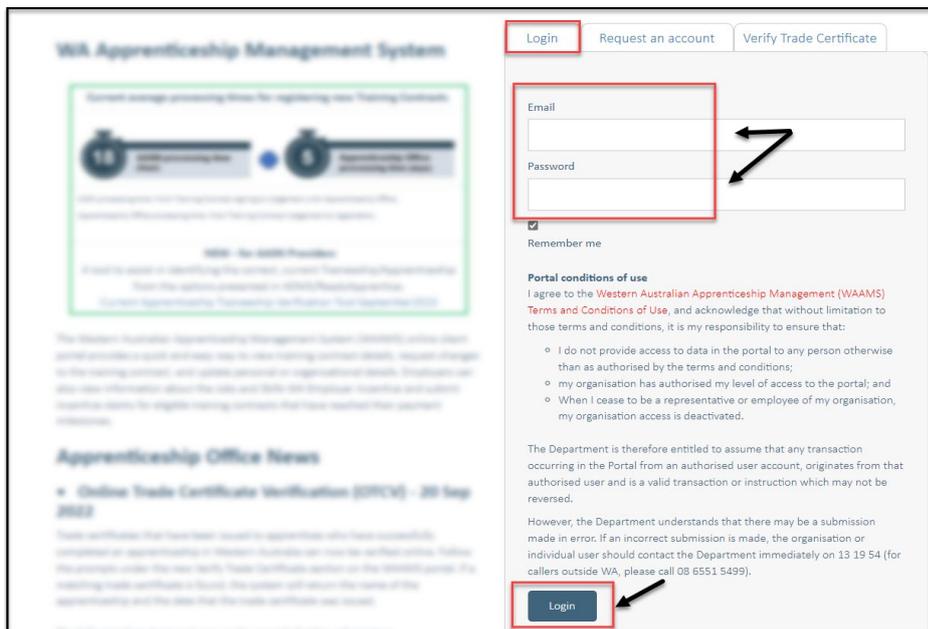




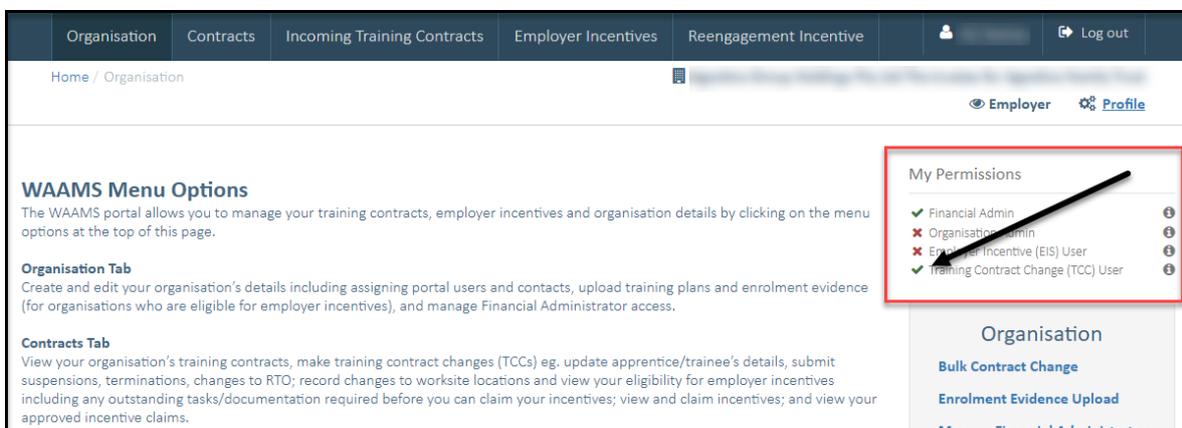
How to Change a Training Contract's Attendance Type and Hours of Work – User Guide – For Employers

