

Apprentice Employer Completion Form

Where the apprentice has met all requirements and obligations under the training contract, the training contract can be completed and a certificate issued.

MPA Skills will issue the qualification within 30 days of the apprentice achieving competency in all units.

This form must be completed and returned immediately by email to apprentice@mpaskills.com.au

(Please note in accordance with the VET (General) Regulations 2009, penalties may apply if the information in this form is false)

Apprentice Name:	
Apprentice ID:	
TRS Number:	
Qualification:	
Employer:	
TRS Training Contract Completion Date:	

Only to be completed for apprentices who wish to apply for an Early Completion

Early Completion Date:	/ /	(This must be a Future date - a minimum of Two weeks notice)
Reason for Early Completion request: (if required attach document detailing the reason for your request)		

Employer Declaration

I declare that the Apprentice has met all requirements and obligations under the training Contract.

Employer/Supervisor Name			
Signature		Date	/ /18
Mobile Number:			

Apprentice Declaration

I declare that I have met all requirements and obligations under the training Contract.

Apprentice Name			
Signature		Date	/ /18
Mobile Number:			
Email Address:			

Your certificate will be posted out to you within 7 days of your completion date. If you would like to collect your certificate, please call 9471 6629 to arrange a time and date PRIOR to your completion date.

If you selected 'NO', provide an address to post your Certificate to:	UNIT/STREET NUMBER, STREET _____
	SUBURB _____
	STATE _____ P/C _____

RTO Sign off

Training Manager:		Signature:		Date:	/ /
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