Notification variation application:

Training Plan Extension

Government of South Australia

South Australian Skills COMMISSION

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*) states that the Nominated Training Organisation (NTO) must notify the Commission that a training plan has been endorsed by each of the parties 28 days after accepting a nomination to be the NTO for a Training Contract.

If the NTO is unable to prepare (and obtain the necessary endorsement of) a Training Plan within this timeframe, it must complete and submit this form to apply for an extension of time, **at least five business days in advance of the 28-day deadline.**

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

A Training Plan Extension application is a request for a further 28 days in which to develop an endorsed Training Plan

Please ensure the details in this application are correct, as further changes cannot be made oncethe application has been approved and finalised.

1. Apprentice/trainee details

First name(s):		*
Last name(s):		*
Training Contract number:		*

2. Extension to notification

Date nomination accepted to be NTO for the Training Contract (DD/MM/YY):	/ /	*
You are applying for a 28-day extension period to develop an endorsed training plan	**Enter Yes**	*
If you have not applied for the extension 5 business days in advance of the original 28-day deadline, please provide a reason for the late submission		*

3. NTO (applying for this extension)

Name of Nominated Training Organisation:		*
Name of NTO contact person for this application:		*
Phone number:		*
NTO representative signature:		*
Signature date (DD/MM/YY):	/ /	*

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

Please submit your application to:

Email: sasc.tasforms@sa.gov.au

Post: **South Australian Skills Commission**
GPO Box 1152, Adelaide SA 5001

For assistance or more information please:

Phone: 1800 673 097

Visit: skillscommission.sa.gov.au/apprentices