




How to Change a Training Contract's Attendance Type and Hours of Work – User Guide – For Apprentice/Trainee and Parent/Guardian (if applicable)

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

1. Log in to the WAAMS portal.

The screenshot shows the WAAMS login page. The 'Login' button is highlighted with a red box and an arrow. The 'Email' and 'Password' fields are also highlighted with a red box and an arrow. The page includes a 'Remember me' checkbox and a 'Portal conditions of use' section.

2. Select the **Training Contract** you want to make changes to by selecting the  icon on the left-hand side of the table.

The screenshot shows the WAAMS portal interface. The 'Contracts' tab is selected. The table below shows a list of Active Training Contracts. The first row is highlighted, and the 'Contracts' column header is highlighted with a red box and an arrow.

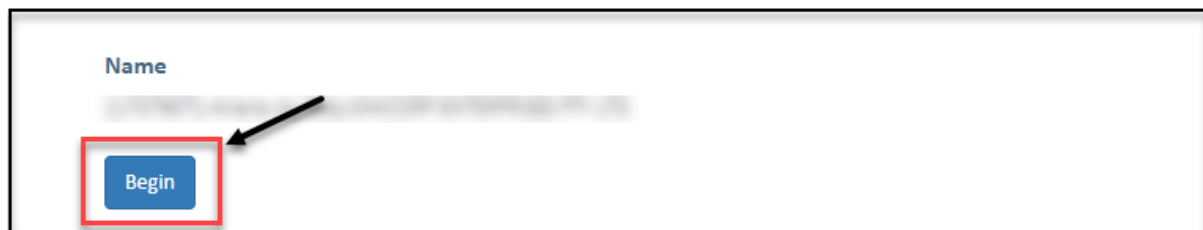
Contracts	Apprentice	Status	Employer	Start Date	Expiry Date	End Date
1	Arian	Active		22 Jul 2022	22 Jul 2025	

3. From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Change of Attendance Type and Hours**.



The screenshot shows a web interface with two main sections. On the left, under 'Contract Parties', there are fields for 'Apprentice/Trainee', 'Employer', 'Worksite', 'Registered Training Organisation', 'AASN Provider', and 'Parent/Guardian', each with a blue link. On the right, under 'Contract Changes', there is a list of options: 'Assignment of Contract', 'Change of Apprentice/Trainee Name', 'Change of Attendance Type and Hours' (highlighted with a red box), 'Change of Qualification and RTO', 'Change of Worksite Location', 'Contract and Probation Extension', 'Employment Arrangement', 'Notice To Terminate', 'Other Contract Information', and 'Suspension and Lifting of Suspension'.

4. Click on **Begin**.



The screenshot shows a form with a 'Name' field. Below the field is a blue button labeled 'Begin', which is highlighted with a red box. A black arrow points from the right side of the 'Name' field towards the 'Begin' button.

5. 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 ie; from full time to part time or vice versa, and hours of employment.



The screenshot shows a table titled 'Existing Values' with a red border. The table has two columns: 'Attendance Type' and 'Hours Per Week'. The first row shows 'Part-time' and '25'. The second row has 'Is School Based?' and 'Averaging Part-time Hours'. The value 'No' is displayed under 'Is School Based?'.

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

6. 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 8**.



The screenshot shows a form titled 'New Values'. There is a checkbox labeled 'Is School Based?' which is highlighted with a red box. Below the checkbox is the text 'Yes', and a black arrow points to the checkbox.

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

The screenshot shows a form with three input fields, each with a red box around its label and a red arrow pointing to the input area. The first field is labeled 'School' and has a 'Required field.' message below it. The second field is labeled 'School Contact Person'. The third field is labeled 'School Contact Number' and also has a 'Required field.' message below it.

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

The screenshot shows a form with several fields. At the top is a 'New Attendance Type' drop-down menu with a red box around the label and a red arrow pointing to the dropdown arrow. Below this is a text block: 'Hours must align with the Public Register of class A and B qualifications (Below new hours worked). You can view the Register of Class A and B qualifications through the Apprenticeship Office website via dtwd.wa.gov.au/classab'. Below the text are three fields: 'New Hours Per Week' (with a red box around the label and a red arrow labeled 'A' pointing to the input field), 'New Averaging Part-time Hours' (with a red box around the label and a red arrow labeled 'B' pointing to the dropdown arrow), and 'New Training Contract Expiry Date' (with a date input field showing '21 Jan 2024' and a calendar icon).

9. **(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.

10. **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.

All parties to the training contract have agreed to the change?

Yes

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.

11. Click on **Submit**.

Submitted By (Portal)

Submit

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