



Department Of Education and Training  
**SUSPENSION OF APPRENTICESHIP OR TRAINEESHIP BY CONSENT**

*Apprenticeship and Traineeship Act, 2001 Section 22*

FORM VT13 (January 2002)

**Application to Suspend an Apprenticeship or Traineeship**  
**No. .... (TA ID)**

We, .....  
(apprentice/trainee - please print full name)

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

being the parties to a training contract in the vocation of:  
.....  
(name of apprenticeship/traineeship)

hereby mutually agree to the suspension of the apprenticeship / traineeship training contract for a period commencing from

..... and ending on .....  
day month year day month year

The reason for this suspension is: .....

- **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 suspension 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effected 7 days from the date of lodgement of this form, unless either party notifies the Commissioner that they have withdrawn their consent to this suspension.**

The parties further agree as follows:

1. At the end of this period the apprenticeship / traineeship training contract will recommence and the apprentice/trainee will return to work at the normal starting time on the first working day following the expiry of this agreement.
2. Where this agreement is entered into due to lack of work or training in the employer's business, then the following conditions will apply.
  - Both parties will make efforts to locate an alternate employer to whom the apprentice/trainee can be transferred.
  - In the event that an alternate employer is found who is unwilling to take over the apprentice/trainee without cancelling the existing contract, then the parties will agree to cancel the contract. (This allows for employers to take over the apprenticeship/traineeship with a new training contract or by employing the apprentice as a trainee apprentice).
  - The apprentice/trainee will continue to attend the appropriate trade course.
  - Should work become available in the employer's business this agreement will cease to have effect and the apprentice/trainee will immediately return to work with the employer.

Suspensions for reasons such as illness or extended leave do not require the agreement of the parties to point 2 above.

Signed:

Employer ..... Witness .....  
(independent person)

Apprentice/Trainee ..... Witness .....  
(independent person)

.....  
date

**This application must be signed before the commencement date of the suspension.**  
**The original copy of this application should be sent to the nearest State Training Centre (see overleaf) within 14 days of the commencement of the suspension for referral to the Commissioner for Vocational Training.**  
**The employer and the apprentice/trainee should retain a copy of this document.**

## INFORMATION ON THE MUTUAL SUSPENSION OF AN APPRENTICESHIP / TRAINEESHIP TRAINING CONTRACT

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

- An apprenticeship/traineeship training contract may be mutually suspended due to a lack of work, eg, during lay-off periods or under other special circumstances such as in the case of maternity leave or extended leave to travel or study overseas. Where any time lost through suspension is detrimental to the progress of the apprentice/trainee, time lost is **to be added to the term of the apprenticeship/traineeship in the year of the occurrence of the lost time.**
- Such arrangements require the mutual agreement of the employer and the apprentice/trainee. **The application form overleaf (VT13) must be used for this purpose.**
- Where either party to the apprenticeship/traineeship is uncertain about entering into a mutual suspension 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 suspension of an apprenticeship/traineeship.**
- If one of the parties does not agree with a suspension to the apprenticeship/traineeship, contact should be made with the nearest State Training Centre (see below) for assistance.
- Employers should be aware of industrial implications where an apprentice/trainee is required to take leave entitlements due to lack of work, rather than entering into a suspension agreement.

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