

PLEASE RETURN THE COMPLETED FORM TO  
THE AUSTRALIAN APPRENTICESHIP CENTRE OF YOUR CHOICE

## STATEMENT OF COMPLETION

We, the undersigned parties to the Training Contract, hereby notify the Victorian Skills Commission for the apprenticeship to be regarded as completed.

### (A) APPRENTICE DETAILS (Please use Block Letters)

Full name of Apprentice:..... Registration No. ....

Age..... Date of Birth...../...../..... Apprenticeship/Traineeship .....

Address..... Suburb .....

Postcode..... Phone..... Signature of Apprentice.....

(Please ensure you read and understand the guidance notes provided on the back of this form)

### (B) DETAILS OF EMPLOYER TO WHOM CURRENTLY APPRENTICED (Please use Block Letters)

Employer Name: ..... ABN No. ....

Address..... Suburb .....

Postcode..... Phone..... Mobile .....

If the Apprentice's employment has already been terminated please state the date. Termination Date ...../...../.....

I certify that this apprentice has attained the skills and experience prescribed for the apprenticeship program, and understand that in signing this Statement, I am agreeing to the Training Contract being completed.

Requested date of completion...../...../.....

(Note: The actual date of completion will be determined by the VSC.)

Signature of Employer .....

Date ...../...../.....

(NOTE: WHERE EMPLOYER IS A COMPANY, PERSON SIGNING MUST HAVE THE AUTHORITY TO SIGN ON BEHALF OF THE COMPANY)

### (C) STATEMENT OF COMPLETION OF OFF THE JOB TRAINING

(It is the applicant's responsibility to ensure that this section is completed by the Off-the-job Training Provider, eg. TAFE Institute/Private Provider)

I certify that this Apprentice has achieved all the prescribed competencies in the course for the above mentioned Apprenticeship/Traineeship.

Signed..... Date ...../...../.....

Date Course Completed..... TRAINING PROVIDER STAMP HERE

## NOTES FOR THE GUIDANCE OF EMPLOYERS AND APPRENTICES

1. The provisions contained in Section 5.5.14 (2) of the Education and Training Reform Act 2006 regarding shortening of an apprenticeship provide that -

If the Victorian Skills Commission (VSC) is satisfied that an apprentice has the knowledge and skills required under a Training Contract it may reduce the term of the Agreement.

2. To be eligible for consideration, an apprentice must have completed the prescribed off the job training and passed in all competencies.
3. All parties to the training contract must sign the application except in the case of an apprentice over the age of 18 years of age where the parent or guardian's signature is not required.
4. The completion and submission of the application infers that (i) the parties are agreeable to the apprenticeship being declared completed and (ii) the employer is satisfied that the apprentice has attained the standard of experience provided for by the approved training scheme for the apprenticeship.
5. The date on which VSC processes the statement is regarded as the official date of completion of the apprenticeship.
6. **Important information for Electrical Mechanics and Plumbing and Gasfitting Apprentices.** Apprentices in the above trades who make an early completion application are acknowledging that their rights to full registration may be prejudiced.

**Electrical Mechanics** who apply for and receive an early completion are not eligible for an "A" Grade Licence. Apprentices who complete early would receive a "B" Grade Licence subject to him/her having attained the prescribed level at the "B" Grade examination. On the termination of 4 years in the trade he/she should be eligible to apply for an "A" Grade Licence. Further information can be obtained from the Office of the Chief Electrical Inspector on (03) 9203 9757 or 9203 9758 or 1800 815 721.

**Plumbers and Gasfitters** who apply for and receive an early completion are not eligible for registration until they have had a total of 4 years experience working in the trade. Apprentices wishing to work in the trade other than as a registered plumber must obtain a work permit from the Plumbing Industry Commission. Further information can be obtained by calling (03) 9889 2211 or 1800 015 129. **NOTE:** Holders of work permits can only work in the trade under a licensed plumber.

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