

ATIS-031

Version 7, April 2021

## Assistance for cancelled apprentices and trainees

### Training assistance for cancelled apprentices and trainees

Apprentices and trainees whose training contracts are cancelled, and who were receiving funded training (under the Department of Employment, Small Business and Education's User Choice program) in their apprenticeship or traineeship, may be eligible to continue to receive this funded training. This will allow the cancelled apprentice or trainee the opportunity to attend training while looking for a new employer. Further details can be found on [ATF-015 Training assistance for cancelled apprentices and trainees form](#).

It is important to note that the apprentice or trainee may be eligible for further funding from the Australian Government. For further information phone an Australian Apprenticeship Support Network (AASN) provider on 1800 020 108.

***Please note this training assistance is not ordinarily available to school-based apprentices/trainees currently enrolled in a school or alternative schooling arrangements, however an exemption has been provided to allow these students to apply for training assistance if their training contract has been cancelled as a direct result of the effects of the coronavirus (COVID-19) pandemic.***

### Re-commence apprenticeship or traineeship with a new employer

All apprentices and trainees who have had their training contract cancelled can continue the apprenticeship or traineeship under a new training contract with a new employer. If the apprenticeship or traineeship that is re-commenced is in the same trade or occupation as the cancelled contract, the apprentice or trainee will be granted [time credit](#) for the time served under the cancelled training contract. This is an automatic process when the new contract is registered.

There may be additional incentives available to encourage employers to employ an apprentice or trainee who is re-commencing their apprenticeship or traineeship. Phone an AASN provider on 1800 020 108 to identify any incentives an employer may be eligible to receive.

### Commence a new apprenticeship or traineeship with a new employer

Cancelled apprentices and trainees may choose to enter a different field of interest. If the new apprenticeship or traineeship is in a similar occupation to that of the cancelled training contract, time credit would not be granted but some competencies already completed may be recognised and not need to be repeated.

It is also possible to [participate in two apprenticeships and/or traineeships on a part-time basis](#). This means that an apprentice or trainee working for an employer part-time

may enter into another part-time apprenticeship or traineeship at the same time.

To find out about any available incentives, and if training delivered by the training organisation for the new apprenticeship or traineeship will be funded, phone an AASN provider on 1800 020 108.

### Further assistance

Further assistance may be available from the following providers:

- [Centrelink](#) - phone 13 28 50.
- [Jobactive](#) - phone 13 62 68.
- [Queensland Training Information Service \(QTIS\)](#) lists occupations approved as apprenticeships and traineeships available in Queensland.
- Employment agencies in your local area - check your local phone directory.
- [Apprentice Employment Network](#) (a network of group training organisations throughout Queensland and the Northern Territory).

### Tradeapprentices.com.au service

Tradeapprentices.com.au is a free service funded by the department and delivered by the Apprentice Employment Network. This service aims to assist apprentices and trainees within targeted skills shortage areas, who have had their training contract cancelled, connect with employers, in order to recommence in a training contract.

It is recommended that once registered with Tradeapprentices, the apprentice or trainee should notify of any change to their contact details to ensure they are provided with every possible opportunity to secure employment.

Registering details on the out-of-trade register does not guarantee employment.

### What happens next?

Employers with the capacity to employ an out-of-trade apprentice or trainee may access a list of out-of-trade apprentices and trainees on the [Tradeapprentices website](#).

If they identify any apprentices or trainees that meet their business requirements, they will be able to register their interest to find out more about their requested apprentices or trainees. Tradeapprentices will arrange any interviews.

It is recommended that apprentices and trainees have an up-to-date resume ready as employers will request to have the resume and a copy of any Statements of Attainments (results from the training organisation) forwarded to them for a possible interview.

### For further information

Phone an AASN provider on 1800 020 108 or Apprenticeships Info on 1800 210 210.

