



How to Change a Training Contract's Qualification and/or RTO – User Guide – Employers

To submit a Change of Qualification and/or RTO.

1. Log in to the WAAMS portal.

WAAMS Apprenticeship Management System

Apprenticeship Office News

WAAMS Login

Request an account

Verify Trade Certificate

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:

- I do not provide access to data in the portal to any person otherwise than as authorised by the terms and conditions;
- my organisation has authorised my level of access to the portal; and
- 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

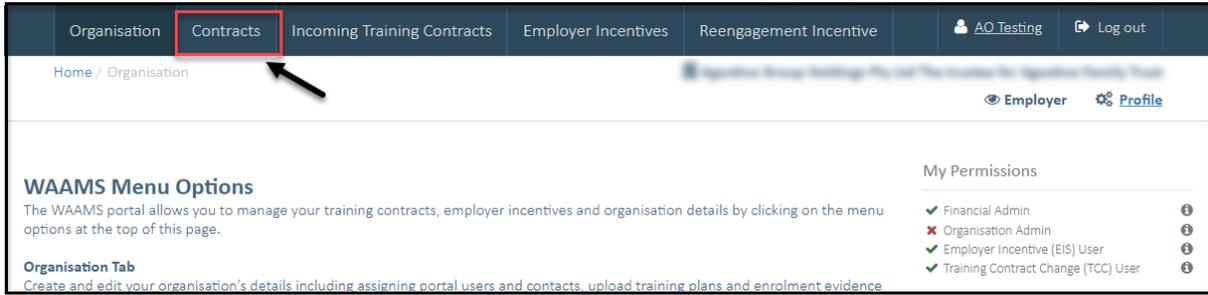
- ✓ Financial Admin
- ✓ Organisation Admin
- ✓ Employer Incentive (EIS) User
- ✓ Training Contract Change (TCC) User

Organisation

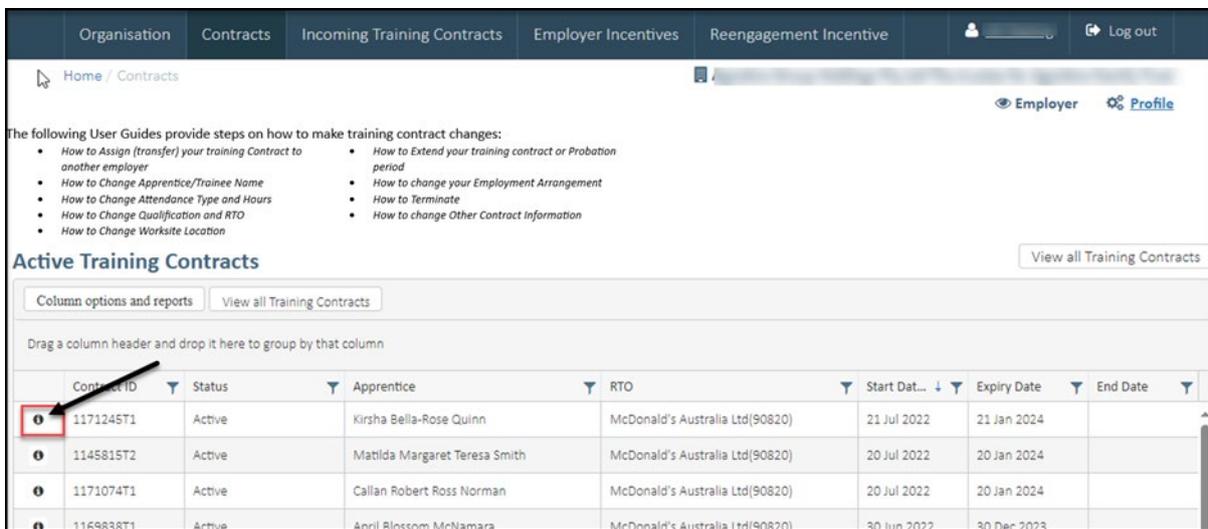
- Bulk Contract Change
- Enrolment Evidence Upload
- Manage Financial Administrators

