Minor amendment of a registered training contract

Examples of minor amendments include changes to:

- the apprentice or trainee's name – e.g. through marriage or by deed poll (please ensure the documentation states the person's name as it is now and what it was previously)
- the employer's trading name
- correct a typographical error in a party's name or address
- a party's address.

(Evidence: An original document or a copy certified by a Justice of the Peace is required for change of name. Please do not send an original document through the post.)

Amendments will not take effect until the Department of Employment, Small Business and Training’s records are updated.

Did you know apprentices and trainees can automatically change some of these details online?
The myApprenticeship self-service website allows apprentices and trainees to securely view details and complete various tasks relating to their apprenticeship or traineeship. If you are using this form to change your name or address, visit www.training.qld.gov.au/myapprenticeship to get started.

How to return this form (must be completed and signed)
1. Via email to your Australian Apprenticeship Support Network (AASN) provider (in Queensland), if known; or
2. Via email to apprenticeshipsinfo@qld.gov.au or post to Apprenticeships Info, PO Box 15121, CITY EAST QLD 4002.

<table>
<thead>
<tr>
<th>APPLICANT AND TRAINING CONTRACT DETAILS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant's name (apprentice/trainee or employer)</td>
<td></td>
</tr>
<tr>
<td>Applicant's signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>Training contract registration number:</td>
<td>(This 9 digit number starting with 20 appears on all documentation from the department or your AASN provider.)</td>
</tr>
<tr>
<td>Apprentice or trainee’s name:</td>
<td>Date of birth:</td>
</tr>
</tbody>
</table>

(A) CHANGE OF APPRENTICE OR TRAINEE’S NAME (documentary proof of change is required) OR EMPLOYER’S TRADING NAME

Previous name or trading name:

New name or trading name:

(B) CHANGE OF RESIDENTIAL AND/OR POSTAL AND/OR WORKPLACE ADDRESS AND/OR EMAIL AND/OR CONTACT PERSON AND/OR PHONE NUMBER(S)

Indicate which party the change relates to: ☐ Apprentice or trainee ☐ Employer ☐ Parent or guardian

New residential address: Postcode:

New workplace address: Postcode:

New postal address: Postcode:

New email address:

New contact person: Phone number:

(C) OTHER AMENDMENT