

# Change to Training Programme

Trainee name: \_\_\_\_\_ Database number: \_\_\_\_\_

Employer name: \_\_\_\_\_ Database number: \_\_\_\_\_

Change requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Current programme: \_\_\_\_\_

Progress through programme: \_\_\_\_\_

\_\_\_\_\_

Proposed programme: \_\_\_\_\_

Changes required and what is required to complete new programme:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approvals obtained (attach approvals): Trainee \_\_\_\_\_ Date \_\_\_\_\_

Employer \_\_\_\_\_ Date \_\_\_\_\_

PrintNZ Training signature of approval: \_\_\_\_\_ Date \_\_\_\_\_

(PrintNZ Training manager signature required. If change is to workshop requirements or assessment requirements Chief Executive or General Manager to sign)

PrintNZ Training Office:			
Action	Date completed	Initial	Comment
Database update			
File updated			
New material			
Letter to trainee			
Letter to employer			
Old material returned			

**File this form with individual's file.**