*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 **Y** 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 Date	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	Emily White	JKL RTO	2023-04-01	2024-04-01	
00000005	Active	David Green	MNO RTO	2023-05-01	2024-05-01	
00000006	Active	Sarah Black	PQR RTO	2023-06-01	2024-06-01	
00000007	Active	James Grey	STU RTO	2023-07-01	2024-07-01	
00000008	Active	Olivia Blue	VWX RTO	2023-08-01	2024-08-01	
00000009	Active	Benjamin Yellow	YZA RTO	2023-09-01	2024-09-01	
00000010	Active	Mia Purple	BCD RTO	2023-10-01	2024-10-01	

Show items with value that:

Is equal to

And

Is equal to

Filter Clear

- From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Change of Qualification and RTO**.

Contract Parties

Apprentice/Trainee
[\[Link\]](#)

Employer
[\[Link\]](#)

Worksite
[\[Link\]](#)

Registered Training Organisation
[\[Link\]](#)

AASN Provider
[\[Link\]](#)

Parent/Guardian
[\[Link\]](#)

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](#)

- Click on **Begin**.

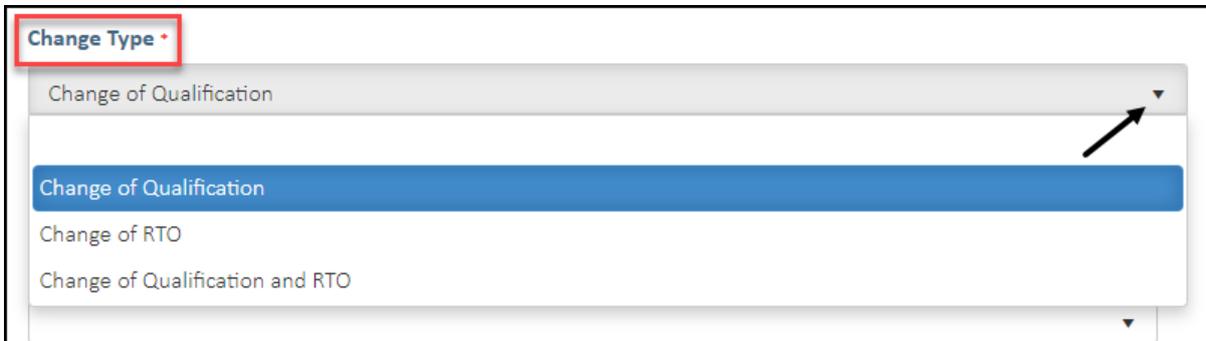
Name

[\[Link\]](#)

Begin

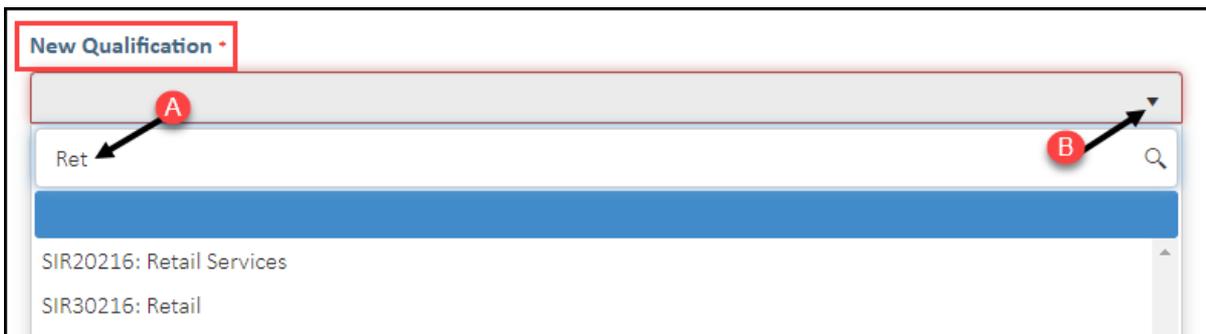
A. To submit a Change of Qualification

- Click on the **Change Type** drop-down menu and select **Change of Qualification**.

