

SKILLS CANBERRA

Automated Contract Variation Information Matrix

Variation	Evidence Required?	Possible Lodging Stakeholders					Required Approving Stakeholders					Available for Initiation in Contract Statuses					
		Apprentice	RTO	ANP	School	Employer	Apprentice	RTO	ANP	School	Employer	Approved	Suspended	Expired	Cancelled	Completed	Follow up
User Choice	A1 - Update an Expired Status	NO	✓	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗
	B2 - Change Of Ownership	NO	✗	✗	✓	✗	✗	✗	✗	✗	✗	✓	✓	✓	✗	✗	✗
	C3 - Change Of Employer Details	NO	✗	✗	✓	✗	✓	✗	✗	✗	✓	✓	✓	✗	✗	✗	✓
	D4 - Change Apprentice Name	YES ¹	✓	✓	✓	✓	✓	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗
	E5 - Change School Details	NO	✓	✓	✓	✓	✓	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗
	F6 - Extend a Training Contract	NO	✓	✓	✓	✓	✓	✓	✗	✗	✓	✓	✗	✗	✗	✗	✗
	G7 - Change of RTO	NO	✓	✗	✓	✗	✓	✓	✗	✗	✓	✓	✓	✗	✗	✗	✗
	H8 - Change Existing Worker Status	NO	✗	✗	✓	✗	✗	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗
	I9 - Change ATSI Status	NO	✓	✗	✓	✗	✓	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗
	J10 - Change Citizenship Details	YES ²	✓	✗	✓	✗	✓	✓	✗	✗	✗	✓	✓	✗	✗	✗	✗
	K11 - Change Date of Birth	YES ³	✓	✗	✓	✗	✓	✓	✗	✗	✗	✓	✓	✗	✗	✗	✗
	L12 - Change of Disability Status	NO	✓	✓	✓	✓	✓	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗
	M13 - Change of ASBA Status	NO	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✗	✗	✗	✗
	N14 - Update Previous Qualifications	YES ⁴	✓	✓	✓	✓	✗	✓	✗	✗	✗	✓	✓	✗	✗	✗	✗
	O15 - Apply for Credit of Time	YES ⁵	✓	✓	✓	✗	✓	✓	✗	✗	✓	✓	✓	✗	✗	✗	✗
	P16 - Change Workplace Details	NO	✓	✗	✓	✗	✓	✓	✗	✗	✓	✓	✓	✗	✗	✗	✗
	Q17 - Change Workplace Hours	NO	✓	✗	✓	✗	✓	✓	✗	✗	✓	✓	✓	✗	✗	✗	✗
	R18 - Change Previous Work	NO	✓	✗	✓	✗	✓	✓	✗	✗	✓	✓	✗	✗	✗	✗	✗
	S19 - Change Qualification	NO	✓	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	✗	✗	✗	✗
	T20 - Suspend a Training Contract	NO	✓	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	✗	✗	✗	✗
	U21 - Cancel a Training Contract	NO	✓	✓	✓	✓	✓	✓	✗	✗	✓	✓	✗	✗	✗	✗	✗
	V22 - Enter a Return to Work Date	NO	✓	✗	✗	✗	✓	✓	✗	✗	✓	✗	✓	✗	✗	✗	✗
Skilled Capital	SCA1 - Change Qualification	NO	✓	✓	✗	✗	✗	✓	✗	✗	✓	✗	✗	✗	✗	✗	
	SCB2 - Update Concession Status	NO	✗	✓	✗	✗	✗	✓	✗	✗	✓	✗	✗	✗	✗	✗	
	SCC3 - Change Loadings	NO	✗	✓	✗	✗	✗	✓	✗	✗	✓	✗	✗	✗	✗	✗	
	SCD4 - Change Subcontracted RTO	NO	✗	✓	✗	✗	✗	✓	✗	✗	✓	✗	✗	✗	✗	✗	
	SCE5 - Cancel Contract	NO	✓	✓	✗	✗	✓	✓	✗	✗	✓	✗	✗	✗	✗	✗	
	SCF6 - Change of Name	YES ¹	✓	✓	✗	✗	✓	✗	✗	✗	✓	✗	✗	✗	✗	✗	
	SCG7 - Change Date of Birth	YES ³	✓	✓	✗	✗	✓	✗	✗	✗	✓	✗	✗	✗	✗	✗	

1: Acceptable evidence includes a passport, birth certificate, driver's licence or marriage certificate.
2: Acceptable evidence includes a citizenship certificate or a passport.
3: Acceptable evidence includes a passport, birth certificate or driver's licence.
4: Acceptable evidence includes the relevant certificate of attainment for the qualification in question.
5: Acceptable evidence includes an extract of record or equivalent from the relevant jurisdiction.