

## ATIS-019

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# Length of apprenticeships and traineeships

## Information to get started

There are three important terms to remember in regards to the length of an apprenticeship or traineeship:

- nominal term
- competency-based training
- expected duration.

## Nominal term

A nominal term (or length) is allocated to each apprenticeship or traineeship, giving the training contract an end date. The [probationary period](#) is included as part of the nominal term.

The nominal terms for all full-time apprenticeships and traineeships are recorded on the [Queensland Training Information Service \(QTIS\) website](#). Nominal terms for part-time and school-based apprenticeships and traineeships are double the full-time nominal term.

The nominal term may be reduced if:

- the apprentice or trainee has previous training contracts in the same calling, in Queensland or interstate, and applies for [time credit](#); or
- the parties to the contract agree to change the apprenticeship or traineeship from part-time or school-based to full-time arrangements.

Where the apprenticeship or traineeship is changed from full-time to part-time or school-based, the nominal term may be automatically extended.

If the employer, apprentice or trainee and training organisation decide there is insufficient time to complete all training and assessment **before** the end of the nominal term, they must apply to extend the nominal term. The [ATF-014 Extension of nominal term of a registered training contract form](#) can be used and **must be submitted before the end of the nominal term**.

Where a training contract has been suspended, upon completion of the suspension, the nominal completion date will automatically be amended to cover the suspension period (note – this does not apply to temporary suspensions).

## Competency-based training

Queensland apprenticeships and traineeships are competency-based. This means knowledge and skills which the apprentice or trainee attains, and quality of work they produce, are what matter (rather than the length of time served).

The employer, apprentice or trainee and training organisation may commence the completion process before the end of the nominal term, if they agree that the apprentice or trainee has completed all training and assessment required under the training plan and can produce work to the industry standard. The [ATIS-009 Completing the apprenticeship or traineeship information sheet](#) provides further details.

## Expected duration

Apprenticeships (not traineeships) have an expected duration. The expected duration is the period of time it is reasonably expected an apprentice would take to become fully competent and complete the apprenticeship. It may be shorter than the nominal term. The expected duration can be found on the [QTIS website](#).

All the required training for the apprenticeship is outlined in the training plan and should be scheduled to be completed by the end of the expected duration.

The employer, apprentice or trainee and training organisation may commence the completion process before the end of the expected duration if they agree that the apprentice or trainee has completed all training and assessment required under the training plan.

If an apprentice has not achieved competence by the end of the expected duration, the training contract carries on to the end of the nominal term, and training continues accordingly.

## For further information

Contact:

- The Australian Apprenticeship Support Network (AASN) provider for the training contract.
- Apprenticeships Info on 1800 210 210.

