Australian Apprentice RTO Notification of Displacement

Purpose:

The Apprentice / Trainee has recently become unemployed and is continuing their study out of trade

Unemployed Apprentice:
You can continue to deliver structured training to an unemployed Apprentice (and report the training under the same funding source code) and must notify the VRQA by email that the training is continuing.

Unemployed Trainee:
You can continue to deliver structured training to an unemployed Trainee (and report the training under the same funding source code) for a period of three months, OR to the end of the enrolment period for which tuition fees have been paid, whichever is greater.

Note: in all instances **training cannot continue past the Apprentice / Trainee's original nominal completion date.**

Program Manager / Nominee is to complete the form and submit to atom@federation.edu.au for processing. ATOM Support will update the apprentice / trainee status to 'Displaced' on ATOM and notify the VRQA.

A copy of this notification is to be placed on the student's file.

Apprentice / Trainee Details

Apprentice / Trainee Name	
CS ID number	
EPSILON number	
Qualification	

Date displaced:	

Signature – **Program Manager or Nominee**	
Name (please print)	
Telephone	
Date	