

We agree that:

- a) the Contract commences from the date stated, provided that it has been registered or approved under the provisions of the relevant State/Territory legislation;
- b) the Contract can only be changed by our agreement and according to State/Territory legislation and the State Training Authority must be informed of the proposed change/s. In some States/Territories approval for the changes must be sought;
- c) the apprentice/trainee can see, and correct, any information about himself/herself in this Contract or held by the employer in relation to this Contract;
- d) we will try to resolve any dispute we have between us, and if we can't, we will contact our State/Territory Training Authority to request assistance or to access the appropriate dispute resolution processes;
- e) the Contract can be audited by the relevant State/Territory Training Authority or Australian Government Department;
- f) the Contract is successfully completed when there is agreement from the employer, Registered Training Organisation and apprentice/trainee, and/or an acknowledgement by the State/Territory Training Authority, that the apprentice/trainee has attained all the required competencies
- g) this contract expires if it reaches the expected term of the contract referred to in question 4 without the apprentice/trainee having attained all the required competencies or a request for an extension of the contract having been endorsed by the State/Territory Training Authority
- h) this contract may be terminated in accordance with relevant State/Territory legislation

For the employer

I agree that I will:

- a) employ and train the apprentice/trainee as agreed in our Training Plan and ensure the apprentice/trainee understands the choices he/she has regarding the training;
- b) provide the appropriate facilities and experienced people to facilitate the training and supervise the apprentice/trainee while at work, in accordance with the Training Plan;
- c) make sure the apprentice/trainee receives on-the-job training and assessment in accordance with our Training Plan;
- d) provide work that is relevant and appropriate to the vocation and also to the achievement of the qualification referred to in this Contract;
- e) release the apprentice/trainee from work and pay the appropriate wages to attend any training and assessment specified in our Training Plan;
- f) meet all legal requirements regarding the apprentice/trainee, including occupational health and safety requirements and payment of wages and conditions under the relevant employment arrangements;
- g) repay any payments I receive that I am not entitled to;
- h) work with our Registered Training Organisation and the apprentice/trainee to make sure we follow our Training Plan, keep training records up to date, and monitor and support the apprentice/trainee's progress; and
- i) let the relevant State/Territory Training Authority and the Registered Training Organisation know within five working days (or when the local State/Territory Training legislation requires, if this is different) if our Training Contract has become jeopardised. I acknowledge that it is an offence to use information in the Contract to discriminate against any person, including the apprentice/trainee.

For the apprentice/trainee

I agree that I will:

- a) attend work, do my job, and follow my employer's instructions, as long as they are lawful;
- b) work towards achieving the qualification stated in our Training Contract; and
- c) undertake any training and assessment in our Training Plan.

For the parent or guardian

I agree that I will:

uphold the responsibilities listed above for the apprentice/trainee until this person is 18 years of age.