



Department Of Education and Training
SUSPENSION OF APPRENTICESHIP OR TRAINEESHIP BY CONSENT

Apprenticeship and Traineeship Act, 2001 Section 22

FORM VT13 (January 2002)

Application to Suspend an Apprenticeship or Traineeship
No. (TA ID)

We,
(apprentice/trainee - please print full name)

and
(employer - please print employer name as per the contract)

being the parties to a training contract in the vocation of:
.....
(name of apprenticeship/traineeship)

hereby mutually agree to the suspension of the apprenticeship / traineeship training contract for a period commencing from

..... and ending on
day month year day month year

The reason for this suspension is:

- **I certify that I have read and understood the information and instructions contained overleaf.**
- **I understand that the Commissioner for Vocational Training will direct this suspension to be effected 7 days from the date of lodgement of this form, unless either party notifies the Commissioner that they have withdrawn their consent to this suspension.**

The parties further agree as follows:

1. At the end of this period the apprenticeship / traineeship training contract will recommence and the apprentice/trainee will return to work at the normal starting time on the first working day following the expiry of this agreement.
2. Where this agreement is entered into due to lack of work or training in the employer's business, then the following conditions will apply.
 - Both parties will make efforts to locate an alternate employer to whom the apprentice/trainee can be transferred.
 - In the event that an alternate employer is found who is unwilling to take over the apprentice/trainee without cancelling the existing contract, then the parties will agree to cancel the contract. (This allows for employers to take over the apprenticeship/traineeship with a new training contract or by employing the apprentice as a trainee apprentice).
 - The apprentice/trainee will continue to attend the appropriate trade course.
 - Should work become available in the employer's business this agreement will cease to have effect and the apprentice/trainee will immediately return to work with the employer.

Suspensions for reasons such as illness or extended leave do not require the agreement of the parties to point 2 above.

Signed:

Employer Witness
(independent person)

Apprentice/Trainee Witness
(independent person)

.....
date

This application must be signed before the commencement date of the suspension.
The original copy of this application should be sent to the nearest State Training Centre (see overleaf) within 14 days of the commencement of the suspension for referral to the Commissioner for Vocational Training.
The employer and the apprentice/trainee should retain a copy of this document.

