Form P80

Training Contract dispute or grievance Response

|  |  |
| --- | --- |
| **Case Number** |  |

### About this form

In making this response you (the respondent) should be aware that;

* Section 65 of the *Training and Skills Development Act 2008* says that, if (a) a dispute arises between parties to a training contract; or (b) a party to a training contract is aggrieved by the conduct of another party, a party to the contract may apply to the South Australian Employment Tribunal (SAET) for consideration of the matter.
* Section 67 of the *Training and Skills Development Act 2008* does not permit a party to be represented by a lawyer or a registered agent. However, SAET may permit a party to be assisted by a person who is not a lawyer or registered agent providing that the person is not acting for fee or reward.
* You must lodge the completed form with the Registrar within 7 days of receiving the application and serve a copy of this response on all other parties.
* Submitting an incomplete form (including any relevant supporting documents) may result in delays.

# Name of Case and Parties Names

IN THE MATTER of an application pursuant to Section 65 *Training and Skills Development Act 2008*:

|  |  |
| --- | --- |
| Employee |  |
| Employer |  |

### Respondent

|  |  |
| --- | --- |
| Are you | An apprentice or trainee  The parent or guardian of an apprentice or trainee  An employer |
| Contract or Training number |  |

# Details of Parties to the COntract of Training

### Apprentice or Trainee details

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | Last name |  |
| Date of birth |  |  |  |
| Email |  | | |
| Parent or Guardian name |  | Last name |  |
| Address Street 1 |  | | |
| Street 2 |  | | |
| Suburb |  | State |  |
| Postcode |  | Country |  |
| Mailing address (if different from above |  | | |
| Contact Details | Work phone | | |
|  | Home phone | | |
|  | Mobile phone | | |
|  | Email | | |

### Details of Employer

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s registered name |  | | |
| Employer’s trading name (*if different)* |  | | |
| Trading address or registered office |  | | |
| Street 1 |  | | |
| Street 2 |  | | |
| Suburb |  | State |  |
| Postcode |  | Country |  |
| Contact Details | Name | | |
|  | Work phone | | |
|  | Home phone | | |
|  | Mobile phone | | |
|  | Email | | |

### Details of the work performed by the apprentice or trainee

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vocation |  | | | |
| Place of work |  | | | |
| Street 1 |  | | | |
| Street 2 |  | | | |
| Suburb | |  | State |  |
| Postcode | |  | Country |  |

## Your response to the application

Please provide a brief summary of your response to the dispute or grievance set out in the application, including the relief sought by the applicant.

Both parties will have an opportunity to expand on their position at the conciliation conference. Please include any relevant dates.

 Please attach a copy of the Contract of Training and the Training Plan if possible.

|  |
| --- |
|  |

### Respondent declaration

|  |  |
| --- | --- |
|  | The facts in this Response are correct to the best of my knowledge and belief. |
| Name |  |
| Signature |  |
| Date |  |

# LODGING YOUR COMPLETED FORM

**This form is to be completed and lodged within 7 days of being provided with a copy of the application** and a copy served on all other parties. A compulsory conciliation conference will be held in accordance with the Notice of Listing.

|  |  |
| --- | --- |
| Name of person lodging |  |
| Signature |  |
| Date |  |

Please lodge this form, together with any accompanying documents, with the South Australian Employment Tribunal:

Email: [saet@sa.gov.au](mailto:saet@sa.gov.au)  
Post: PO Box 3636, Rundle Mall, SA, 5000  
In person: Level 6, Riverside Centre, North Terrace, Adelaide, 5000

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| --- |
| **PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS** |