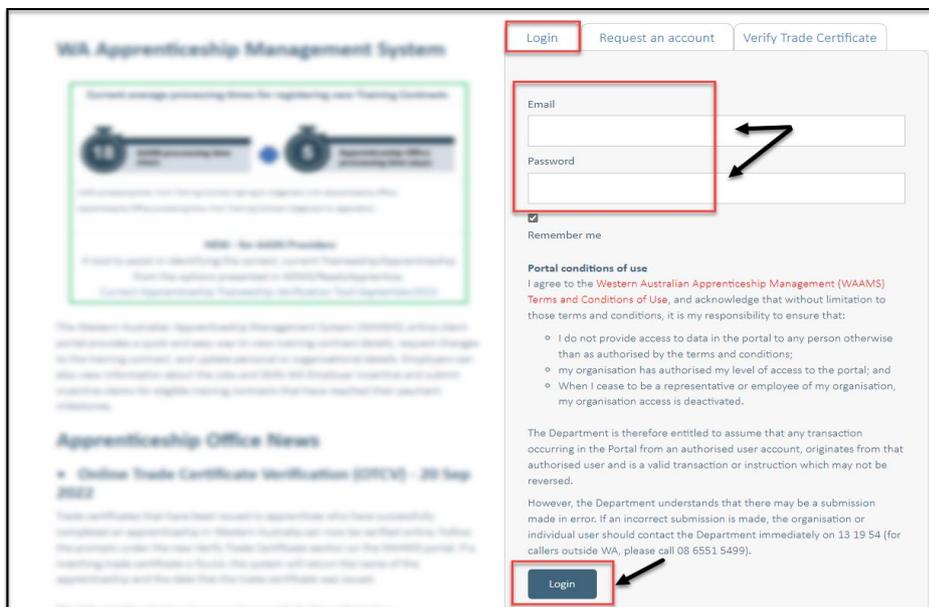




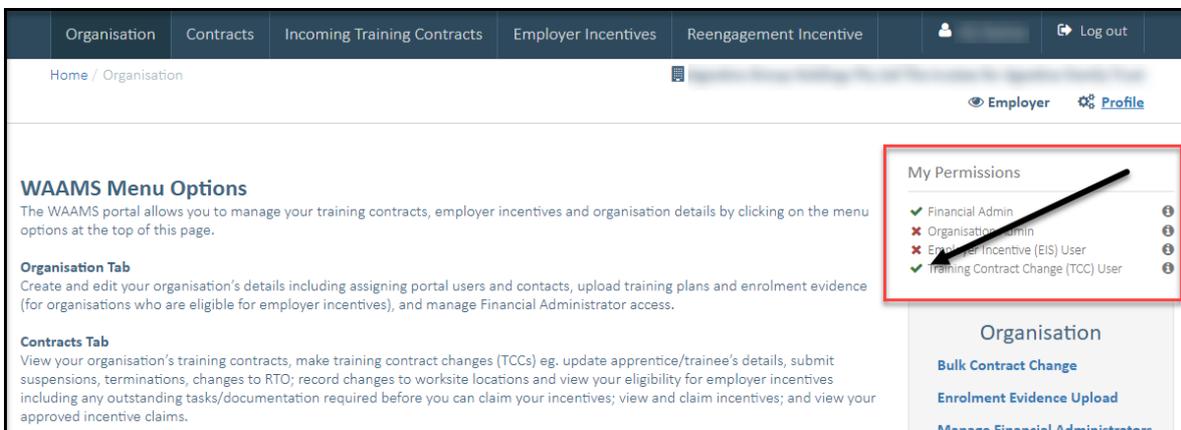
How to update Apprentice/Trainee address and contact number – User Guide - Employer

To submit a Change of Learner Address and Contact Number.

1. Log in to the WAAMS portal.

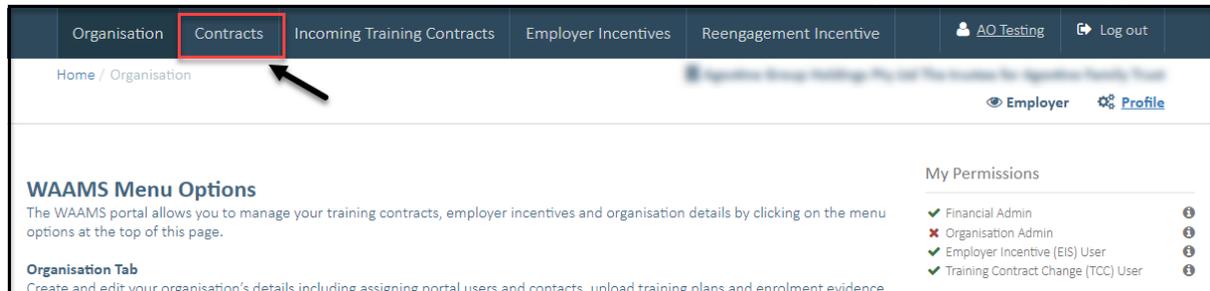


2. On the WAAMS home page under **My Permissions**, check that you have **Training Contract Change (TCC)** user access. This allows you to submit training contract changes.

