

ATIS-018

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Interstate apprentices and trainees

Information to get started

Interstate residents who have served part of their apprenticeship or traineeship interstate and move to Queensland may recommence their training in Queensland. Conversely, apprentices and trainees registered in Queensland may wish to move interstate to complete training.

Interstate residence but working in Queensland

Registration of a training contract for an apprentice or trainee whose everyday workplace address is **not** in Queensland will **not** be approved for registration with the Department of Employment, Small Business and Training.

An apprentice or trainee can have an interstate residential and/or postal address and still be registered with the department, if the physical workplace address is in Queensland and the apprentice or trainee works at that address.

For example if the residential address is in Murwillumbah, New South Wales and the physical work address is in Coolangatta, Queensland.

Where a group training organisation (GTO) is the employer, the address of the GTO is shown as the workplace address. However, where the workplace address of a host employer is not located in Queensland, the training contract cannot be registered in Queensland.

Interstate apprentice or trainees moving to Queensland

Apprentices and trainees who have partly completed their apprenticeship or traineeship interstate can recommence their training in Queensland. Credit may be given for 'time served' interstate and applied against the nominal term of the apprenticeship or traineeship, as long as it is the same trade calling or traineeship occupation.

To apply for credit the interstate apprentice or trainee will need to provide an **Extract of Service** issued by the former state training authority and a **Statement of Attainment** from the former training organisation, **at the time of signing the new training contract**.

For the purpose of recommencing in Queensland, apprentices and trainees previously registered in New South Wales or Victoria need only obtain a Request for Extract of Service form from their Australian Apprenticeship Support Network (AASN) provider and give the completed form to the AASN provider. The department will then obtain details direct from the NSW or Victoria state training authority.

It is the responsibility of the employer, apprentice or trainee and training organisation:

- establish a re-entry point;
- determine the training the apprentice or trainee needs to complete; and
- to negotiate and sign a training plan.

The employer and apprentice or trainee need to ensure a new training contract is signed and the employer needs to ensure the relevant wage entitlement is paid.

Queensland-registered apprentice or trainee moving interstate

Apprentices and trainees who are moving interstate and wish to complete their apprenticeship or traineeship in another state or territory will require an **Extract of Service** issued by the Department of Employment, Small Business and Training in order to have their 'time served' recognised.

There may be instances where an apprentice or trainee is required to move interstate for a short period of time, for example:

- The apprentice or trainee's employer is Queensland-based and is awarded a short term contract in another state.
- The apprentice or trainee is a Queensland-based employee of a national company and is required to work at one of the employer's interstate locations for a short period of time.

Because the Queensland-registered apprentice or trainee moves interstate to work for the same employer for a period before work brings them back to Queensland, this is not considered as a move interstate and the training contract in Queensland can continue.

For further information

To register an apprenticeship or traineeship:

- in Queensland, phone an Australian Apprenticeship Support Network provider on 1800 020 108
- outside of Queensland, [contact the state training authority](#) relevant to your state.

Contact:

- [Fair Work Ombudsman](#) on 13 13 94, regarding wages and employment conditions
- Apprenticeships Info on 1800 210 210.

Related document:

- [Declaration of apprenticeships or traineeships policy](#).

