



# How to Change an Apprentice/Trainee Name – User Guide – Employers

## To submit a Change of Apprentice/Trainee Name.

1. Log in to the WAAMS portal.

WA Apprenticeship Management System

Request an account Verify Trade Certificate

Login

Email

Password

Remember me

**Portal conditions of use**

I agree to the [Western Australian Apprenticeship Management \(WAAMS\) Terms and Conditions of Use](#), and acknowledge that without limitation to those terms and conditions, it is my responsibility to ensure that:

- o I do not provide access to data in the portal to any person otherwise than as authorised by the terms and conditions;
- o my organisation has authorised my level of access to the portal; and
- o When I cease to be a representative or employee of my organisation, my organisation access is deactivated.

The Department is therefore entitled to assume that any transaction occurring in the Portal from an authorised user account, originates from that authorised user and is a valid transaction or instruction which may not be reversed.

However, the Department understands that there may be a submission made in error. If an incorrect submission is made, the organisation or individual user should contact the Department immediately on 13 19 54 (for callers outside WA, please call 08 6551 5499).

Login

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.

Organisation Contracts Incoming Training Contracts Employer Incentives Reengagement Incentive Log out

Home / Organisation

Employer Profile

**WAAMS Menu Options**

The WAAMS portal allows you to manage your training contracts, employer incentives and organisation details by clicking on the menu options at the top of this page.

**Organisation Tab**

Create and edit your organisation's details including assigning portal users and contacts, upload training plans and enrolment evidence (for organisations who are eligible for employer incentives), and manage Financial Administrator access.

**Contracts Tab**

View your organisation's training contracts, make training contract changes (TCCs) eg. update apprentice/trainee's details, submit suspensions, terminations, changes to RTO; record changes to worksite locations and view your eligibility for employer incentives including any outstanding tasks/documentation required before you can claim your incentives; view and claim incentives; and view your approved incentive claims.

**My Permissions**

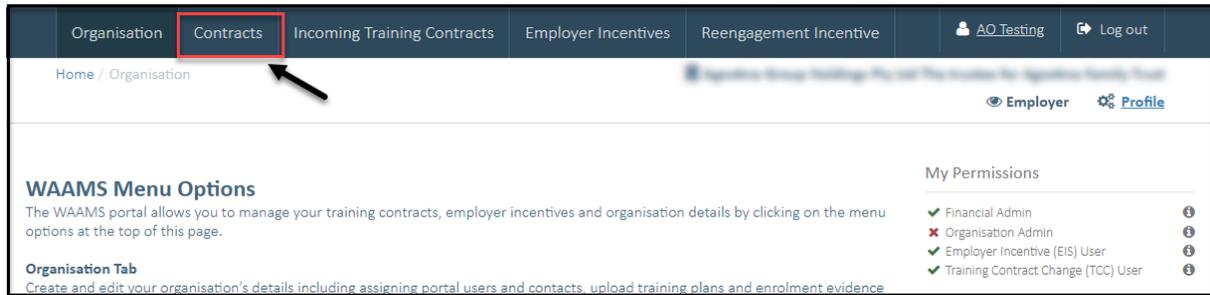
- ✓ Financial Admin
- ✓ Organisation Admin
- ✓ Employer Incentive (EIS) User
- ✓ Training Contract Change (TCC) User

**Organisation**

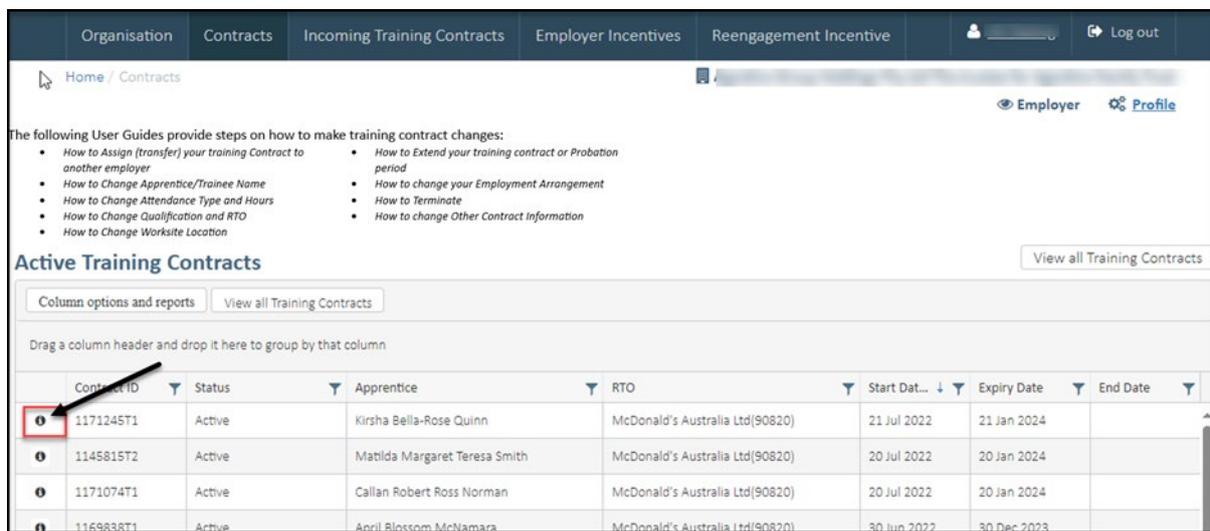
- Bulk Contract Change
- Enrolment Evidence Upload
- Manage Financial Administrators

