**Completion agreement **

This agreement is used as evidence for ASQA and Skills Canberra that the signatories have agreed that the apprentice has completed all training and assessment required under the training plan, and that the apprentice is competent in the workplace. The apprentice has been issued with a qualification.

Upon receipt of a completion agreement signed by the employer and apprentice, the RTO must promptly sign the completion agreement confirming the apprentice has completed all training and assessment required under the training plan.

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| --- | --- | --- | --- |
| ***Training Contract Details*** | | | |
| **Australian Apprentice No.** |  | | |
| **Qualification name:** |  | **Qualification code:** |  |
| **Apprentice full name:** |  | **Date of birth:** |  |
| **Apprentice postal address:** |  | | |
| **Apprentice email:** |  | | |
| **Employer’s trading name:** |  | | |
| **Employer’s email:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Declaration by employer, apprentice and RTO*** | | | |
| We, the employer, apprentice and RTO are satisfied that the apprentice has completed all training and assessment required under the training plan, and is also competent in the workplace. | | | |
| **Agreed proposed completion date:** |  | | |
| **EMPLOYER** | | | |
| **Signature:** |  | **Date:** |  |
| **Name of authorised person signing for employer:** |  | | |
| **APPRENTICE** | | | |
| **Signature** |  | **Date:** |  |
| **RTO** | | | |
| **Name of RTO:** | Quality Training in Construction | **RTO No.** | 41039 |
| **Signature:** |  | **Date:** |  |
| **Name of authorised person signing for RTO:** | Barbara Lynne Sheffield | | |