



# Cancellation of an apprenticeship or traineeship by consent

Apprenticeship and Traineeship Act, 2001 Section 22

VT16 (April 2016)

Version 2.03

Application to Cancel an  Apprenticeship  Traineeship

Training Contract ID:  \

I (apprentice/trainee)

of (address)

and (employer)

of (address)

being the parties to a training contract in the vocation of:

hereby mutually and voluntarily agree to the cancellation of the apprenticeship/traineeship with effect from

### Reason for the the cancellation

Cancellation Reason

Additional Comments

I certify that I have read and understood the information and instructions on page 2.

I understand that by signing this form I am confirming my consent to cancellation of the training contract.

**If either party does not agree to the cancellation, contact Training Services NSW for assistance.**

Print Form

### Signed:

**Employer**

**Witness (Independent person)**

**Date**

Are you (the learner) continuing your formal training with your Training Provider ?

Yes

No

**Learner**

**Witness (Independent person)**

**Date**

# Information on the mutual cancellation of an apprenticeship/traineeship

(Section 22 of the *Apprenticeship & Traineeship Act, 2001*)

## Submitting cancellation requests

Applications for cancellation should be made on this form and submitted to Training Services NSW as soon as practicable after the parties have agreed, and no later than 14 days from the date on which the contract is to be cancelled.

## Consent

An apprenticeship or traineeship may be cancelled by the mutual and voluntary consent of the employer and the apprentice/trainee. If either party is uncertain or does not agree to cancellation of the training contract they should seek assistance from Training Services NSW (see below). **Neither party should be forced to "agree" to cancellation of the apprenticeship/traineeship as a result of undue pressure or coercion.**

## Withdrawal of consent

If you have submitted a signed cancellation form, you can withdraw your consent by notifying Training Services NSW in writing within 7 days of the date on which you submitted the cancellation form.

## Application by one party only

Both parties should sign this form to indicate their consent to the proposed cancellation. If one of the parties is not available to sign or does not consent to the proposed cancellation, a form signed by one party only may be submitted. The reasons why the other party has not signed the cancellation application form should be included in the comments.

## Reason for cancellation

The apprentice/trainee and/or the employer should identify the reason for seeking cancellation of the apprenticeship or traineeship. If there is more than one reason, or the parties have different reasons for requesting cancellation, select the main reason and add additional comments. Additional information can be attached if appropriate.

## Recommencing the apprenticeship or traineeship with another employer

An apprentice or trainee whose training contract has been cancelled can continue their apprenticeship or traineeship with another employer. Credit for time spent working as an apprentice or trainee with a previous employer will apply when a person recommences their apprenticeship or traineeship. Apprentices and trainees should continue to attend any off-the-job training with the RTO while they actively look for another apprenticeship or traineeship position.

Commissioner for Vocational Training

## Training Services NSW addresses and telephone numbers

Clients from anywhere in NSW can contact Training Services NSW by calling **13 28 11** for the cost of a local call.

### Central and Northern Sydney

Level 13, 67 Albert Avenue  
CHATSWOOD NSW 2067  
(PO Box 5227, WEST CHATSWOOD NSW 1515)  
Ph: (02) 9242 1700 Fax: (02) 9242 1758  
[sts.chatswood@industry.nsw.gov.au](mailto:sts.chatswood@industry.nsw.gov.au)

### Southern & South Western Sydney

Level 2, 41-45 Rickard Road  
BANKSTOWN NSW 2200  
(PO BOX 3515, BANKSTOWN NSW 2200)  
Ph: (02) 8707 9600 Fax: (02) 9709 5356  
[sts.bankstown@industry.nsw.gov.au](mailto:sts.bankstown@industry.nsw.gov.au)

### Western Sydney & Blue Mountains

Ground Floor, 16-18 Wentworth Street  
PARRAMATTA NSW 2150  
(PO BOX 1007, PARRAMATTA NSW 2124)  
Ph: (02) 9204 7400 Fax: (02) 9635 9775  
[sts.parramatta@industry.nsw.gov.au](mailto:sts.parramatta@industry.nsw.gov.au)

### Hunter & Central Coast

Level 1, 117 Bull Street  
NEWCASTLE WEST NSW 2302  
(Locked Bag 542, NEWCASTLE NSW 2300)  
Ph: (02) 4974 8570 Fax: (02) 4925 2139  
[sts.newcastle@industry.nsw.gov.au](mailto:sts.newcastle@industry.nsw.gov.au)

### Illawarra & South East NSW

State Office Block  
Level 1, Block E, 84 Crown Street  
WOLLONGONG NSW 2520  
(PO Box 469, WOLLONGONG EAST 2520)  
Ph: (02) 4224 9300 Fax: (02) 4224 9334  
[sts.wollongong@industry.nsw.gov.au](mailto:sts.wollongong@industry.nsw.gov.au)

### New England

Level 2, Noel Park House  
155-157 Marius Street  
TAMWORTH NSW 2340  
(PO Box 399, TAMWORTH NSW 2340)  
Ph: (02) 6755 5099 Fax: (02) 6766 4120  
[sts.tamworth@industry.nsw.gov.au](mailto:sts.tamworth@industry.nsw.gov.au)

### North Coast & Mid North Coast

Level 4, Suite 3  
29 Molesworth Street  
LISMORE NSW 2480  
(PO Box 575, LISMORE NSW 2480)  
Ph: (02) 6627 8400 Fax: (02) 6621 9994  
[sts.lismore@industry.nsw.gov.au](mailto:sts.lismore@industry.nsw.gov.au)

### Riverina

87 Forsyth Street  
WAGGA WAGGA NSW 2650  
(PO Box 2304, WAGGA WAGGA NSW 2650)  
Ph: (02) 6937 7600 Fax: (02) 6921 0724  
[sts.waggaWagga@industry.nsw.gov.au](mailto:sts.waggaWagga@industry.nsw.gov.au)

### Western NSW

Level 1, State Office Block  
Cnr Kite & Anson Streets  
ORANGE NSW 2800  
Ph: (02) 6392 8500 Fax: (02) 6392 8539  
[sts.orange@industry.nsw.gov.au](mailto:sts.orange@industry.nsw.gov.au)

Further contact information can be located at [https://www.training.nsw.gov.au/about\\_us/contacts.html](https://www.training.nsw.gov.au/about_us/contacts.html)