


Application form:  
**Extract of Training Contract**

For assistance in completing this form call the South Australian Skills Commission on 1800 673 097

Complete and submit this form to apply for an extract of your South Australian Training Contract records. An extract is a record of the time you spent working and training under an apprenticeship or traineeship. An extract of Training Contract records can only be applied for by the former apprentice/trainee.

 Required fields are indicated with a red asterisk on the right hand side: \*

### 1. Applicant details

First name(s):		*
Last name(s):		*
Phone no:	Mobile no:	
Date of Birth (DD/MM/YY):	<input type="text"/> / <input type="text"/> / <input type="text"/>	* Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Training Contract number:	<input type="text"/> \ <input type="text"/>	*
Training Contract commencement date (DD/MM/YY):	<input type="text"/> / <input type="text"/> / <input type="text"/>	*
Full name at time of Training Contract completion: (if different to the above)		
Were you the apprentice/trainee associated with the Training Contract? <input type="checkbox"/> Yes <input type="checkbox"/> No		*

### 2. Training Contract details

Employer legal or trading name:	*
Trade/vocation name:	*

### 3. Postal address for delivery of extract

Address:	Postcode:	*
	<input type="text"/>	

### 4. Signature

Trainee/apprentice signature	*	
Signature date (DD/MM/YY):	<input type="text"/> / <input type="text"/> / <input type="text"/>	*

*You are advised to retain a copy of this form for your records.*

#### Please submit this form to:

Post: **South Australian Skills Commission**  
GPO Box 320, Adelaide SA 5001

Email: [sasc.tasforms@sa.gov.au](mailto:sasc.tasforms@sa.gov.au)

#### For assistance or more information:

Phone: 1800 673 097

Visit: [skillscommission.sa.gov.au/apprentices](http://skillscommission.sa.gov.au/apprentices)