

REQUEST TO CHANGE TRAINEESHIP TYPE



Apprentice/Trainee (*please print*): TCID:

Current Traineeship Type: New Entrant Existing Worker

New Traineeship Type: New Entrant Existing Worker

Reason for the request:

- Other supporting documentation attached
- The parties are aware of the IR implications of the amended traineeship type
- RTO is aware of the amended traineeship type

Employer Details and Consent

Employer Legal Name:

Employer Trading Name:

Name of authorised employer representative (*please print*):

Position: Phone:

Signature: Date:

Apprentice/Trainee Consent

Apprentice/Trainee Signature: Date:

OFFICE USE ONLY

	Yes	No	N/A
Is there a written request by all parties?			
If the amended traineeship type is New Entrant:			
• Is the learner eligible?			
If the amended traineeship type is Existing Worker:			
• Has the employer negotiated an arrangement to pay the RTO?			
• Has the RTO arranged to refund any ATP payments already claimed?			
Is there a need to contact the parties?			
IVETS summary screen printout attached?			
IVETS course progress screen printout attached?			
Request is approved?			

Name: Position:

Signature: Date:

Note: Copy to be forwarded to Industry Programs.