

FACT SHEET

Assigning (transferring) a training contract to a new employer

An employer may assign a training contract to a new employer if the apprentice* (parent / guardian where applicable) and the new employer consent to the assignment and the training contract is still in effect.

Assignment requests cannot be considered for training contracts where:

- the contract has ended (for example: expired, cancelled, completed or terminated); or
- the assignment (transfer) date has not occurred in the last four weeks (28 days).

This process is not to be used where a business restructure has occurred, or the apprentice is moving to a subsidiary company. In such circumstances, please use the *Update employer's ABN or business structure* on a training contract form.

Submitting assignment (transfer) requests

The [Assigning a training contract to a new employer](#) form may be submitted by either the current employer, new employer or apprentice, within four weeks (28 days) of the proposed commencement date with the new employer.

Once this form has been submitted, an email will be sent to the current employer, new employer, and apprentice for approval. Where applicable the Apprenticeship Office will contact the parent/guardian to confirm approval.

Parties are given five calendar days to either approve or deny the request. If approval has not been provided by all parties within the prescribed timeframe, the form will expire.

Commencement date and probation period with the new employer

The apprentice is on probation with the new employer for one month from the commencement date on which the apprentice starts work with the new employer.

Employer's obligations

By agreeing to enter into a training contract with the apprentice, the new employer accepts all obligations of the employer under the current training contract, from the date of commencement with the new employer.

The former employer should provide the new employer with a copy of the training contract obligations, which can be found at dtwd.wa.gov.au/apprenticeship-office. The new employer should read, understand and accept these obligations before consenting to the assignment of the training contract.



The new employer will be required to negotiate and sign a new training plan with the apprentice and the nominated registered training organisation within six weeks after the date the parties are notified of the approved assignment. The training plan should reflect the training and assessment already undertaken with the previous employer.

Assigning a suspended training contract to a new employer

If a training contract is suspended, the suspension ceases as soon as the contract is approved to be assigned to a new employer.

**The term 'apprentice' includes apprentices, trainees, cadets and interns*

Further information

If you would like to know more about apprenticeships/traineeships, please contact DTWD's Apprenticeship Office:

Ph: 13 19 54

E: apprenticeshipoffice@dtwd.wa.gov.au

W: www.dtwd.wa.gov.au/apprenticeship-office