



## Training Contract variation application: Probationary Period Extension

For assistance in completing this form call the Skills Infoline on 1800 673 097



Complete and submit this form to apply to extend the probationary period of a Training Contract in South Australia.

An application to extend the probationary period may be made by the employer, the apprentice/trainee, or both.

**Note:** if the application is not a joint application by the employer and apprentice/trainee, the Commission must seek the views of the other party to the training contract about whether or not the application should be granted.

**The total maximum probationary period allowable is, six months or 25% of the term of the Training Contract (whichever is less).**

An application to extend the probationary period must be submitted to Traineeship and Apprenticeship Services no less than 14 days before the expiry of the nominal probationary period.


-  Required fields are indicated with a red asterisk on the right-hand side: \*
-  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):				*				
Phone no:		Mobile no:						
Date of Birth (DD/MM/YY):	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	*		
Training Contract number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	*
Employer's legal name:				*				
Employer's worksite postcode:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*			

### 2. Extension to probationary period details

Current probationary period end date (DD/MM/YY):	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	*
<b>Proposed probationary period end date (DD/MM/YY):</b> <b>The <u>maximum total</u> probationary period allowable is - six months or 25% of the term of the Training Contract (whichever is less)</b>	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	*
Reason for extension of the probationary period (response type - Yes or N/A)						*
<input type="checkbox"/>	Employer uncertain about the apprentice or trainee suitability in the apprenticeship or traineeship					*
<input type="checkbox"/>	Apprentice or trainee uncertain about their suitability in the apprenticeship or traineeship					*
<input type="checkbox"/>	Other – provide a reason -					*

 See page 2 to complete this application

Probationary Extension Period applications <u>are to be submitted 14 days before</u> the expiry of the original probationary period. If you are applying for a Probationary Extension after the 14-day timeframe, provide a reason for the delay in submitting this application for consideration, (If not applicable put N/A)	*
	*

3

### Signatures

By signing below you acknowledge that you are aware of your rights and obligations under the Training Contract and under the *South Australian Skills Act 2008*. Please call the Skills Infoline on 1800 673 097 if you have any questions before you sign below.

*	Print name	*
Employer representative signature	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	*
Date:		
Employer phone number or email:		

*	Print name	*
Trainee/apprentice signature	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	*
Date:		

*	Print name	*
Parent Guardian signature (if learner aged under 18)	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	*
Date:		

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)