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

1. Log in to the WAAMS portal.

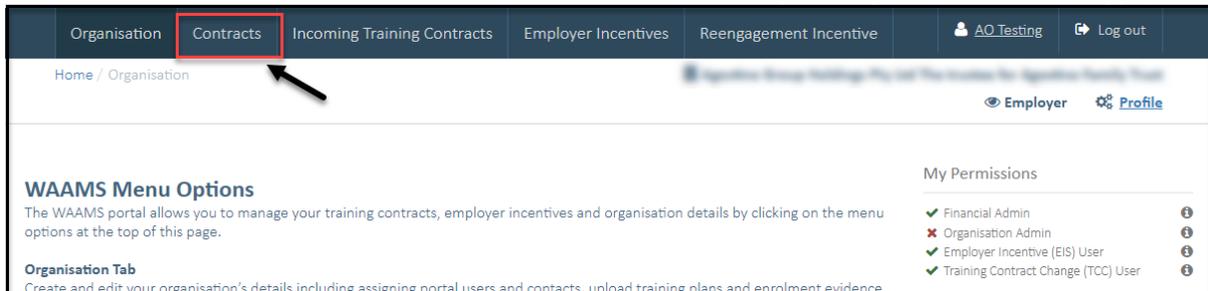


2. On the WAAMS home page under **My Permissions**, check that you have **Training Contract Change (TCC)** user access. This allows you to submit training contract changes.

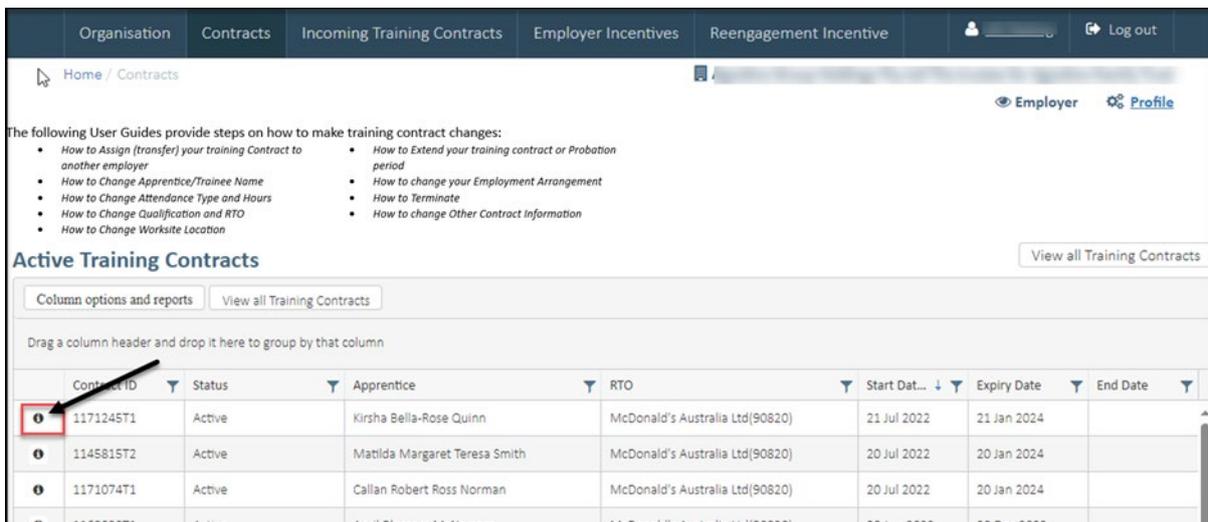


*If there is a red cross next to this user type, rather than a green tick, you will need to update your user access. Please refer to the [WAAMS user access levels – User Guide](#)

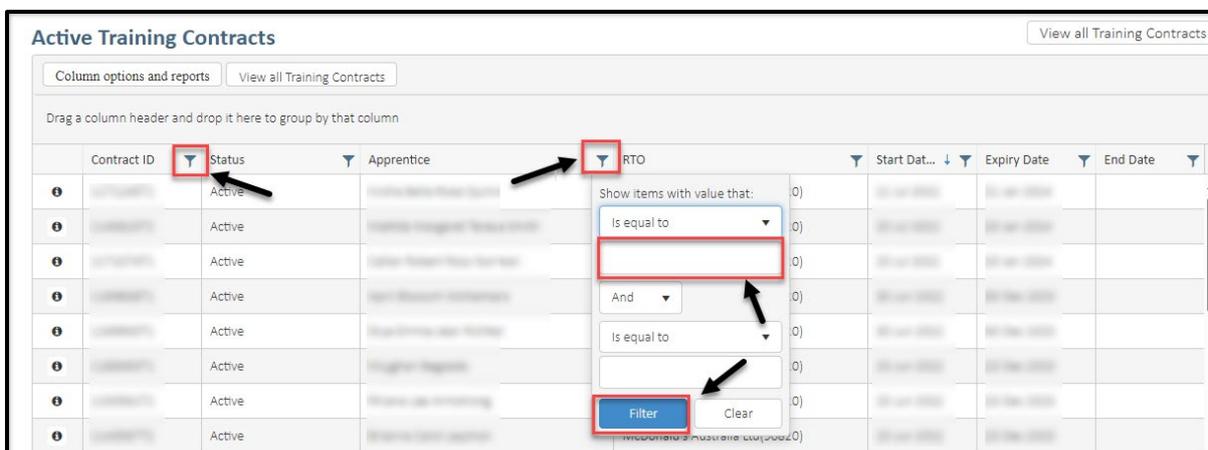
3. Click on the **Contracts** tab.



