

VARIATION OF A TRAINING CONTRACT

This form is used to amend information recorded for a Training Contract registered in the Northern Territory.

EMPLOYER AND APPRENTICE DETAILS

Employer Name: _____ Apprentice Name: _____

Contact Person: _____ Best Contact: _____

This form covers the following sections:

- Section 1 — Change of RTO (1A: Employer to complete; 1B: RTO to complete)
- Section 2 — Change or upgrade of qualification, including occupational outcome
- Section 3 — Change of employment status
- Section 4 — Change of legal or business name
- Section 5 — Change of apprentice/trainee name or date of birth

Important information

Do not use this form — contact our office on **08 8935 8200** if:

- There is a change to the company ABN or business structure
- There is a change to your worksite address or supervisor's details

Please note:

- Any request for a change of RTO is submitted to the Department of Education and Training for approval
- New qualifications and RTOs must be listed on the A&T Database

Please ensure all relevant sections are completed and the declaration on the final page is signed by all parties (including Parent/Guardian if the apprentice is under 18 at time of signing) before submitting to variations@gtntgroup.com.au

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SECTION 1A — Change of RTO (Employer to complete)

Current RTO	
New RTO	
Qualification	
Reason for Change	
Effective Date of Change	

SECTION 1B — Change of RTO (RTO to complete — Employer must contact the RTO)

Funded or Non-funded	
Sufficient hours remaining under the User Choice Contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you accept this enrolment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 2 — Change or Upgrade of Qualification

Current Qualification Code / Title	
New Qualification Code / Title	
Has the change resulted in a change to the Apprentice Occupational Outcome?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Effective Date of Change / Upgrade	

OSCA (Occupation Standard Classification for Australia) replaces ANZSCO for use in Australia. [Australian Apprenticeships Priority List – 1 April 2026 - Department of Employment and Workplace Relations, Australian Government](#)

SECTION 3 — Change of Employment Status

Select	Change of Employment Status
<input type="checkbox"/>	Part Time → Full Time
<input type="checkbox"/>	Full Time → Part Time
<input type="checkbox"/>	School Based → Permanent Part Time
<input type="checkbox"/>	School Based → Permanent Full Time

Has the apprentice completed Year 12?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Still Enrolled in School
If not completed Year 12 and under 17 — has a Notice of Arrangement been provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
New Hours Per Week		
Effective Date of Change		

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SECTION 4 — Change of Legal or Business Name

Current Legal Name	
New Legal Name	
Current Business Name	
New Business Name	
Effective Date of Change	

SECTION 5 — Change of Apprentice/Trainee Name or Date of Birth

Current Full Name (incl. middle names) or DOB	
New Legal Name (incl. middle names) or DOB	
Effective Date of Change	

Employer signature is not required for this section.

DECLARATION

Note: If the apprentice/trainee is under 18 at the time of signing, this declaration must also be co-signed by a Parent/Guardian.

Employer Representative Name: _____	Signature: _____	Date: _____
Apprentice / Trainee Name: _____	Signature: _____	Date: _____
Parent / Guardian (if applicable) Name: _____	Signature: _____	Date: _____
RTO (change of RTO only) Name: _____	Signature: _____	Date: _____

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

OFFICE USE ONLY

Network Provider Representative			
Signature: _____	Date: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Apprenticeships NT General Manager (if applicable — NTG Contract Manager)			
Signature: _____	Date: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved

Comments