSCO Occupational Outcome <b>or</b> No Change		ANZSCO Code	

### SECTION 2 A

CHANGE OF RTO	
Current RTO	
New RTO	
Reason for Change	
Effect Date of Change	

**SECTION 2 B – THIS SECTION TO BE COMPLETED BY THE RTO (note: it is the responsibly of the employer to contact the RTO)**

CHANGE OF RTO – RTO Declaration (signature required, declaration page 2)	
Funded or Non-Funded	
Do you have the required hours under the User Choice Contract	
Do you except this enrolment	

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### SECTION 3

CHANGE OF EMPLOYMENT STATUS			
Part Time to Full Time	Full Time To Part Time	School Based to Permanent Part Time	School Based to Permanent Full Time
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has the Apprentice Completed Year 12?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
New Hours Per Week			
Effect Date of Change			

### SECTION 4

CHANGE OF COMPANY NAME: LEGAL AND OR TRADE NAME	
Current Legal Name	
Current Trade Name	
New Legal Name	
New Trade Name	
Effect Date of Change	

### SECTION 5 – THIS SECTION DOES NOT REQUIRE THE DECLARATION TO BE SIGNED BY ALL PARTIES

CHANGE OF EMPLOYER CONTACT DETAILS – apprentice/trainee/ Parent/ Guardian signature not required	
New Employer Contact Name	
New Postal Address	
New Phone Number(s)	
New Email Address	

CHANGE OF APPRENTICE/TRAINEE NAME - employer signature not required	
Current Full Name (including Middle Names)	
New Legal Name (including Middle Names)	
ID Required (please attach)	Change of Name Cert, Passport, Birth Cert, Marriage Cert, Driver Licence
Effect Date of Change	

CHANGE OF APPRENTICE/TRAINEE CONTACT DETAILS – employer signature not required	
New Residential Address	
New Postal Address	
New Phone Number(s)	
New Email Address	

DECLARATION			
Employer Representative Name		Signature	
Apprentice/Trainee Name		Signature	
Parent/Guardian Name (if applicable)		Signature	
RTO (change of RTO only)		Signature	

Please return the completed form to: [variations@gtntgroup.com.au](mailto:variations@gtntgroup.com.au)

OFFICE USE ONLY



## VARIATION OF A TRAINING CONTRACT

Network Provider Representative	
Approved	Not Approved

\_\_\_\_\_  
Signature Date

NTG Contract Manager (If Applicable)	
Approved	Not Approved

\_\_\_\_\_  
DITT Contract Manger Signature Date