

REQUEST TO CHANGE VOCATION AND/OR QUALIFICATION*



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

Current Vocation: NTIS Code:

New Vocation: NTIS Code:

Is the change of vocation and/or qualification to take effect retrospectively from the training contract commencement date? Yes No

If no, from what date should the change of vocation and/or qualification take effect?

Amended Full Training Plan, with credit allowed for competencies already completed, is attached

Reason for the request:

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:

** Note: If this request also involves a change of RTO, it should be lodged with the "Request to Change RTO" form.*

OFFICE USE ONLY

	Yes	No	N/A
Have the parties given a sound reason for requesting the change of vocation and/or qualification?			
Does the employer have the capacity to train in the new vocation?			
Did the RTO have the new qualification on its scope of registration as at the date on which the change is requested?			
Is there sufficient time remaining for the learner to achieve competence?			
IVETS summary screen printout attached?			
Course progress screen printout attached?			
Request approved?			

New VTO Code:

Name: Position:

Signature: Date: