

APPLICATION TO CANCEL A TRAINING CONTRACT

Employer Trading Name: _____

Apprentice/ Trainee Name: _____

Date of Cancellation or Last Day in the Workplace: _____

Within Probationary Period

Mutual Cancellation

Application to Cancel

Please mark one box in each column

Cancellation Process	Reason for Cancellation	Outcome of Cancellation
Resignation <input type="checkbox"/>	Unsuited to Apprenticeship <input type="checkbox"/>	Continuing or intending to continue in an apprenticeship <input type="checkbox"/>
Termination <input type="checkbox"/>	Employer practices <input type="checkbox"/>	Continuing employment with current Employer <input type="checkbox"/>
Abandonment of employment <input type="checkbox"/>	Business closure <input type="checkbox"/>	Other employment <input type="checkbox"/>
Only Cancelling Apprenticeship <input type="checkbox"/>	Economic Downturn <input type="checkbox"/>	Further education or training <input type="checkbox"/>
	Lack of Work <input type="checkbox"/>	Unemployed <input type="checkbox"/>
	Wages and conditions <input type="checkbox"/>	CDEP <input type="checkbox"/>
	RTO concerns <input type="checkbox"/>	Holiday/employment break <input type="checkbox"/>
	Work Performance <input type="checkbox"/>	GTO Apprentice/Trainee going direct to host employer <input type="checkbox"/>
	Health <input type="checkbox"/>	
	Interstate relocation <input type="checkbox"/>	
	Intra state relocation <input type="checkbox"/>	
	Change of vocation <input type="checkbox"/>	
	Personal reasons <input type="checkbox"/>	
	Cultural obligations <input type="checkbox"/>	
	Literacy/Numeracy <input type="checkbox"/>	
	Other opportunities <input type="checkbox"/>	
	Other reason not stated above (please state reason) <input type="checkbox"/>	

Additional Comments	

DECLARATION			
	Name	Signature	Date
Employer Representative			
Apprentice/Trainee			
Parent/Guardian (if applicable)			

Please Note: Userchoice funded Apprentices/Trainees can continue off the job training for a period of 12 months from the date of cancellation as per the Userchoice Funding Policy.

<https://business.nt.gov.au/publications/policies/user-choice-fundingpolicy>