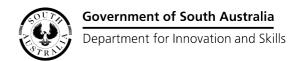
Training Contract Termination



For assistance in completing this form call Innovation and Skills on 1800 673 097

An employer and apprentice/trainee should complete and submit this form when they have agreed to terminate a South Australian Training Contract. All parties must agree to the application, unless termination occurs during the probationary period (in which case the Withdrawal Application Form should be used).

Subject to the *South Australian Skills Act 2008*, a Training Contract may not be terminated without the approval of The South Australian Skills Commission. Before considering the Application, the Commission may require the parties to the Training Contract to undertake dispute resolution.

Care should be taken by the parties to ensure that an appropriate period of notice is given under the relevant industrial award or agreement.

•

Required fields are indicated with a red asterisk on the right hand side: *



First name(s):

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

Last name(s):	*
Phone no:	Mobile no:
Date of Birth (DD/MM/YY): / / /	
Training Contract number:	*
Employer's legal name:	*
Employer's worksite postcode:	*
2. TerminationThe termination effective date is usually the last day worked under the Training Contract.	
Effective date (DD/MM/YY): / / /	*
Reason for termination:	*
Is an extract required? (for credit interstate):	No *
Postal address for extract (if required):	Postcode:



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 contact Innovation and Skills on 1800 673 097 if you have any questions before you sign below.

*	Print name: *
Employer representative signature	Signature date: / / * (DD/MM/YY)
Employer phone number or email:	
*	Print name: *
Trainee/apprentice signature	Signature date: / / / *
*	Print name: *
Parent/guardian signature (if learner aged under 18)	Signature date: / / * (DD/MM/YY)

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

Please submit all pages of this form to:

Post: Traineeship and Apprenticeship Services

GPO Box 320, Adelaide SA 5001

Fax: 08 8463 5654

Email: dis.tamfax@sa.gov.au

For assistance or more information:

Phone: 1800 673 097

Website: www.skills.sa.gov.au/apprentices