

ATIS-020

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Parent or guardian responsibilities

Information to get started

The parties to a training contract are the employer and the individual to be trained as an apprentice or trainee. For individuals who are under 18 years of age, their parent/s or guardian/s have certain responsibilities in regards to the apprenticeship or traineeship. They are, however, not a party to the training contract.

Responsibilities of the parent or guardian

A parent or guardian is required to consent to the signing of a training contract unless it is inappropriate for this to occur – for example, if an apprentice or trainee is living independently of any parent/s and/or guardian/s. This provides a parent or guardian the opportunity to review the proposed training arrangement and confirm their consent for their child's participation. A parent or guardian is further required to:

- sign the training contract within **14 days** after the day the apprenticeship or traineeship starts
- sign the appropriate application, if the employer and apprentice or trainee agree—
 - to apply to amend the training contract
 - to temporarily transfer the training contract to a new employer for a period not exceeding one year
 - to suspend the training contract for a period not exceeding one year
 - to apply to cancel the training contract
- if the employer and apprentice or trainee and a proposed new employer agree to permanently transfer the training contract to the new employer, sign the application
- if the apprentice or trainee decides to withdraw their consent to suspend or cancel the training contract within **seven days**, sign the written notice advising their Australian Apprenticeship Support Network (AASN) provider or the Department of Employment, Small Business and Training of the withdrawal
- if the employer, apprentice or trainee and training organisation agree to sign a completion agreement to initiate completion of the apprenticeship or traineeship, sign the completion agreement.

Further responsibilities that relate specifically to school-based apprenticeships and traineeships:

- ensure the school's agreement to the school-

based arrangement has been obtained

- participate in the negotiation of, and agree to, a schedule of school studies, training and employment
- if the student is suspended or expelled from school, or the school withdraws their support to the school-based arrangement, contact the AASN provider or the department immediately to discuss continuation of the apprenticeship or traineeship
- if the student changes schools, the support of the new school must be obtained before the school-based arrangement can continue
- if the school-based apprenticeship or traineeship is in the electrotechnology industry, ensure the required criteria have been met, as outlined on www.qtis.training.qld.gov.au.

Parent or guardian access to personal information

It is important to note that the AASN provider and the department are restricted to the information they may provide a parent or guardian. A parent or guardian may only be provided with information that assists them to meet the responsibilities outlined in this information sheet. For example, to consider an amendment to a training contract, a parent/guardian should only be provided with relevant information regarding the proposed amendment.

Personal information including residential address or telephone number of an apprentice or trainee is generally not to be shared with any other individual, however an apprentice or trainee may formally request their AASN provider or the department, in writing, to release specific information to a third party.

The [ATF-008 Authority to release information to a third party form](#) is used for this purpose.

Parent or guardian is the employer

An employer, who is also the parent or legal guardian of the apprentice or trainee, may sign the training contract as both the employer and parent or guardian.

Timeframe

The parent or guardian's involvement in processes related to the training contract cease when the apprentice or trainee turns 18 years of age.

For further information

Phone Apprenticeships Info on 1800 210 210.

