

Application for Internal Review

Apprenticeships and Traineeships

Supporting Industry and Vocational Training in NSW • [June 2018]

You may request a Review under the *Apprenticeship and Traineeship Act* in reference to a determination or decision in regard to:

- a) dismissal of an application to establish an apprenticeship or traineeship
- b) issue a vocational training direction
- c) dismissal of an application to transfer an apprenticeship or traineeship
- d) approval or dismissal of an application to vary a training contract or training plan
- e) suspension or cancellation an apprenticeship or traineeship
- f) refusal to register a person as an existing worker trainee
- g) refusal to register a person or body as a group training organisation or to suspend or cancel the registration of a person or body as a group training organisation
- h) refusal to issue a Certificate of Proficiency
- i) determination in regard to a complaint
- j) a direction regarding an order for compensation
- k) an order declaring an employer to be a prohibited employer or authorising the transfer to other employers of an apprenticeship or traineeship.

Under the *Administrative Decisions Review Act 1997* a person seeking a review with the NSW Civil and Administrative Tribunal (NCAT) under [section 54](#) of the *Apprenticeship and Traineeship Act* **must first seek an Internal Review** with the Commissioner for Vocational Training.

The Commissioner will appoint an independent a person who was not involved in the original decision to deal with the application (the Internal Reviewer). The Internal Reviewer will consider any relevant material and information submitted with the Internal Review application.

The Commissioner will Notify the applicant in writing of:

- the outcome of the Internal Review
- the reasons for the decision in the Internal Review, and
- the right of the person to have the determination of the Internal Review progressed to NCAT

Applicant Details	
Contact Details	Name: _____ ID Number: _____
	Address: _____ _____
	_____ Postcode: _____
	Phone: _____ Email: _____
Internal Review particulars	
1. Date appearing on the Commissioners Decision	
2. Have you attached a copy of the decision?	<input type="checkbox"/> Yes, go to question 4. <input type="checkbox"/> No, complete question, then go to question 3
3. From list a) to k) please circle the area for Internal Review	a) dismiss an application to establish an apprenticeship or traineeship, b) issue a vocational training direction c) dismiss an application to transfer an apprenticeship or traineeship d) approve or dismiss an application to vary a training contract or training plan e) suspend or cancel an apprenticeship or traineeship f) refuse to register a person as an existing worker trainee g) refuse to register a person or body as a group training organisation or to suspend or cancel the registration of a person or body as a group training organisation h) refuse to issue a Certificate of Proficiency i) settle a complaint j) give a direction regarding an order for compensation k) making an order declaring an employer to be a prohibited employer or authorising the transfer to other employers of an apprenticeship or traineeship.
4. Your argument for requesting the Internal Review	
5. List of supporting documents for Internal Review (copies)	1 Decision from or on the behalf of the Commissioner for Vocational Training
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Signature of Applicant		
Name:	Signature:	Date:

Lodgement

An application for an Internal Review must be made via this **Application for Internal Review form** within 28 days of the decision being made. Email this form and any supporting documentation to trade.skills@industry.nsw.gov.au or send by post to:

The Commissioner for Vocational Training
Training Services NSW
PO Box 960
DARLINGHUSRT NSW 1300