Absence

Apprentice/Trainee > notification of absence, late arrival or non-compliance of release for training

Federation UNIVERSITY • AUSTRALIA

The purpose of this form is to **formally notify an Employer:**

- of an Apprentice/Trainee of absence or late arrival to scheduled training or
- of non-compliance in releasing the Apprentice/Trainee for structured training

This completed form must be sent/emailed to the employer and a copy placed in the student file.

Apprentice Name: _____ **C.S ID Number:** ☐☐☐☐☐☐☐

Qualification Title: _____

DELTA Number: _____

Employer Name: _____

Employer Address: _____

Items Discussed

○ Absence   Date/s_____ Scheduled Time_____ Arrival Time _____

○ Late Arrival   Date/s_____ Scheduled Time_____ Arrival Time _____

○ Employer non-release   Date/s_____ Scheduled Time_____ Arrival Time _____

Additional relevant information:

_____
_____
_____
_____
_____

Please note: Federation University Australia is required by the State Government to report non-attendance of an Apprentice's scheduled training to the Victorian Registration and Qualifications Authority (VRQA).
Refer to: Department of Education and Early Childhood Development
www.education.vic.gov.au/Documents/training/providers/rto/apprenticeshiptraineeshiptrainingguidelines.pdf
4.1F "where an employer/supervisor is not allowing the Apprentice/Trainee to be withdrawn from routine work duties for the applicable minimum specified time, report the non-compliance to the Manager of Apprenticeship and Traineeship Administration within 14 days if initial consultation with the employer/supervisor does not resolve the issue".

Attention employer: please contact this staff member to discuss the matter further.

Staff name:_____ Signature: _____

Telephone:_____ Date:_____ / _____ / _____