APPRENTICESHIPS NORTHERN TERRITORY

NORTHERN TERRITORY GOVERNMENT

AUSTRALIAN APPRENTICESHIP SUPPORT SERVICES
An Australian Government Initiative

JOINTLY FUNDED BY THE AUSTRALIAN AND NORTHERN TERRITORY GOVERNMENTS

APPLICATION TO CANCEL TRAINING CONTRACT

Please complete one of the following:	
What was the apprentice/trainee's last day at work?	
What is the apprentice's/trainee's resignation date?	

Apprentice/Trainee Name:	
Employer Trading Name:	

Definition:

Within Probationary Period (within 3 months of commencement, one signature required)

Mutual Cancellation (signed, or date agreed on by all parties)

Non-mutual Cancellation (date not confirmed)

Please mark one box in each column

Cancellation Process	Reason for Cancellation	Outcome of Cancellation
☐ Resignation ☐ Termination ☐ Abandonment of employment ☐ Only Cancelling Apprenticeship	☐ Unsuited to Apprenticeship ☐ Employer practices ☐ Business closure ☐ Economic Downturn ☐ Lack of Work ☐ Wages and conditions ☐ RTO concerns ☐ Work Performance ☐ Health ☐ Interstate relocation ☐ Intra state relocation ☐ Change of vocation ☐ Personal reasons ☐ Cultural obligations ☐ Literacy/Numeracy ☐ Other opportunities ☐ Other reason not stated above:	☐ Continuing or intending to continue in an apprenticeship ☐ Continuing employment with current Employer ☐ Other employment ☐ Further education or training ☐ Unemployed ☐ Community development employment project (CDEP) ☐ Holiday/employment break ☐ GTO Apprentice/Trainee going direct to host employer

Additional Comments (if required)	

DECLARATION – Note: Apprentice/Trainee under 18 must be co-signed by Parent/Guardian			
	Name	**Signature**	**Date**
Employer Representative			
Apprentice/Trainee			
Parent/Guardian (if applicable)			

Please return the completed form to: cancel@gtntgroup.com.au

Please Note: User choice funded Apprentices/Trainees can continue off the job training for a period of 12 months from the date of cancellation as per the User choice Funding Policy. https://business.nt.gov.au/publications/policies/user-choice-fundingpolicy