

## TRAINING HOLD NOTIFICATION

### What does it mean to “hold” my training?

If for some reason, you are unable to continue with your studies for a period, you can ask the course to be put on “hold” or paused until such time that you are able to recontinue training.

### Under what conditions might a training hold be appropriate?

Some circumstances under which you might consider requesting a training hold include maternity leave, unable to complete practical requirements (unemployed), added home pressures or an elongated illness or injury.

### How long can I place my training on hold?

A hold can last 3 months, however, in some circumstances it can be held for longer. In all circumstances, it is the student’s responsibility to advise an estimated ‘Return to training’ date. This date is used to guide your trainer as to when they can resume contact with you. If the issue hasn’t resolved and training is to remain held a further application notification will be required.

Your trainer will always work with you to meet training requirements, and will counsel you appropriately about your options in any issues that may arise.

<b>Student Name</b>						
<b>Mobile</b>			<b>Email</b>			
<b>Centre Name</b>						
<b>Qualification Code &amp; Name</b>						
<b>Reason for Request (Please tick)</b>						
<b>Unemployed</b> <i>(unable to find volunteer or work placement)</i>	<b>Maternity Leave</b>		<b>Personal / Family Reasons</b>		<b>Other</b>	
<b>Start Date</b>			<b>Proposed Return Date</b>			
					<b>Yes</b>	<b>No</b>
<b>Suspend Direct Debits?</b>					<input type="checkbox"/>	<input type="checkbox"/>

I declare that it is my intent to return to studies and request the above hold conditions to assist me at this time. I understand that I may be affected by governmental changes during or due to the hold. I agree to a Gold Star staff member contacting me up to a month prior to my proposed return date to confirm and continue training.

<b>Student Signature</b>			<b>Date</b>	
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<b>RTO Approval (Internal use only)</b>					
<b>RTO Notes</b>					
<b>Student ID</b>			<b>Approval Date</b>		
<b>DD Suspended</b>	<b>Yes</b>	<b>No</b>	<b>Staff Member</b>		<b>Signature</b>
	<input type="checkbox"/>	<input type="checkbox"/>			