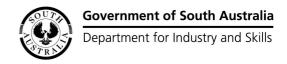
Training Contract variation application:

Change of Hours



For assistance in completing this form call the Traineeship and Apprenticeship Information Service on 1800 673 097

Complete and submit this form to apply to vary the hours per week worked under a Training Contract in South Australia, or to vary the employment type between part-time and full-time.

An increase in hours per week will bring forward the nominal completion date of the Training Contract, while a decrease in hours per week will extend the term of the Training Contract.

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Required fields are indicated with a red asterisk on the right hand side: *



The Training and Skills Commission Minimum Hours of Employment and Training guideline must be met, see www.tasc.sa.gov.au

1. Trainee/apprentice details

First name(s):	*	
Last name(s):	*	
Phone no:	Mobile no:	
Date of Birth (DD/MM/YY): / / /		
Training Contract number:		
Employer's legal name:	*	
Employer's worksite postcode:	*	
2. Change of hours details		
Effective from (DD/MM/YY): / / /	*	
New hours per week:		
If the Training Contract is school-based, will it continue to be school-based?		
Employment type: Full-time Part-time		

See page 2 of this form for required signatures.

3. Signatures

By signing below you acknowledge that you are aware of your rights and obligations under the Training Contract and under the *Training and Skills Development Act 2008*. Please call the Traineeship and Apprenticeship Information Service on 1800 673 097 if you have any questions before you sign below.

*	Print name: *
Employer representative signature	Signature date: / / * (DD/MM/YY)
Employer phone number or email:	
*	Print name: *
Trainee/apprentice signature	Signature date: / / *
*	Print name: *
Parent/guardian signature (if learner aged under 18)	Signature date: / / *

You are advised to retain a copy of this form for your records.

Please submit all pages of this form to:

Post: Regulation and Contract Management

GPO Box 320, Adelaide SA 5001

Fax: 08 8463 5654

Email: dis.tamfax@sa.gov.au

For assistance or more information:

Phone: 1800 673 097

Website: www.skills.sa.gov.au/apprentices