OFFICIAL



Apprenticeship Office

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.

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*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 allow options at the top of this	/s you to manag s page.	ge your training contracts, employer	incentives and organisation	details by clicking on the menu	 Financial Admin Organisation Admin Employer Inconting (El 	S) Iror
Organisation Tab	anisation's deta	ils 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.

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0	1171245T1	Active		Kirsha Bella-Rose Quinn		McDonald's Austral	ia Ltd(90820)	21 Jul 2022	21 Jan 2024			
0	1145815T2	Active		Matilda Margaret Teresa Smit	th	McDonald's Austral	ia Ltd(90820)	20 Jul 2022	20 Jan 2024			
0	1171074T1	Active		Callan Robert Ross Norman		McDonald's Austral	ia Ltd(90820)	20 Jul 2022	20 Jan 2024			

(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. Click on the Apprentice/Trainee name.

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	Home / Contracts / Contract Details @ Employer C Profile
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	Contract Details Employer Incentive Scheme Employer Incentive 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.

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



7. Click on Submit.



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