\*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.

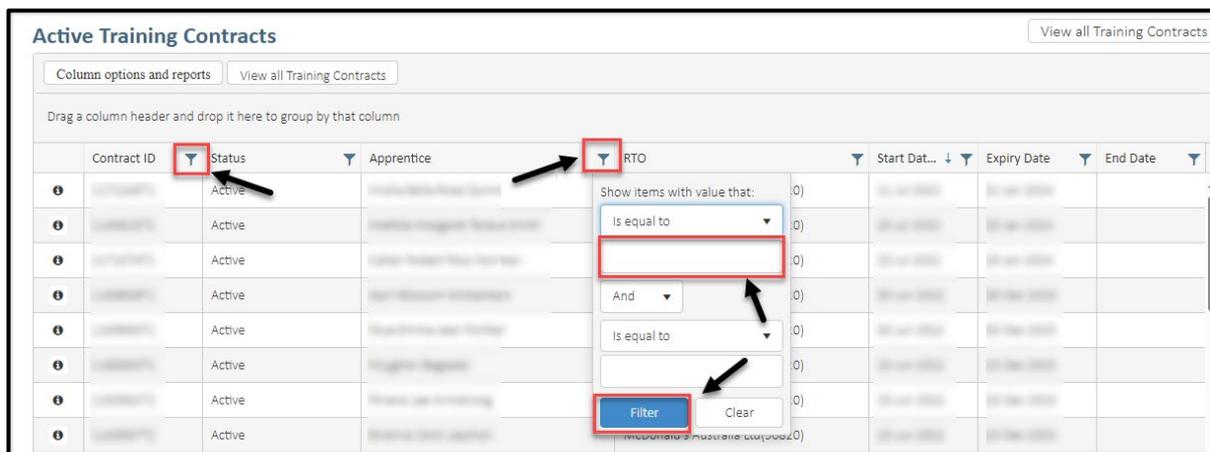


4. (a) Select the **Training Contract** you want to make changes to, by clicking on the **i** icon on the left-hand side of the table.

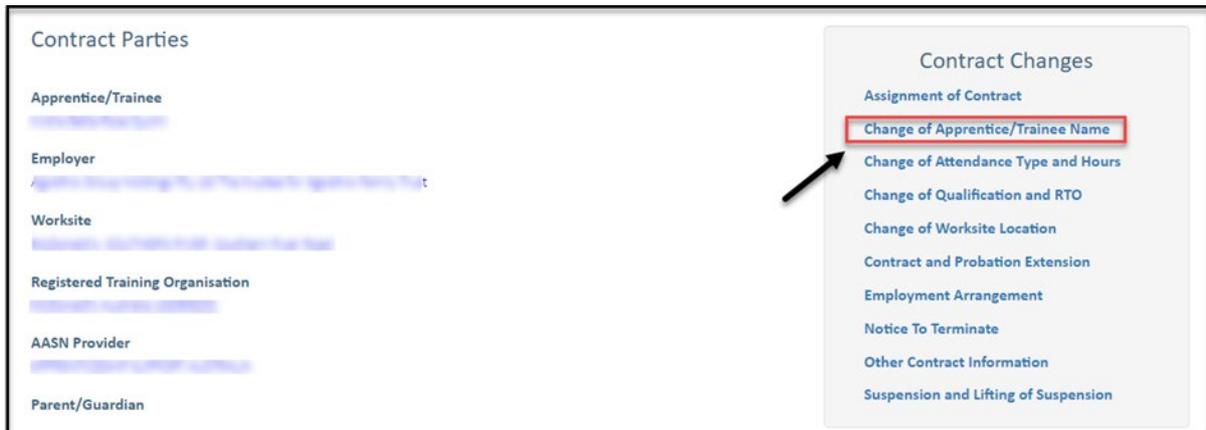


(b) You can also search for a training contract by the apprentice/trainee's name or **Training Contract ID number**.

