

# REQUEST TO ADJUST CREDIT \*



*\* Note: This form is to be used only to request an adjustment to credit allowed for relevant skills and experience gained prior to commencement of the training contract.*

Apprentice/Trainee (please print): ..... TCID: .....

Credit initially requested on training contract as submitted (if any): .....

Credit approved by Commissioner (if any): .....

Adjusted credit requested: ..... months

Credit to be increased by: ..... months

New nominal completion date: .....

Reason for request: .....  
 .....  
 .....

- Supporting documentation attached
- Parties are aware of possible IR implications of credit adjustment
- The apprentice/trainee is expected to complete the formal training before the new completion date

**Employer Details and Consent**

Employer Legal Name: .....  
 Employer Trading Name: .....  
 Name of authorised employer representative (please print): .....  
 Position: ..... Phone: .....  
 Signature: ..... Date: .....

**Apprentice/Trainee Consent**

Apprentice/Trainee Signature: ..... Date: .....

**OFFICE USE ONLY**

	Yes	No	N/A
Is the application signed by both parties?			
Is there a sound reason for the credit adjustment request?			
Has supporting documentation been provided?			
Is the request for a credit adjustment appropriate, or should the application be for early completion or extension of term?			
Will the learner complete the formal training during the amended training term?			
Have the parties been contacted regarding this request?			
Request approved (as per current delegations)?			

Name: ..... Position: .....  
 Signature: ..... Date: .....