APPRENTICESHIPS NORTHERN TERRITORY

NORTHERN TERRITORY GOVERNMENT

AUSTRALIAN APPRENTICESHIP SUPPORT SERVICES
An Australian Government Initiative

JOINTLY FUNDED BY THE AUSTRALIAN AND NORTHERN TERRITORY GOVERNMENTS

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 (If the apprentice is under 18 on the effective date of the change) 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?	☐ Yes ☐ No
Do you accept this enrolment?	☐ Yes ☐ 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?	☐ Yes ☐ 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**
☐	Part Time → Full Time
☐	Full Time → Part Time
☐	School Based → Permanent Part Time
☐	School Based → Permanent Full Time

Has the apprentice completed Year 12?	☐ Yes ☐ No ☐ N/A ☐ Still Enrolled in School
If not completed Year 12 and under 17 — has a Notice of Arrangement been provided?	☐ Yes ☐ 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: _____	☐ Approved	☐ Not Approved
Apprenticeships NT General Manager (if applicable — NTG Contract Manager)			
Signature:	Date: _____	☐ Approved	☐ Not Approved

Comments