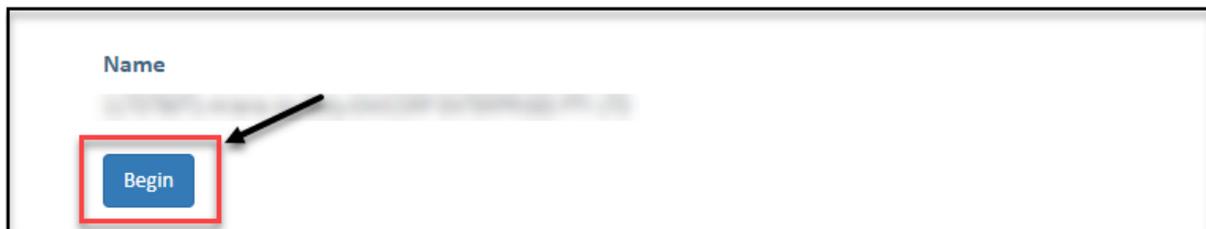
Start by clicking on the filter icon **∨** and then type the apprentice/trainee's name or **Training Contract ID number** into the text box, and click **Filter**.



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

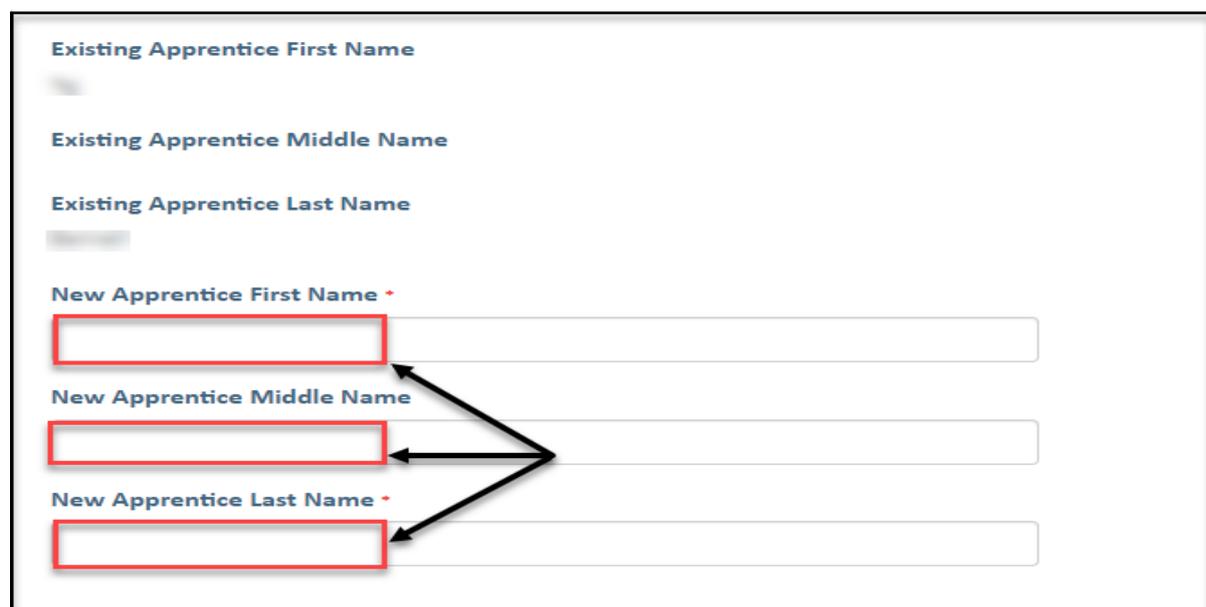


- Click on **Begin**.



\* Please note: if the name change has not been discussed with all parties to the training contract, please obtain consent before proceeding to make this change.

- Enter the apprentice/trainees new name details (first, middle or last name). Update all fields that require the change.



The screenshot shows a form with several input fields. The first three fields are labeled 'Existing Apprentice First Name', 'Existing Apprentice Middle Name', and 'Existing Apprentice Last Name', each with a blurred input area. Below these are three new input fields labeled 'New Apprentice First Name', 'New Apprentice Middle Name', and 'New Apprentice Last Name'. Each of these three new fields has a red box around its input area. A black arrow points from the right towards the three new input fields, indicating that they should be updated.

8. Once you have populated the new name details, you will need to upload evidence that supports this change. To do this, click on **choose file**.

You can upload up to three documents.

Evidence of the Change of Apprentice/Trainee Name must be attached to this submission. One of the following documents MUST be provided; Birth certificate, Marriage certificate or Change of Name certificate.

**Attach Documents**

No file chosen

**File Upload**

No file chosen

**File Upload**

No file chosen

9. Click on **Submit**.

**This change will show as pending assessment. Apprenticeship Office will assess evidence attached before approving.**

Submitted By (Portal)