

NTO Notifications:

Notification regarding employer or apprentice/trainee



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

The *South Australian Skills Act 2008* (the SAS Act) requires Nominated Training Organisations (NTO) to notify the Commission of certain matters.

This form relates to [Standard 6: Training Plan and NTOs](#) which outlines details of NTO notification obligations.

Where there are issues with an employer or with the apprentice or trainee, the NTO should engage with the employer and/or apprentice or trainee in the first instance. Where concerns are ongoing, the NTO should make a notification.

To make a notification complete and submit this form.

1. Notification Type

The NTO has become aware that (*please select all that apply*):

- The health or safety of an apprentice or trainee is at risk
- An employer is not meeting its obligations under the Training Contract or Training Plan
- An apprentice or trainee is not meeting requirement(s) of the Training Plan

*Note: Required fields are indicated with an **

2. NTO Details

Name of Nominated Training Organisation:		*
RTO Number / Provider ID		*
NTO contact person for this notification:		
First Name(s):		*
Last Name(s):		*
Phone number:		*
Email address:		*

3. Apprentice/trainee details

First name(s):		*
Last name(s):		*
Training Contract number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> \ <input type="text"/>	

4. Employer details

Legal Name:		*
Trading Name(s):		*
Employer contact:		
First Name(s):		*
Last Name(s):		*
Phone number:		
Email address:		

5. Details of concern

Please provide the following information:

An outline of issues experienced / reasons for concern: If possible, please provide: <ul style="list-style-type: none">• Specific examples and/or dates• Brief description of any supporting evidence you have		*
Apprentice/trainee's progress to date against the training plan:		*
Any efforts made to engage the employer or apprentice/trainee to resolve:		*

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

Please submit your notification to:

Email: SASC.tasforms@sa.gov.au

For assistance or more information please:

Call the South Australian Skills Commission on 1800 673 097

Visit skillscommission.sa.gov.au