Change of supervising registered training organisation (SRTO)

This form has been developed for use by an employer or SRTO acting on behalf of the parties to a training contract, to notify a change of SRTO under the Further Education and Training Act 2014.

The employer and apprentice or trainee must agree if an SRTO is to be replaced. Employers should ensure that they discuss the proposed change of SRTO with their apprentice or trainee.

Change of SRTO for one apprentice or trainee
Where the change of SRTO affects only one apprentice or trainee, an employer should complete sections 1–3.

Change of SRTO for multiple apprentices and/or trainees
An employer seeking to change the SRTO for multiple apprentices and/or trainees should complete sections 1 and 3 and attach a list of relevant apprentices and/or trainees, including (for each):

- registration number
- first name and family/surname
- date of birth
- apprentice/trainee’s signature.

To streamline the process for the parties, an SRTO may notify the change of SRTO, on the condition that the SRTO has the agreement of all the parties to act on their behalf. An SRTO should keep sufficient evidence to prove, if requested, that they have the agreement of the parties.

An SRTO submitting a form for multiple apprentices and/or trainees should complete sections 1 and 4 of the form and lodge it electronically with an Excel spreadsheet showing each apprentice/trainee’s registration number, first name, family/surname and date of birth.

Important notes

Failure to complete all details on this form may delay processing of this transaction.

SRTOs submitting this form are to:

- fully advise all parties to the training contract of the impacts, if any, the change of SRTO may have on the apprentice’s or trainee’s eligibility to continue receiving any travel and/or accommodation subsidies and their eligibility for any continued State funding (User Choice) of the training being delivered to the apprentice(s) or trainee(s);
- ensure the employer is aware that they are required, under the Further Education and Training Act 2014, to provide the SRTO being replaced with at least 14 days’ notice of their replacement.

Employers or SRTOs should expect the changes to take effect within 2 weeks from the date that the Australian Apprenticeship Support Network provider receives a fully completed form (and spreadsheet if required).

How to return this form

Please return the completed and signed form to Apprenticeship Support Australia at: info@apprenticeshipscentre.com.au; or post to Locked Bag 938, North Sydney, NSW, 2059; or fax 1300 65 07 55 as appropriate.

SRTOs submitting this form in respect of multiple apprentices/trainees should send it electronically and attach a spreadsheet in Excel format, containing the apprentice/trainee details stated above.
# Change of supervising registered training organisation (SRTO)

## 1. Notification of amendment

<table>
<thead>
<tr>
<th>Old SRTO name:</th>
<th>New SRTO name:</th>
<th>National ID no:</th>
</tr>
</thead>
</table>

**Effective date of change to new SRTO:**

## 2. Apprentice or trainee details and declaration

<table>
<thead>
<tr>
<th>*Training contract registration number:</th>
<th>(This 9 digit number starting with 20 will appear on any documentation relating to the training contract received from the department or Australian Apprenticeship Support Network provider.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification name:</td>
<td>Qualification code:</td>
</tr>
<tr>
<td>Name:</td>
<td>Date of birth:</td>
</tr>
<tr>
<td>Apprentice’ or trainee postal address:</td>
<td></td>
</tr>
<tr>
<td>If school-based, name of school:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td>Mobile:</td>
</tr>
</tbody>
</table>

By signing this document I confirm that I have been fully informed of the impacts, if any, a change of SRTO may have on receipt of any travel and/or accommodation subsidies and/or the continuation of state funding (User Choice) for the training being delivered to me.

**Apprentice or trainee’s signature:**

**Date:**

## 3. Employer details and declaration

<table>
<thead>
<tr>
<th>Trading name:</th>
<th>ABN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person:</td>
<td>Position:</td>
</tr>
<tr>
<td>Email:</td>
<td>Phone number:</td>
</tr>
</tbody>
</table>

By signing this document I declare on behalf of the entity named in the employer’s details above that:

- The change of SRTO is being notified in agreement with the apprentice(s) and/or trainee(s) shown (on this form and/or on the attached list) and the agreement of the new SRTO, and the replaced SRTO has been notified as per s70(2)(a) of the Further Education and Training Act 2014.
- Where applicable and appropriate, the change of SRTO is being notified in agreement with the parent(s) of the apprentice(s) and/or trainee(s).
- I will negotiate a training plan with each apprentice and/or trainee shown on this form or attached list and the new SRTO.
- For any school-based apprentice(s) and/or trainee(s) affected by this change, I will negotiate a new schedule of education, training and employment with the parties and the school(s) where changes will impact upon the previously agreed arrangements.

**Signature:**

**Date:**

## 4. New supervising registered training organisation details and declaration

<table>
<thead>
<tr>
<th>Name of SRTO:</th>
<th>Phone number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of authorised person signing for SRTO:</td>
<td>Mobile:</td>
</tr>
</tbody>
</table>

By signing this document I declare that:

- I agree to be the SRTO for the apprentice(s) and/or trainee(s) shown on this form or attached list.
- I have fully informed all parties of the impacts, if any; the transfer to my organisation may have, particularly in respect of continued State funding (User Choice) on their training and eligibility for any travel and/or accommodation subsidies they may receive.
- I will negotiate a new training plan with the parties for each apprentice and/or trainee shown on this form or attached list, including an assessment of the employer’s capacity to provide, or arrange to provide, the facilities range of work, supervision and training required under the training plan within 28 days of replacing the former SRTO.
- For any school-based apprentice(s) and/or trainee(s) affected by this change, I will negotiate a new schedule of education, training and employment with the parties and the school(s) where changes will impact upon the previously agreed arrangements.

**Signature:**

**Date:**

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**Privacy Notice** – The Department of Employment, Small Business and Training (DESBT) or Australian Apprenticeship Support Network provider is collecting the information on this form in accordance with Section 70 of the Further Education and Training Act 2014 (Qld) in order to ensure the information with respect to the training contract is current and accurate. Information collected on this form may also be used by DESBT for generating statistics. DESBT routinely gives some or all of this information to the Australian Government Department of Education and Training, Australian Apprenticeship Support Network providers, Queensland Curriculum and Assessment Authority and schools (for school-based apprentices and trainees) and registered training organisations for the purpose of updating the status of the training contract and/or verifying subsidy claims. Your information will not be disclosed to any other person or agency unless you have given permission or it is required or authorised by law.