

# Training Contract variation application: Training Contract Suspension



For assistance in completing this form contact the Department for Innovation and Skills on 1800 673 097

Complete and submit this form to apply to suspend a Training Contract in South Australia.  
 This form relates to the Standard 10 Training Contract Suspension where parties may make an application for training contract suspension for consideration by Traineeship and Apprenticeship Services (TAS). An application for training contract suspension that is not mutually agreed by the parties may require dispute resolution at the discretion of TAS.  
 A maximum of 30 days suspension is permitted for business suspensions; refer to notes and instructions on the following pages. Employment must recommence at the end of the suspension period. An approved suspension application will extend the term of the Training Contract by the period of suspension.

- Required fields are indicated with a red asterisk on the right-hand side: \*
- Please ensure the details in this application are correct, as further changes cannot be made once the application has been approved and finalised.

## 1. Trainee/apprentice details

First name(s):				*
Last name(s):				*
Phone no:		Mobile no:		
Date of Birth (DD/MM/YY):	/	/		
Training Contract number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> \ <input type="text"/>	*		
Employer's legal name:				*



## 2. Suspension details

Is this a change to an existing suspension?	<input type="checkbox"/> Yes <input type="checkbox"/> No	*	
Suspension type (see information on page 3):	<input type="checkbox"/> Personal <input type="checkbox"/> Business (Max 30 days) <input type="checkbox"/> COVID	*	
Suspension start date (DD/MM/YY):	/ /	*	
Suspension end date (DD/MM/YY):	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	*	
Reason for suspension:			*

- See page 2 of this form for required signatures.

### 3. Signatures

By signing below you acknowledge that you are aware of your rights and obligations under the Training Contract and under the *South Australian Skills Act 2008*. Please call the Department for Innovation and Skills on 1800 673 097 if you have any questions before you sign below.

Print employer representative name:		*
Employer representative signature:		*
Signature date (DD/MM/YY):	<input type="text"/> / <input type="text"/> / <input type="text"/>	*
Employer phone number or email:		

Print apprentice/trainee name:		*
Apprentice/trainee signature:		*
Signature date (DD/MM/YY):	<input type="text"/> / <input type="text"/> / <input type="text"/>	*

Print parent/guardian name (if learner aged under 18):		*
Parent/guardian signature (if learner aged under 18):		*
Signature date (DD/MM/YY):	<input type="text"/> / <input type="text"/> / <input type="text"/>	*

You are advised to retain a copy of this form for your records.

**Please submit your application to:**


Email: [dis.tamfax@sa.gov.au](mailto:dis.tamfax@sa.gov.au)

Post: **Traineeship and Apprenticeship Services**  
GPO Box 320, Adelaide SA 5001

**For assistance or more information please:**

Call the **Skills Infoline** on 1800 673 097

Or visit us at [www.skills.sa.gov.au/apprentices](http://www.skills.sa.gov.au/apprentices)

 See page 3 for information about business and non-business-related reasons for suspension applications.

## **Applying to seek a suspension for business or non-business-related reasons**

### **Business-related Reasons**

An application for training contract suspension may be made to TAS for business-related reasons such as restructuring or relocation of the business.

Suspension must be a last resort. Evidence must be provided to TAS that the training contract suspension is required due to all other options having been exhausted.

Other options that may first be considered before an application for training contract suspension include:

- completing outstanding off-job training or bring forward future off-job training
- placing the apprentice or trainee with an alternative registered employer, host employer or group training organisation
- taking of any accrued leave, for example, annual leave, rostered days off
- rotating the apprentice or trainee with another apprentice or trainee who is due to attend off-job training or due to take leave, where both are employed by the same group training organisation or employer
- negotiating a reduction in hours if possible, under the industrial award/agreement and vary the training contract accordingly.

After 30 days, TAS may review and extend a suspension upon consideration of the circumstances, including ongoing action taken to exhaust other options by the parties during the period of suspension.

Other options as stated in the above must continue to be considered during the suspension period before any further application for suspension are applied for.

### **Non-Business-related Reasons**

TAS may consider an application for training contract suspension for non-business-related reasons where the application is mutually agreed and meets the criteria in this Standard.

Any accrued leave, including sick leave where appropriate, should be taken prior to seeking a non-business-related suspension.

Non-business-related suspension reasons include:

- pregnancy
- maternity/paternity leave
- a non-work-related injury or illness affecting the apprentice or trainee's ability to undertake work and training (where sick leave has been exhausted)
- higher level work or duties with the employer
- personal reasons or commitments.

The maximum suspension for non-business-related reasons is 30 days. TAS may exercise its discretion to consider longer term suspensions, for example, for reasons of pregnancy, illness, natural disaster or pandemic