1800 210 210 | apprenticeshipsinfo@qld.gov.au | desbt.qld.gov.au

Further Education and Training Act 2014

ATF-010

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 the Department of Youth Justice, Employment, Small Business and Training (DYJESBT) of 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 must complete $\underline{SECTIONS\ 1-3}$ of the form. The SRTO must complete $\underline{SECTION\ 4}$.

Change of SRTO for multiple apprentices and/or trainees - An employer seeking to change the SRTO for multiple apprentices and/or trainees must complete <u>SECTIONS 1 AND 3</u> and attach a list of relevant apprentices and/or trainees, including (for each):

- registration number
- first name and family/surname
- apprentice/trainee's signature.

And the SRTO must complete SECTION 4.

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 must complete <u>SECTIONS 1 AND 4</u> of the form and lodge it electronically with an Excel spreadsheet showing each apprentice/trainee's:

- registration number
- · first name and family/surname

Important notes

The SRTO is 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 of any continued State funding (User Choice) for the training being delivered to the apprentice(s) or trainee(s).

The employer is to:

• as required under the *Further Education and Training Act 2014*, 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 two (2) weeks from the date of submitting a fully completed form (and spreadsheet if required).

Return the completed and signed form:

Where the change affects an individual apprentice or trainee and the completed form names one apprentice or trainee - select your Australian Apprenticeship Support Network (AASN) provider and return via email:

☐ Busy At Work amendments@busyatwork.com.au		☐ MEGT cpuqueriesqld@megt.com.au	☐ MAS National QLDDelegations@masexperience.com.au				
	☐ Apprenticeship Support Australia (ASA)	☐ Sarina Russo	□ VERTO				
	info@apprenticeshipsupport.com.au	queensland@sarinarusso.com.au	apprenticeshipsinfo@qld.gov.au				

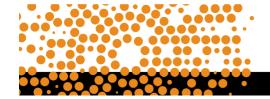
Where the change affects multiple apprentices and/or trainees - return this form and electronic spreadsheet via email to apprenticeshipsinfo@qld.gov.au (using a subject heading of 'Change of SRTO') or post to Apprenticeships Info, PO Box 15121, CITY EAST QLD 4002.

Version 16 - July 2023

Document uncontrolled when printed

Page 1 of 2





1800 210 210 | apprenticeshipsinfo@qld.gov.au | desbt.qld.gov.au

Further Education and Training Act 2014

ATF-010

Change of supervising registered training organisation (SRTO)

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

			'					,	<i>,</i> ,						
SECTION 1: NOTIFICATION OF AMENDMENT															
Old SRTO name:															
New SRTO name:											Natio	nal II	no:		
Effective date of ch	han	ge to new SRT	O:												
SECTION 2: APPRENTICE OR TRAINEE DETAILS AND DECLARATION															
Training contract r	egi	jistration number:									it number starting with 20 appears on all from the department or your AASN Provid				
Qualification name) :									Qu	Qualification code:				
Name:											Date	of b	irth:		
Postal address:															
If school-based, na	ame	of school:													
Email:											Mob	ile:			
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.															
Signature:							-	·			Date):			
SECTION 3: EMPLOYER DETAILS AND DECLARATION															
Trading name:										AB	N:				
Contact person:									Pos	ition	:				
Email:									Pho	ne n	umbe	r:			
 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	ate:					
SECTION 4: NEW	V SI	UPERVISING	REGIS	STER	ED TRAIN	ING O	RGAN	ISATION	DET	AILS	ANI	DE	CLAR	ATION	
Name of SRTO:									Pho	ne nı	ımbe	r:			
Name of authorise	d p	erson signing f	for SR	TO:								· ·			
 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) of 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:											Dat	e:			
											•				

Version 16 - July 2023

Document uncontrolled when printed

Page 2 of 2

