

myApprenticeship account creation request

myApprenticeship is the easiest and quickest way to gain access to your apprenticeship or traineeship training contract(s), update personal details, initiate changes to your training contract(s) and view correspondence from the Department of Employment, Small Business and Training.

Note: myApprenticeship is only for apprentices and trainees who have a current registered training contract or have had one in the past.

Completing the following form will allow Apprenticeships Info to provide you with a secure login for myApprenticeship. Once the account is created, we will email your login details and instructions on how to create your own password.

Please allow up to two (2) working days, following receipt of this form, for creation of your account.

If you require further assistance, please call 1800 210 210 between 8.30am and 4.45pm Monday to Friday.

Please return this completed form via email to myapprenticeship@desbt.qld.gov.au.

*Indicates mandatory fields

Apprentice or trainee details	
Note: Accounts are only created for apprentices and trainees with a registered training contract.	
*First name:	
*Last name:	
Registration 9-digit number (if known):	
*Date of birth (dd-mm-yyyy):	
*Email address: Email address must be owned by the apprentice or trainee	
*Current home address:	
*Contact phone number: <i>(mobile phone is preferable)</i>	

Parent details (if applicable)	
Details to be provided if apprentice or trainee is under 18 years of age. (Note: This may not be required if the apprentice or trainee is living independently of their parent/s)	
Parent name:	
Parent email address: Email address must be owned by the named parent and must not be the same as the apprentice or trainee's email address.	
Parent's current postal address:	
Parent's contact number:	

You must tick this box to indicate you have read and understood the below privacy disclaimer for your request to be processed.

Privacy Notice – The Department of Employment, Small Business and Training (DESBT) is collecting the information on this form in order to create your myApprenticeship secure and unique account. The contact details you have provided may be used to update the contact details we currently hold in our departmental databases and to contact you regarding your myApprenticeship account. This information will only be accessed by authorised employees and contractors within DESBT. Your information will not be disclosed to any other person or agency unless you have given us permission or it is required or authorised by law.

