

# REQUEST TO EXTEND THE TRAINING TERM



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

Current expected completion date: ..... New completion date: .....

Contract term to be extended by ..... months.

Amended Full Training Plan showing competencies achieved to date is attached

**TO BE COMPLETED BY THE APPRENTICE/TRAINEE**

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

Signature: ..... Date: .....

**TO BE COMPLETED BY THE EMPLOYER**

Employer Legal Name: .....

Employer Trading Name: .....

Name of authorised employer representative (*please print*): .....

Position: ..... Phone: .....

Support for request: .....  
 .....  
 .....

Signature: ..... Date: .....

**OFFICE USE ONLY**

	Yes	No	N/A
Are the reasons given for the extension valid and cogent?			
If lack of progress is the reason given, have you determined the cause/s?			
If the extension is for more than two months, have you made arrangements to monitor progress?			
Has an indication been given to the parties as to the likely approval of the application for extension?			
IVETS summary screen printout attached?			
Request approved? (as per current delegations)			

Name: ..... Position: .....

Signature: ..... Date: .....