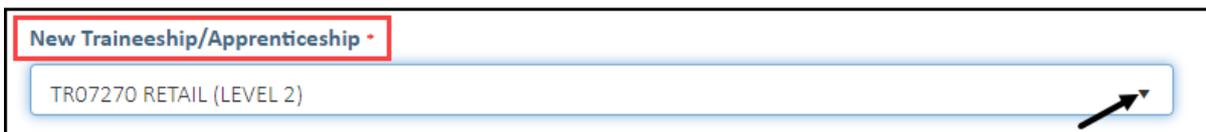


- (A) Select the **New Qualification** field to display a drop-down menu of available qualifications that your current nominated RTO is scoped to deliver. (B) Alternatively, you can also start typing the name of the qualification and WAAMS will search for a match for you.

If the qualification you wish to vary to is not listed here, you may consider changing both qualification and RTO.



- Select the apprenticeship/traineeship for this qualification from the **New Traineeship/Apprenticeship** drop-down menu (WAAMS will find a match or matches for you to choose from).



10. Enter the occupation/job title of the apprentice/trainee in the **Intended Occupation** field.

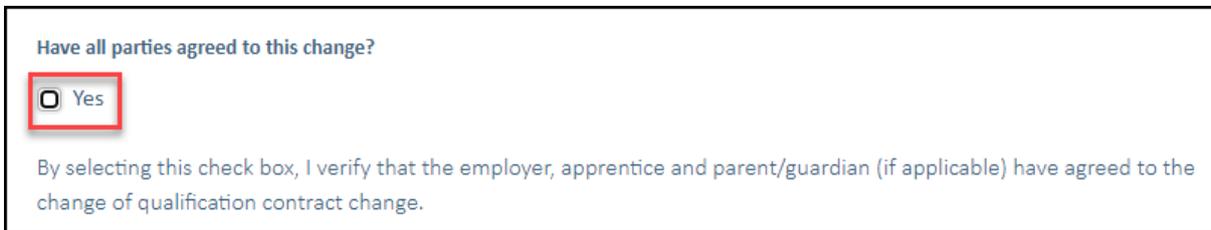


Intended Occupation *

Required field.

11. Check the box indicating **all parties agree to** the change of qualification for the training contract or probation period.

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



Have all parties agreed to this change?

Yes

By selecting this check box, I verify that the employer, apprentice and parent/guardian (if applicable) have agreed to the change of qualification contract change.

12. Click on **Submit**.



Submitted By (Portal)

Submit

B. To submit a Change of RTO

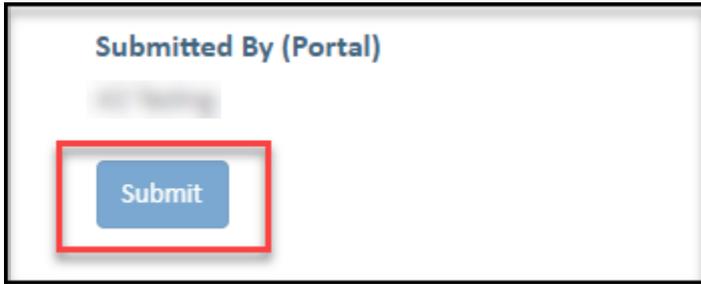
13. Click on the **Change Type** drop-down menu and select **Change of RTO**.

14. **(A)** From the **New RTO** drop-down menu, select the new training provider you wish to change to. **(B)** Alternatively, start typing the name of the RTO and WAAMS will search for a match for you.

