

# Variation of Training Contract (AAN-VA009-01)

This form comes from the following procedure [AAN-VA009 Change or Upgrade of Qualification Procedure](#)

**CHANGE INDIVIDUAL NAME/BUSINESS DETAILS**

**(MUST BE COMPLETED)**

CURRENT NAME \_\_\_\_\_

CURRENT EMPLOYER  
NAME \_\_\_\_\_

NEW NAME\* \_\_\_\_\_

OLD ADDRESS  
RESIDENTIAL/POSTAL\*\* \_\_\_\_\_

NEW ADDRESS  
RESIDENTIAL/POSTAL \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

MOBILE \_\_\_\_\_

EMAIL \_\_\_\_\_

EFFECT DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

\*IF CHANGE OF LEGAL NAME FOR INDIVIDUALS PLEASE ATTACH RELEVANT PROOF E.G. DRIVERS LICENCE, MARRAGE CERTIFICATE

\*\*POSTAL DETAILS ONLY FOR BUSINESS, CHANGE OF LOCATION REQUIRES A NEW EMPLOYER APPROVAL TO BE COMPLETED

**CHANGE OF RTO**

CURRENT RTO \_\_\_\_\_ NEW RTO \_\_\_\_\_

EFFECT DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

REASON FOR CHANGE \_\_\_\_\_

\*ATTACH CURRENT PRINT OUT FROM A&TDB WITH RELEVANT RTO'S

**VARIATION TO CONTRACT**

PLEASE TICK TO REFLECT THE FOLLOWING CHANGES IN EMPLOYMENT:

FULL TIME TO PART TIME NEW HOURS PER WEEK \_\_\_\_ EFFECT DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

PART TIME TO FULL TIME NEW HOURS PER WEEK \_\_\_\_ EFFECT DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

S-BASED TO PERMANENT **FULL TIME/PART TIME** \*NEW HOURS PER WEEK \_\_\_\_ EFFECT DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

\*YEAR 12 COMPLETED YES OR NO (PLEASE CIRCLE)

Continued over page

# Variation of Training Contract (AAN-VA009-01)

CHANGE/UPGRADE QUALIFICATION \_\_\_\_\_ TO \_\_\_\_\_

EFFECT DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

EMPLOYER REPRESENTATIVE NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

APPRENTICE/TRAINEE NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PARENT NAME (IF APPLICABLE) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

## OFFICE USE ONLY

### AANNT MANAGER/DELEGATE

VARIATION APPROVED  NOT APPROVED

SIGNED AANNT MANAGER/DELEGATE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

PLEASE INITIAL AND DATE AS CHANGES ARE EFFECTED

DELTA \_\_\_\_\_ TYIMS \_\_\_\_\_ JOBRREADY \_\_\_\_\_

RELEVANT DOCUMENTATION ACTTACHED (*marriage certificate, copy of deed poll certificate*)  N/A

### DTBI CONTRACT MANAGER (IF APPLICABLE)

VARIATION APPROVED  NOT APPROVED

IF NOT APPROVED REASON

\_\_\_\_\_

\_\_\_\_\_

SIGNED DTBI CONTRACT MANAGER \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

*This form also relates to other forms*

Nil