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



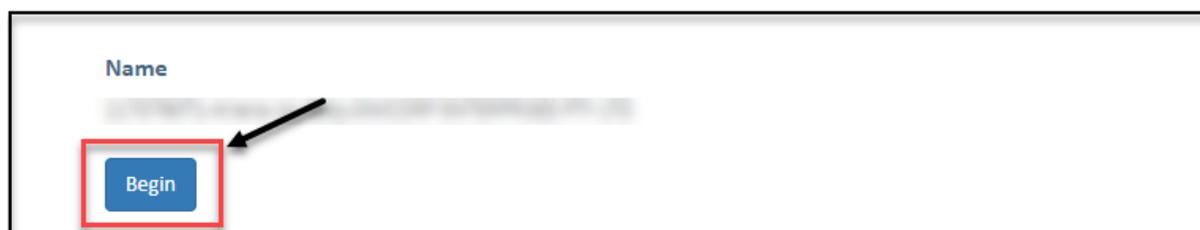
(b) You can also search for a training contract by the apprentice/trainee's name or **Training Contract ID number**. Start by clicking on the filter icon **Y** and then type the apprentice/trainee's name or **Training Contract ID number** into the text box, and click **Filter**.



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



- Click on **Begin**.



- 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?	Averaging Part-time Hours
No	

- 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?

Yes



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

School *

Required field.

School Contact Person *

School Contact Number *

Required field.



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

The screenshot shows a form field labeled 'New Attendance Type' with a dropdown arrow. The dropdown menu is open, displaying two options: 'Full-time' and 'Part-time'. A red box highlights the dropdown arrow, and another red box highlights the 'Full-time' option.

11. **(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.

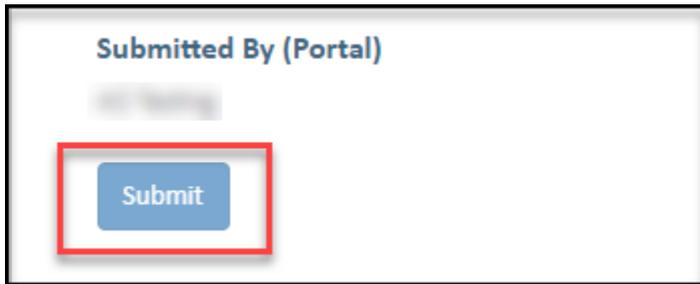
The screenshot shows two form fields. The first is 'New Hours Per Week', which is an empty text input field with a red box around it and a red 'A' with an arrow pointing to it. Below it is a 'Required field.' error message. The second is 'New Averaging Part-time Hours', which is a dropdown menu set to 'No' with a red box around it and a red 'B' with an arrow pointing to it. Below it is a 'New Training Contract Expiry Date' field with the date '21 Jan 2024' and a calendar icon.

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.

The screenshot shows a question: 'All parties to the training contract have agreed to the change?'. Below the question is a checkbox labeled 'Yes', which is selected and has a red box around it. Below the checkbox is a verification statement: 'By selecting this check box, I verify that the employer, apprentice and parent/guardian (if applicable) have agreed to the change of attendance type/hours.'

13. Click on **Submit**.



The image shows a screenshot of a web form. At the top, the text "Submitted By (Portal)" is displayed in a blue font. Below this, there is a blurred area, likely representing a user's name or ID. A blue button with the word "Submit" in white text is positioned below the blurred area. This button is enclosed within a red rectangular box, indicating it is the target for the instruction.

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