

Skills Standard Fact Sheet

Standard 7: Training Contract Approval

A training contract is a legally binding agreement between a registered employer and an apprentice or trainee in their chosen trade or vocation. Where an apprentice or trainee is under 18 years of age, their nominated parent or guardian will be a party to the contract.

The training contract also identifies the Nominated Training Organisation (NTO) that will deliver training in accordance with the Training Plan. Anyone of working age may enter into a training contract.

There are separate standard forms for vocational education and training (VET) and higher education-aligned training contracts. All parties should retain a copy of their signed training contract.

All training contracts must be submitted to the South Australian Skills Commission (the Commission) for approval. Apprentice Connect Australia Providers (ACAPs) may submit applications on behalf of parties to the training contract.

An employer must not enter into a training contract to train a person under a training contract unless the employer is:

- a registered employer – refer to the [Employer Registration fact sheet](#) and [Skills Register](#)
- operating within the scope of the employer's registration
- complying with any other condition of the registration
- a fit and proper person and not a prohibited employer.

Training in a trade or vocation by an employer

An employer must not undertake to train a person in a trade or vocation until a training contract application has been submitted and approved by the Commission. If the application is refused, the Commission will inform the employer and apprentice or trainee of the decision.

Obligations of employers and apprentices and trainees

The obligations of all parties are outlined in the training contract and the Skills Standards. It is important that these are read and understood by both the employer and apprentice or trainee.

Please refer to the [South Australian Skills Standards](#) for full details.

For more detailed information, please contact the South Australian Skills Commission on **1800 673 097**.