**Quick Reference Guide: Australian Apprenticeship Completion Process**

**State-by-State Completion Requirements**

This table outlines the final steps for an apprenticeship to be officially completed and the completion certificate/trade paper to be issued in each jurisdiction.

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| **State/Territory** | **Agreement Required for Completion** | **RTO Document Issued** | **Government Certificate Issued & Key Process** | **More Information** |
| **New South Wales (NSW)** | Apprentice, employer, and RTO must agree that all competencies are achieved. Completion can occur either at full term or through **Competency-Based Completion (CBC)** once the RTO issues the qualification and the employer confirms workplace competence. | Qualification Certificate | Training Services NSW issues a **Certificate of Proficiency** upon confirmation of completion (via CBC or full-term). | [NSW Government - Completing Qualification](https://www.nsw.gov.au/education-and-training/apprentices-and-trainees/employers/completing-qualification) |
| **Victoria (VIC)** | Apprentice, employer, and RTO must agree that all competencies are achieved, and the apprentice is competent in the workplace. | National Qualification | The Victorian Registration and Qualifications Authority (VRQA) confirms completion in writing and issues the apprentice a Trade Paper. | [VRQA - Complete an apprenticeship or traineeship](https://www2.vrqa.vic.gov.au/complete-apprenticeship-or-traineeship) |
| **Queensland (QLD)** | All parties (apprentice, employer, and RTO) must sign a **Completion Agreement** (Form ATF-011) after all competencies are achieved. | Qualification Certificate | The Queensland Government (Department of Trade, Employment and Training - DTET) issues a Completion Certificate after receiving the signed agreement and being satisfied all requirements are met. | [Queensland Government - Complete your apprenticeship or traineeship](https://www.qld.gov.au/education/apprenticeships/about/complete) |
| **Western Australia (WA)** | Employer, apprentice, and RTO must agree that all on- and off-the-job training requirements are met and the RTO reports the completion date. | Qualification Certificate | The WA Department of Training and Workforce Development (Apprenticeship Office) issues the official Trade Certificate. The RTO reports the completion date via the WAAMS portal within 21 days. | [Government of Western Australia - Eligibility for a WA trade certificate](https://www.wa.gov.au/government/publications/eligibility-wa-trade-certificate) |
| **South Australia (SA)** | Employer and apprentice agree that workplace competency has been achieved, and the RTO certifies the qualification is complete. | Qualification Certificate | The South Australian Skills Commission (SASC) processes the application (via mySkillsSA or form) and issues the Trade Certificate (for apprentices) or an approved completion agreement. | [Skills SA - Complete your traineeship or apprenticeship](https://mytraining.skills.sa.gov.au/trainees-apprentices/manage-your-contract/complete-your-training) |
| **Australian Capital Territory (ACT)** | Apprentice, employer, and RTO must agree that all training is complete and the qualification has been issued. | Qualification Certificate | The ACT Government issues a Completion Agreement/Advice within approximately 10 days of the RTO reporting completion. (Eligible apprentices may also receive a $300 completion payment). | [Apprenticeships.gov.au - What happens once you complete an apprenticeship](https://www.apprenticeships.gov.au/apprentices/what-happens-once-you-complete-apprenticeship) |
| **Northern Territory (NT)** | Apprentice, employer, and RTO must agree that all competencies in the Training Plan are achieved and the apprentice is competent in the workplace. | Qualification Certificate | The RTO notifies **Apprenticeships NT** within 14 days of completion. The NT Government (Department of Education – Training Services) then confirms completion and issues a **Certificate of Completion**, used for trade or occupational licensing where required. | [NT Government - Guidelines and Procedures](https://education.nt.gov.au/policies/skills-nt/user-choice-fundingpolicy/guidelines-and-procedures#:~:text=Under%20the%20competency%20based%20training,may%20seek%20an%20independent%20assessment) |
| **Tasmania (TAS)** | Apprentice, employer, and RTO must mutually agree that all competencies in the Training Plan are achieved, confirming workplace and industry competence. | Qualification Certificate | A signed Completion Agreement is submitted to Skills Tasmania once all parties confirm competency. Skills Tasmania then issues a Completion Certificate (Certificate of Proficiency), finalising the Training Contract. | [Skills Tasmania](https://www.skills.tas.gov.au/) |