15. Check the box indicating **all parties agree to** the change of RTO for the training contract.

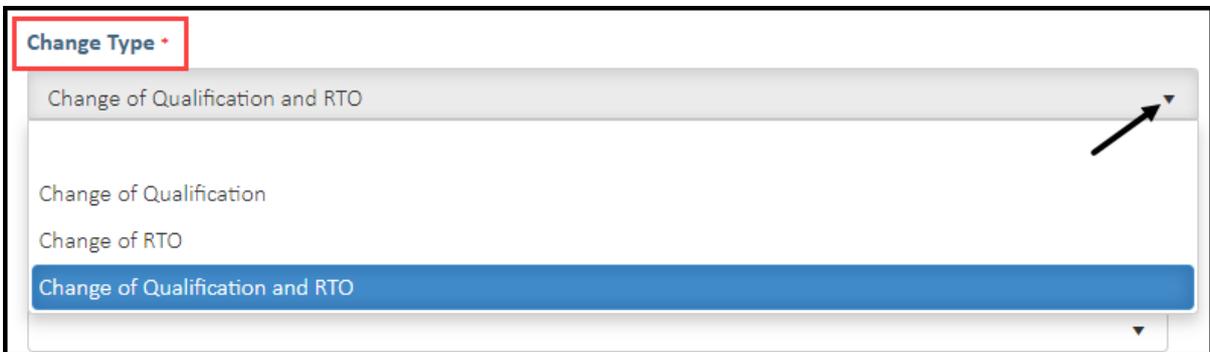
* Please note: if the change of RTO has not been discussed with all parties to the training contract, please obtain consent before proceeding to make this change.

16. Click on **Submit**.

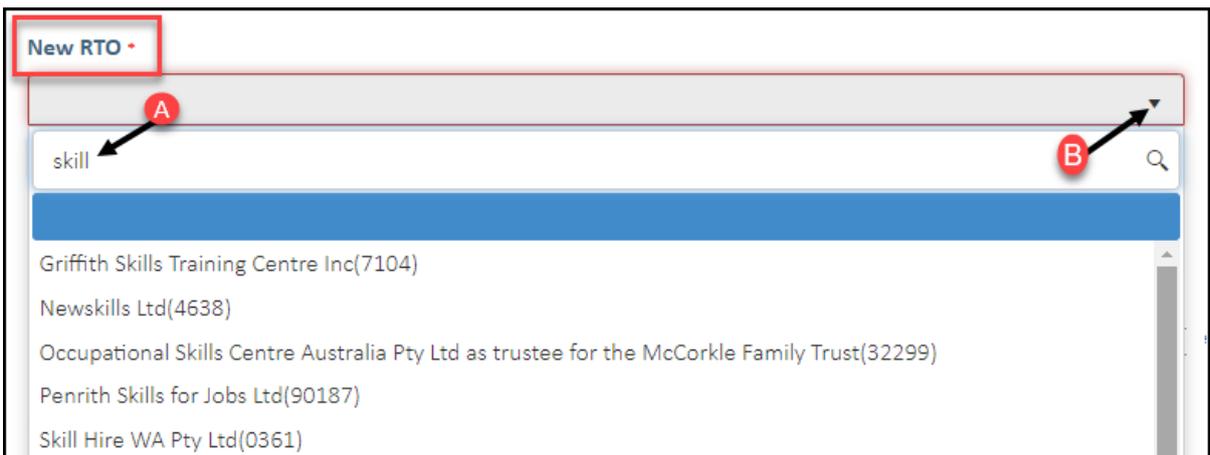


C. To submit a Change of Qualification and RTO

17. Click on the **Change Type** drop-down menu and select **Change of Qualification and RTO**.



18. **(A)** From the **New RTO** drop-down menu, select the new training provider you wish to change to. **(B)** Alternatively, start typing the name of the RTO and WAAMS will search for a match for you.



19. **(A)** Select the **New Qualification** field to display a drop-down menu of available qualifications that your current nominated RTO is scoped to deliver. **(B)** Alternatively, you can also start typing the name of the qualification and WAAMS will search for a match for you.

20. Select the apprenticeship/traineeship for this qualification from the **New Traineeship/Apprenticeship** drop-down menu (WAAMS will find a match or matches for you to choose from).

21. Enter the occupation/job title of the apprentice in the **Intended Occupation** field.

22. Check the box indicating **all parties agree to the Change of Qualification and RTO**.

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

Have all parties agreed to this change?

Yes

By selecting this check box, I verify that the employer, apprentice and parent/guardian (if applicable) have agreed to the Change of Qualification and RTO contract change.

23. Click on **Submit**.

Submitted By (Portal)

Submit