



FORM VT16 (January 2002)

Department of Education and Training
CANCELLATION OF APPRENTICESHIP or TRAINEESHIP BY CONSENT
Apprenticeship & Traineeship Act, 2001 Section 22

Application to Cancel an Apprenticeship or Traineeship
No. (T/A ID)

WHERE RELEVANT PLEASE COMPLETE ALL INFORMATION AS DETAILED IN YOUR TRAINING CONTRACT AND DELETE THE WORD APPRENTICE OR TRAINEE, AS APPROPRIATE, IN THIS FORM

We,
(apprentice/trainee – please print full name)

of
(address)

and
(employer - please print employer name as per the contract)

of
(address)

being the parties to a training contract in the vocation of:

.....
(name of apprenticeship/traineeship)

hereby mutually and voluntarily agree to the cancellation of the apprenticeship/traineeship with effect

from the.....day ofyear.....

- I certify that I have read and understood the information and instructions contained overleaf.
I understand that the Commissioner for Vocational Training will direct this cancellation to be effected 7 days from the date of lodgement of this form, unless either party notifies the Commissioner that they have withdrawn their consent to this cancellation.

Signed:

EmployerWitness
(Independent person)

Apprentice/TraineeWitness
(Independent person)

Date

REASON FOR CANCELLATION (for statistical purposes only)

.....
.....

Cancellation of an Apprenticeship or Traineeship by Consent is also known as mutual cancellation.
The original copy of this application should be sent to the nearest State Training Centre (see overleaf) for referral to the Commissioner for Vocational Training.
The employer and the apprentice or trainee, should retain a copy of this document.

INFORMATION ON THE MUTUAL CANCELLATION OF AN APPRENTICESHIP / TRAINEESHIP TRAINING CONTRACT

(Section 22 of the *Apprenticeship & Traineeship Act, 2001* (A&T Act))

- An apprenticeship/traineeship training contract may be cancelled by the mutual and voluntary agreement of both parties to that apprenticeship or traineeship.
- Such arrangements require the mutual agreement of the employer and the apprentice/trainee. **The application form overleaf (VT16) must be used for this purpose.**
- Where either party to the apprenticeship/traineeship is uncertain about entering into a mutual cancellation of the training contract, immediate assistance should be sought from the nearest State Training Centre (see below). **No coercion is to take place for either party to enter into a mutual cancellation of an apprenticeship/traineeship.**
- If one of the parties does not agree with the cancellation of the apprenticeship/traineeship, contact should be made with the nearest State Training Centre (see below) for assistance.
- Mutual cancellation of an apprenticeship or traineeship does not preclude the apprentice or trainee from continuing the apprenticeship or traineeship with another employer. Apprentices and trainees are advised to continue attendance in any off the job training program being undertaken at the time of cancellation.

Commissioner for Vocational Training

STATE TRAINING CENTRE ADDRESSES AND TELEPHONE NUMBERS

Clients from anywhere in NSW can contact their nearest Centre by calling **13 28 11** for the cost of a local call.

<p>Sydney City, Northern Sydney & Southern Central Coast Level 13, 12 Help Street CHATSWOOD NSW 2067 Ph: (02) 9242 1700</p> <p>Southern Sydney & South-Western Sydney Level 2, 41-45 Rickard Road (PO BOX 3515) BANKSTOWN NSW 2200 Ph: (02) 8707 9600</p> <p>Western Sydney Station House, 16-18 Wentworth Street PARRAMATTA NSW 2150 (PO BOX 1007 PARRAMATTA NSW 2124) Ph: (02) 9204 7400</p> <p>Hunter & Northern Central Coast State Office Block Level 1, 117 Bull Street NEWCASTLE WEST NSW 2302 (Locked Bag 542, Newcastle NSW 2300) Ph: (02) 4974 8570</p>	<p>Illawarra State Office Block Level 1, Block E, 84 Crown Street WOLLONGONG EAST NSW 2520 (PO BOX 469 WOLLONGONG EAST NSW 2520) Ph: (02) 4224 9300</p> <p>New England Level 2, Noel Park House 155-157 Marius Street (PO BOX 399) TAMWORTH NSW 2340 Ph: (02) 6755 5099</p> <p>North Coast Level 4, Suite 3 (PO BOX 575) 29 Molesworth Street LISMORE NSW 2480 Ph: (02) 6627 8400</p> <p>Riverina 87 Forsyth Street (PO BOX 2304) WAGGA WAGGA NSW 2650 Ph: (02) 6937 7600</p> <p>Western NSW Level 1, State Office Building Cnr Anson & Kite Streets (PO BOX 53) ORANGE NSW 2800 Ph: (02) 6392 8500</p>
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