

Notification variation application:  
**Training Plan Extension**



For assistance in completing this form call **Skills Infoline** 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 once the application has been approved and finalised.**

**1. Apprentice/trainee details**

First name(s):		*
Last name(s):		*
Training Contract number:	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	*

**2. Extension to notification**

Date nomination accepted to be NTO for the Training Contract (DD/MM/YY):	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	*
You are applying for a 28-day extension period to develop an endorsed training plan	<b>Enter Yes</b> <input style="width: 60px; height: 25px;" type="text"/>	*
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):	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	*

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

**Please submit your application to:**

Email: [education.tasforms@sa.gov.au](mailto:education.tasforms@sa.gov.au)  
 Post: **Traineeship and Apprenticeship Services**  
 GPO Box 1152, Adelaide SA 5001

**For assistance or more information please:**

Call the **Skills Infoline** on 1800 673 097  
 Or visit us at [www.skills.sa.gov.au/apprentices](http://www.skills.sa.gov.au/apprentices)