Suspension – Change to Procedures

Training Services NSW has changed the way in which suspensions are administered. These changes are consistent with the A&T Act and supported by the Vocational Training Tribunal.

The following principles now apply:

- Contracts with a status of suspended automatically change back to registered status on the day after the suspension end date.

- The parties must notify TSNSW of any change to the approved suspension arrangements. A letter is sent to employers and apprentices/trainees shortly before the end of the approved suspension period asking them to notify State Training Services if the apprentice or trainee:
  - has already returned to work
  - will not be returning to work at the end of the approved suspension period and the parties want to extend the suspension period
  - will not be resuming their apprenticeship or traineeship with this employer and the parties will be applying for cancellation of the contract

- Following a suspension, the expected end date of the training contract is not automatically adjusted. In a competency-based training environment, the expectation is that the contract term and expected completion date remain unchanged after a suspension unless the parties specifically request an extension of term. If an extension of term is requested, it does not necessarily have to be for a period equivalent to the period of suspension.

- If the parties do wish to apply for an extension of term because the contract has been suspended, they are encouraged to do so once the return to work date has been confirmed.

- If a proposed extension will extend beyond the expected completion date of the contract, the parties will be encouraged to consider whether competency-based completion may be appropriate as an alternative. If the apprentice or trainee is not eligible for competency-based completion, or if it is not supported by the parties, they must apply for an extension of term in conjunction with the suspension.

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