Skills Standard Fact Sheet

Standard 10: Training Contract Suspension

Suspending an apprenticeship or traineeship

The goal of apprenticeships and traineeships is to provide training linked to employment that benefits the employer, and the apprentice or trainee, who completes their training towards gaining a qualification. However, there may be circumstances when it is necessary to suspend the training for a given period. This is preferable to terminating the training contract, as it maintains the employment and training relationship.

A suspension is therefore a temporary postponement of a training contract for a fixed period of time agreed to by both the apprentice/trainee and the employer. The training contract will resume after the agreed suspension period with the obligations of the parties continuing.

To apply for a suspension, an application form must be completed, and information and supporting documents provided. Applications can be made by logging into mySkillsSA.

The South Australian Skills Commission will assess and either approve or decline an application for training contract suspension. It is important to know that suspension must be a last resort.

For employers

Other options that may first be considered before an application for training contract suspension are outlined on the application form. An employer should discuss a suspension application with their apprentice or trainee and advise the Nominated Training Organisation (NTO) for the training contract of any changes that may impact delivery of the qualification.

When to suspend the training contract

Examples of when a suspension may occur (this list is not exhaustive):

- for business-related reasons, such as re-structuring or re-location of the business (maximum 30 days)
- for non-business-related reasons, where the application is mutually agreed, and the apprentice or trainee cannot be transferred to another employer
- wilful and serious misconduct as outlined in Standard 12.
- medical grounds
- the business is sold or has a significant downturn
- in the case of a declared disaster or emergency as defined in Division 3 of the *Emergency Management Act 2004*.

Parties can contact the Commission for further information or advice about their specific circumstances. An application for a training contract suspension that is not mutually agreed by the employer and apprentice or trainee may require dispute resolution at the discretion of the Commission. For more information, see the fact sheet for Complaint Handling, Mediation and Advocacy.

Refer to the South Australian Skills Standards for full details about suspending a training contract.

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