OFFICIAL



Apprenticeship Office

How to update Apprentice/Trainee address, email address and contact number – User Guide – For Apprentice/Trainee

To submit a change of Learner Address, Email and Contact Number.

1. Log in to the WAAMS portal.



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

н	lome / Cont	racts										O Profile	2	1
Activ	e Trainir	ng Co	ontracts							View	v all '	Training Con	tracts	
Drag a	column heade	er and (drop it here to group by that	column										
_	Contract ID	T	Apprentice	T	Status	T	Employer	T	Start Dat 🕴 🍸	Expiry Date	۲	End Date	T	
0	111000													

3. 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					
	Home / Contracts / Contract Details QC Prefile					
	Contract Parties Contract Changes Apprentice/Trainee Assignment of Contract Employer Change of Apprentice/Trainee Name Employer Change of Attendence Type and Hours Vorksite Change of Qualification and RTO Registered Training Organisation Contract and Probation Extension ASSN Provider Notice To Terminate Papent/Guardian Cother contract information Papent/Guardian Suspansion and Lifting of Supension					
	Contract Details Employer Incentive Scheme Training Contract ID Employer Incentive					

4. Update the apprentice/trainee's residential and postal address, as well as their contact number and email address.

Home / My Details		Learner Construction Con
1000 - C		
Full Name		
Gender		
		•
USI		
To update personal details, please submit a "Change of L	earner Details" in your training contract.	
Home Phone	Mobile Phone	Other Phone
	-	
Primary Email		
		-
The Apprenticeship Office will use the new email address	s for any future correspondence sent by the Departme	ent.
Residential Address	Postal Address	
L		
Suburb	Suburb	
State	State	
100		
Post Code	Post Code	
	Same as Residen	ital Address

5. Click on Submit.



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Transforming lives and communities, and enabling a thriving economy