



CONSIDERATIONS BEFORE CANCELLING YOUR APPRENTICE

WE'RE HERE TO SUPPORT YOU

During these turbulent times we would like to offer our support to your business and your Australian Industry Trade College (AITC) school-based apprentice or trainee. We acknowledge that there is much uncertainty with the current COVID-19 environment and many businesses have been impacted in different ways.

If you have any questions in regards to the sustainability of your AITC apprentice/trainee, we urge you to contact the College and or your nominated Australian Apprenticeship Support Network (AASN) such as Busy At Work, to discuss your available options.

Options may include;

- **A change of group** – young person commences Term 2 in education block, not at work.
- **Reduced hours** - minimum employment requirement for the school-based apprentice or trainee.
- **Temporary transfer** - temporarily transfer the apprentice or trainee to another employer that has the work and experience to support and supervise the apprentice.
- **Temporary suspension** - an employer can apply for approval to temporarily suspend the registered training contract of no more than 30 days at a time.

USEFUL LINKS

Speak to your AASN about available support as part of the COVID-19 stimulus package. Updates can also be [found here](#).

Small business support

<https://www.business.qld.gov.au/starting-business/advice-support/support/novel-coronavirus>

Industry recovery

<https://www.qld.gov.au/about/industry-recovery>

Queensland Health

<https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/diseases/coronavirus>

Australian Government - Support to retain apprentices and trainees

<https://www.australianapprenticeships.gov.au/node/3939>

Australian Government – Cash flow assistance for businesses factsheet

https://treasury.gov.au/sites/default/files/2020-03/Fact_sheet-Assistance_for_businesses.pdf

DESBT apprentice information

<https://desbt.qld.gov.au/training/apprentices/resources/information-sheets#T>

Payroll Tax Relief

<https://www.business.qld.gov.au/running-business/employing/payroll-tax/lodging/coronavirus-tax-relief>

Small to Medium Business Support

<https://www.business.qld.gov.au/starting-business/advice-support/support/novel-coronavirus>

#WeAreInThisTogether