



Completion of Apprenticeship or Traineeship

October 2018

Version 1.2

Request is for an:	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Traineeship	Training Contract ID:	/
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Employer Legal Name

Address of Employer

Name of Trainee/Apprentice

Address of Trainee/Apprentice *

**Please ensure address contact details are current*

To be completed by the Employer (only tick boxes and provide information as appropriate)

I confirm that the above trainee/apprentice has:

successfully completed the term of their apprenticeship/traineeship; Date: _____

OR

did NOT successfully complete the term of their apprenticeship/traineeship:

Left employment before the end of apprenticeship/traineeship term

- Last date of employment: _____

Still employed but did not finish apprenticeship/traineeship:

- Last date employed as an apprentice/trainee: _____

"I request that this training contract be cancelled as at the date nominated above."

AND

successfully completed the formal training with the Registered Training Organisation (RTO)

A copy of the qualification/transcript issued by the RTO is attached.

Name of authorised employer representative

Position Title

Phone Number

Employer Signature

Date

Training Services NSW addresses and telephone numbers

Clients from anywhere in NSW can contact Training Services NSW by calling 13 28 11 for the cost of a local call.

Sydney Metropolitan

Central and Northern Sydney

Level 13, 67 Albert Avenue

Chatswood NSW 2067

Ph: (02) 9242 1700

sts.chatswood@industry.nsw.gov.au

Southern & South Western Sydney

Manager: Robert MacMaster

Level 2, 41– 45 Rickard Road

Bankstown NSW 2200

Ph: (02) 8707 9600

sts.bankstown@industry.nsw.gov.au

Western Sydney and Blue Mountains

Ground Floor, 16-18 Wentworth Street

Parramatta NSW 2150

Ph: (02) 9204 7400

Fax: (02) 9635 9775

sts.parramatta@industry.nsw.gov.au

Hunter & Central Coast Newcastle

Level 1, 117 Bull Street

Newcastle West NSW 2302

Ph: (02) 4926 7300

sts.newcastle@industry.nsw.gov.au

Illawarra & South East NSW Wollongong

Level 1, Block E State Office Block

84 Crown Street

Wollongong NSW 2500

Ph: (02) 4240 3700

Fax: (02) 4224 3734

sts.wollongong@industry.nsw.gov.au

New England

Tamworth

Suite 2.04, Level 2 Noel Park House

155-157 Marius Street

Tamworth NSW 2340

Ph: (02) 6763 3055

sts.tamworth@industry.nsw.gov.au

North Coast & Mid North Coast

Lismore

Suite 2, Level 4

29 Molesworth Street

Lismore NSW 2480

Ph: (02) 6629 7900

Fax: (02) 6621 9994

sts.lismore@industry.nsw.gov.au

Riverina

Wagga Wagga

87 Forsyth Street

Wagga Wagga NSW 2650

Ph: (02) 6937 7600

Fax: (02) 6921 0724

sts.waggawagga@industry.nsw.gov.au

Western NSW

Orange

161 Kite Street

Locked Bag 21

Orange NSW 2800

Ph: (02) 6363 9800

Fax: (02) 6391 3336

sts.orange@industry.nsw.gov.au