

# Training Contract variation application: Probationary Period Extension

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



Complete and submit this form to apply to extend the probationary period of a Training Contract in South Australia.

An application to extend the probationary period may be made by the employer, the apprentice/trainee, or both.

**Note:** if the application is not a joint application by the employer and apprentice/trainee, the SA Skills Commission must seek the views of the other party to the training contract about whether or not the application should be granted.

**The total maximum probationary period allowable is, six months or 25% of the term of the Training Contract (whichever is less).**

An application to extend the probationary period must be submitted to the South Australian Skills Commission no less than 14 days before the expiry of the nominal probationary period.


-  Required fields are indicated with a red asterisk on the right-hand side: \*
-  Please ensure the details in this application are correct, as further changes cannot be made once the application has been approved and finalised.

## 1. Apprentice/trainee 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"/> <input type="text"/> / <input type="text"/> <input type="text"/>	*	
Training Contract number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/>	*	
Employer's legal name:		*	
Employer's worksite postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	*	

## 2. Extension to probationary period details

Current probationary period end date (DD/MM/YY):	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	*
<b>Proposed probationary period end date (DD/MM/YY):</b> <b>The <u>maximum total</u> probationary period allowable is - six months or 25% of the term of the Training Contract (whichever is less)</b>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	*
Reason for extension of the probationary period (response type - Yes or N/A)		*
<input type="checkbox"/> Employer uncertain about the apprentice or trainee suitability in the apprenticeship or traineeship		*
<input type="checkbox"/> Apprentice or trainee uncertain about their suitability in the apprenticeship or traineeship		*
<input type="checkbox"/> Other – provide a reason -		*

 See page 2 to complete this application

Probationary Extension Period applications <u>are to be submitted 14 days before</u> the expiry of the original probationary period. If you are applying for a Probationary Extension after the 14-day timeframe, provide a reason for the delay in submitting this application for consideration (if not applicable put N/A).	*
	*

### Signatures

By signing below you acknowledge that you are aware of your rights and obligations under the Training Contract and under the *South Australian Skills Act 2008*. Please call the South Australian Skills Commission on 1800 673 097 if you have any questions before you sign below.

	*	Print name	*
Employer representative signature		<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	*
Date:			
Employer phone number or email:			

	*	Print name	*
Trainee/apprentice signature		<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	*
Date:			

	*	Print name	*
Parent Guardian signature (if learner aged under 18)		<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	*
Date:			

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

**Please submit your application to:**

Email: [sasc.tasforms@sa.gov.au](mailto:sasc.tasforms@sa.gov.au)  
 Post: **South Australian Skills Commission**  
 GPO Box 1152, Adelaide SA 5001

**For assistance or more information please:**

Call the **South Australian Skills Commission** on  
 1800 673 097  
 Or visit [skillscommission.sa.gov.au/apprentices](http://skillscommission.sa.gov.au/apprentices)