



How to use this form

This transfer application form is designed to be completed electronically and then emailed or printed.

Please indicate by ticking the appropriate box whether this form:

will be attached to a new application for an apprenticeship or traineeship, prepared with the assistance of an Apprenticeship Network Provider

OR

will be submitted on its own, with details of the new employer attached (see page 3 - New Employer Details)

Information about transferring an apprenticeship/traineeship

- This application should be lodged with Training Services NSW within 14 days from the date on which the apprentice or trainee commenced work with the new employer.
- Section 20 of the Apprenticeship and Traineeship Act 2001 states that an apprenticeship or traineeship may be transferred to a new employer only if:
 - a transfer application is received from the new employer
 - the Commissioner is satisfied that the new employer has the ability to provide appropriate training in the relevant vocation
 - the apprentice or trainee consents to the transfer
 - the employer to whom the apprentice or trainee is currently contracted consents to the transfer
- The employer of an apprentice or trainee must:
 - provide the apprentice or trainee with every opportunity to be trained in the workplace so that he/she can acquire the skills of the vocation
 - support the apprentice's or trainee's formal training through the registered training organisation
 - fulfil all other legal obligations as an employer

Training Services NSW addresses and telephone numbers

Clients from anywhere in NSW can contact Training Services NSW by calling **13 28 11** for the cost of a local call.

Central and Northern Sydney

Level 13, 67 Albert Avenue
CHATSWOOD NSW 2067
(PO Box 5227, WEST CHATSWOOD NSW 1515)
Ph: (02) 9242 1700 Fax: (02) 9242 1758
sts.chatswood@industry.nsw.gov.au

Southern & South Western Sydney

Level 2, 41-45 Rickard Road
BANKSTOWN NSW 2200
(PO BOX 3515, BANKSTOWN NSW 2200)
Ph: (02) 8707 9600 Fax: (02) 9709 5356
sts.bankstown@industry.nsw.gov.au

Western Sydney & Blue Mountains

Ground Floor, 16-18 Wentworth Street
PARRAMATTA NSW 2150
(PO BOX 1007, PARRAMATTA NSW 2124)
Ph: (02) 9204 7400 Fax: (02) 9635 9775
sts.parramatta@industry.nsw.gov.au

Hunter & Central Coast

Level 1, 117 Bull Street
NEWCASTLE WEST NSW 2302
(Locked Bag 542, NEWCASTLE NSW 2300)
Ph: (02) 4974 8570 Fax: (02) 4925 2139
sts.newcastle@industry.nsw.gov.au

Illawarra & South East NSW

State Office Block
Level 1, Block E, 84 Crown Street
WOLLONGONG NSW 2520
(PO Box 469, WOLLONGONG EAST 2520)
Ph: (02) 4224 9300 Fax: (02) 4224 9334
sts.wollongong@industry.nsw.gov.au

New England

Level 2, Noel Park House
155-157 Marius Street
TAMWORTH NSW 2340
(PO Box 399, TAMWORTH NSW 2340)
Ph: (02) 6755 5099 Fax: (02) 6766 4120
sts.tamworth@industry.nsw.gov.au

North Coast & Mid North Coast

Level 4, Suite 3
29 Molesworth Street
LISMORE NSW 2480
(PO Box 575, LISMORE NSW 2480)
Ph: (02) 6627 8400 Fax: (02) 6621 9994
sts.lismore@industry.nsw.gov.au

Riverina

87 Forsyth Street
WAGGA WAGGA NSW 2650
(PO Box 2304, WAGGA WAGGA NSW 2650)
Ph: (02) 6937 7600 Fax: (02) 6921 0724
sts.waggaWagga@industry.nsw.gov.au

Western NSW

Level 1, State Office Block
Cnr Kite & Anson Streets
ORANGE NSW 2800
Ph: (02) 6392 8500 Fax: (02) 6392 8539
sts.orange@industry.nsw.gov.au