OFFICIAL



Apprenticeship Office

How to Change a Training Contract's Attendance Type and Hours of Work – User Guide – For Employers

To submit a Change of Attendance Type and Hours of Work.

1. Log in to the WAAMS portal.



2. On the WAAMS home page under **My Permissions**, check that you have **Training Contract Change (TCC)** user access. This allows you to submit training contract changes.

	Organisation	Contracts	Incoming Training Contracts	Employer Incentives	Reengagement Incentive	4	🕩 Log out	
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Contracts Tab View your organisation's training contracts, make training contract changes (TCCs) eg. update apprentice/trainee's details, submit suspensions, terminations, changes to RTO; record changes to worksite locations and view your eligibility for employer incentives including any outstanding tasks/documentation required before you can claim your incentives; view and claim incentives; and view you approved incentive claims.						Orgai Bulk Contract Enrolment Evi Manage Finan	nisation Change dence Upload Icial Administrator	rs

*If there is a red cross next to this user type, rather than a green tick, you will need to update your user access. Please refer to the <u>WAAMS user access levels – User Guide</u>

3. Click on the **Contracts** tab.

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The WAAMS portal allows you to manage your training contracts, employer incentives and organisation details by clicking on the menu options at the top of this page.					Financial Admin Organisation Admin Grading (20)		
Organisation Tab	ranisation's deta	sils including assigning nortal users a	nd contacts, unload training	a plans and enrolment evidence	 Training Contract Char 	nge (TCC) User	

4. (a) Select the Training Contract you want to make changes to, by clicking on the
icon on the left-hand side of the table.

	Organisation	Contracts	Incom	ing Training Contracts	Employe	r Incentives	Reengagement I	ncen	tive	≗		🗈 Log out	
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0	1145815T2	Active		Matilda Margaret Teresa Smit	th	McDonald's Aus	tralia Ltd(90820)		20 Jul 2022	20 Jan 2024			
0	1171074T1	Active		Callan Robert Ross Norman		McDonald's Aus	tralia Ltd(90820)		20 Jul 2022	20 Jan 2024			_
0	1169838T1	Active		April Blossom McNamara		McDonald's Aus	tralia (td(90820)		30 Jun 2022	30 Dec 2023			

(b) You can also search for a training contract by the apprentice/trainee's name or **Training Contract ID number.** Start by clicking on the filter icon **T** and then type the apprentice/trainee's name or **Training Contract ID number** into the text box, and click **Filter**.

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5. From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Change of Apprentice/Trainee Name**.

Contract Parties	Contract Changes
Apprentice/Trainee	Assignment of Contract
	Change of Apprentice/Trainee Name
Employer	Change of Attendance Type and Hours
/ t	Change of Qualification and RTO
Worksite	Change of Worksite Location
	Contract and Probation Extension
Registered Training Organisation	Employment Arrangement
AASN Provider	Notice To Terminate
ANDIT FTOTILET	Other Contract Information
Parent/Guardian	Suspension and Lifting of Suspension

6. Click on Begin.

Name	
Begin	

7. The existing attendance type and hours for the training contract are displayed.

You can submit a change request for either the:

- hours of employment and training per week; or
- attendance type i.e., from full time to part time or vice versa, and hours of employment

Existing Values	
Attendance Type	Hours Per Week
Part-time	25
Is School Based? No	Averaging Part-time Hours

8. If you want to change attendance type of hours of work for a School Based Apprenticeship or Traineeship (SBAT), check the **Is School Based?** box to indicate this.

If the change is not for an SBAT, move ahead to **Step 10.**

New Values		
Is School Based?		

9. Select the name of the School from the drop-down list and provide the School's Contact Details.

School +	
	*
① Required field.	
School Contact Person *	
School Contact Number *	
① Required field.	

10. Click on the New Attendance Type drop-down menu and select Full Time or Part Time.

New At	tendance Type *
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1	٩ 🗸
Full-ti	ne 🔺
Part-ti	me

(A) Enter the total number of hours the apprentice/trainee will be working each week.
 (B) If the change is for a part time attendance type, indicate if part time hours are being averaged.

Hours must align with the Public Register of class A Register of Class A and B qualifications through the	and B qualifications (Below new hours worked). You can view the Apprenticeship Office website via dtwd.wa.gov.au/classab
New Hours Per Week •	New Averaging Part-time Hours
	21 Jan 2024

12. Check the box indicating all parties agree to the change of attendance type and hours.

* Please note: if the change has not been discussed with all parties to the training contract, please obtain consent before proceeding to make this change.



13. Click on Submit.



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