

Training Contract Completion

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Has an apprentice or trainee successfully completed a training contract?

A training contract may be considered complete when there is agreement by the parties to a training contract that the:

- apprentice or trainee has achieved competency in the workplace, and
- the Nominated Training Organisation (NTO) has certified that the qualification specified in the training contract has been completed by the apprentice or trainee.

It is possible to complete a training contract before the nominal completion date if the above requirements are met.

For employers, trainees or apprentices

An apprentice or trainee and their employer should refer to the Training Plan to check whether all competencies have been met, along with any other workplace training records kept in accordance with the [Record Keeping Standard](#).

It is the responsibility of all involved in the training contract to take appropriate action to monitor and support completion of the apprenticeship or traineeship. This includes an employer attending regular meetings with the NTO throughout the training contract about their apprentice or trainee.

A party to a training contract may apply to complete a traineeship or apprenticeship by completing an application form with relevant supporting documentation. The form is available at:

<https://www.skills.sa.gov.au/business/forms>.

Traineeship and Apprenticeship Services (TAS) will notify all parties to the training contract of its decision to certify that the apprentice or trainee has completed the training as required under the training contract.

Training contract extension

If the training contract is not completed by the end of the nominal contract duration, an application to [extend the term](#) must be submitted prior to the expiry of the training contract

Support

If required, an apprentice or trainee (or their employer) may contact TAS or the South Australian Skills Commission for consideration of the matter, where there is a dispute about whether or not:

- the apprentice or trainee has achieved competency in the workplace
- the apprentice or trainee has successfully completed the qualification specified in the training contract.

Refer to the [South Australian Skills Standards](#) for full details about completing a training contract.

For more detailed information, please contact the Skills Infoline **1800 673 097**.