**Quick Reference Guide: Training Contract Extension Process**

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| **State/Territory** | **Extension Process/Form** | **Location of Information** |
| **New South Wales (NSW)** | Apply to extend the nominal term if training cannot be completed by the original date. The employer, apprentice, and RTO must agree on the new completion date. Submit a **Contract Variation (VT2)** form through Training Services NSW or your **ACAP**. | [**NSW Apprenticeship Forms and Documents**](https://www.nsw.gov.au/education-and-training/resources/apprenticeship-and-traineeship-forms-and-documents) (See Contract variations (vt2) |
| **Victoria (VIC)** | Apply for an extension of the completion date (nominal term) using the Application to Vary the Training Contract form. If the extension is for more than six months, a revised training plan may be required from the RTO. Submit the form to your ACAP (Apprentice Connect Australia Provider). | [**VRQA Application to Vary the Training Contract form**](https://www2.vrqa.vic.gov.au/sites/default/files/2024-08/Application-to-vary-the-training-contract-form.docx) (Section on Contract variation) |
| **Queensland (QLD)** | Apply for an Extension of Nominal Term of a Registered Training Contract using form ATF-014. This form must be submitted to your ACAP (Apprentice Connect Australia Provider) or the Department of Employment, Small Business and Training (DESBT). | [Queensland Government - Extend your training contract](https://www.qld.gov.au/education/apprenticeships/about/training-supervision/contract/extend) |
| **South Australia (SA)** | Apply for a Training Contract Extension. The form must be completed jointly by the employer and the apprentice/trainee and submitted to the South Australian Skills Commission. | [**Skills SA: Form - Training Contract Extension**](https://providers.skills.sa.gov.au/tools/form-training-contract-extension) (For RTO/Provider centre) or check the South Australian Skills Commission Forms page. |
| **Western Australia (WA)** | The extension is managed digitally via the WAAMS portal (Western Australian Apprenticeship Management System). Users with the appropriate access can select the relevant training contract and choose Contract and Probation Extension from the options. | [**WAAMS Extension User Guide**](https://waamsportal.dtwd.wa.gov.au/docs/default-source/default-document-library/contract-and-probation-extension-user-guide---employer.pdf?sfvrsn=1b5af0d2_4) (See step-by-step instructions for the WAAMS portal) |
| **Tasmania (TAS)** | Apply to extend the nominal term by submitting a Training Contract Amendment request to Skills Tasmania. The request must be agreed to by the employer, apprentice, and RTO, and is usually facilitated by your ACAP (Apprentice Connect Australia Provider) | [**Skills Tasmania: Apprenticeships & Traineeships**](https://www.skills.tas.gov.au/apprenticeships_and_traineeships) (Contact your ACAP provider for the specific form) |
| **Australian Capital Territory (ACT)** | You must contact your ACAP (Apprentice Connect Australia Provider) to process an extension. This involves completing a variation to the training contract with the new end date, with RTO and apprentice agreement. | [**Skills ACT: Apprenticeships and Traineeships**](https://www.skills.act.gov.au/apprenticeships-and-traineeships) (Contact details for ACT training information) |
| **Northern Territory (NT)** | An extension of the nominal term requires agreement between the employer, apprentice, and RTO. A written request outlining the reason and new completion date must be submitted to **Apprenticeships NT (ACAP)** before the contract expires for approval | [**NT Support Services Outcomes/Guidelines**](https://tenders.api.employment.gov.au/v1/attachments/73398d08-01d6-ee11-904c-6045bdc479a3/Appendix%20F%20Draft%20Northern%20Territory%20Support%20Services%20Outcomes.pdf) (Check with your ACAP provider for the relevant *Variation of Training Contract form*) |