

Student's Training Arrangement Updates

occurs:

- Student withdraws from the course prior to completion; or
- Student completes the course prior to the nominated end date of the course; or
- Intended course start or end date has changed.

DTWD will provide DoE with a monthly report that will indicate the status of all students on a NoA or Exemption. DoE will use this report to monitor the progress of students (i.e. still in training, withdrawn or completed).

Additional Information

Alternatives to Parent/Guardian Signature

Students who do not have any parents (including those whose whereabouts are unknown) or a legal guardian will need to speak with their school principal or the Engagement and Transition Manager at their regional education office contact so the signatory can be confirmed as either an independent minor or a responsible adult as defined by the School Education Act 1999.

Students Commencing A Qualification

Service Providers must obtain a NoA or Exemption for students commencing in any qualification or skill set.

Students Progressing To Another Qualification

Students who progress from one qualification or skill set to another, with only term/semester breaks in between, and remain with the same Service Provider, do not need to complete a new NoA or Exemption form.

However, for students on a NoA, the relevant School and DoE are to be notified to ensure necessary amendments are made to course details listed on the original NoA. For students on an Exemption, the relevant school and DTWD are to be notified to ensure the necessary amendments are made.

Please note if DoE is not advised, the notice will be cancelled or rejected, requiring a new NoA to be lodged specifying the new course information.

Students who continue to another qualification or skill set and the second qualification or skill set is undertaken with a different Service Provider will need to obtain a new NoA or Exemption form.