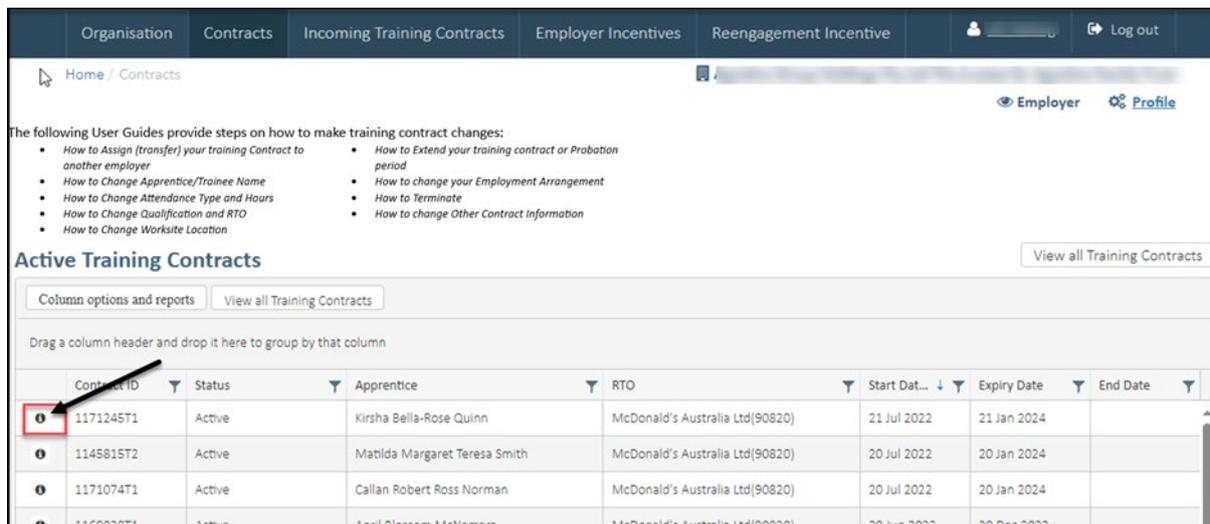


*If there is a red cross next to this user type, rather than a green tick, you will need to update your user access. Please refer to the [WAAMS user access levels – User Guide](#)

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 **▼** and then type the apprentice/trainee's name or **Training Contract ID number** into the text box, and click **Filter**.

Active Training Contracts View all Training Contracts

Column options and reports View all Training Contracts

Drag a column header and drop it here to group by that column

Contract ID	Status	Apprentice	RTO	Start Dat...	Expiry Date	End Date
00000001	Active	John Doe	ABC RTO	2023-01-01	2024-01-01	
00000002	Active	Jane Smith	DEF RTO	2023-02-01	2024-02-01	
00000003	Active	Mike Brown	GHI RTO	2023-03-01	2024-03-01	
00000004	Active	Sarah White	JKL RTO	2023-04-01	2024-04-01	
00000005	Active	David Black	MNO RTO	2023-05-01	2024-05-01	
00000006	Active	Emily Green	PQR RTO	2023-06-01	2024-06-01	
00000007	Active	James Blue	STU RTO	2023-07-01	2024-07-01	
00000008	Active	Olivia Yellow	VWX RTO	2023-08-01	2024-08-01	

Note: The image shows a filter overlay on the RTO column. The filter is set to 'Is equal to' with an empty input field. A 'Filter' button is highlighted in red.

5. Click on the **Apprentice/Trainee** name.

Government of Western Australia
Department of Training and Workforce Development

WAAMS

Organisation | Contracts | Incoming Training Contracts | Employer Incentives | Reengagement Incentive | Log out

Home / Contracts / Contract Details

Employer | Profile

Contract Parties

Apprentice/Trainee [Redacted] ←

Employer [Redacted]

Worksite [Redacted]

Registered Training Organisation [Redacted]

AASN Provider [Redacted]

Parent/Guardian [Redacted]

Contract Details

Training Contract ID [Redacted]

Contract Changes

- Assignment of Contract
- Change of Apprentice/Trainee Name
- Change of Attendance Type and Hours
- Change of Qualification and RTO
- Change of Worksite Location
- Contract and Probation Extension
- Employment Arrangement
- Notice To Terminate
- Other Contract Information
- Suspension and Lifting of Suspension

Employer Incentive Scheme

- Employer Incentive

- 6. Update the **apprentice/trainee's residential and postal address**, as well as their contact number. **Check** the box indicating the apprentice/trainee's consent to this change.

The screenshot shows a form with several sections. A red box highlights the contact information section, which includes fields for Home Phone, Mobile Phone, and Other Phone. An arrow points to the Mobile Phone field. Another red box highlights the address section, which includes Residential Address and Postal Address fields, each with Suburb, State, and Post Code sub-fields. An arrow points to the Residential Address field, and another arrow points to the Post Code field. Below the address fields is a checkbox labeled 'Same as Residential Address'.

*If this change has not been discussed with all parties to the training contract, please obtain consent before proceeding with the change.

The screenshot shows a section titled 'Apprentice Consent Obtained'. It contains a checkbox labeled 'Yes' which is highlighted with a red box. An arrow points to this checkbox. Below the checkbox is a blue 'Submit' button.

- 7. Click on **Submit**.

The screenshot shows a section titled 'Submitted By (Portal)'. It contains a blue 'Submit' button which is highlighted with a red box.

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