OFFICIAL



Apprenticeship Office

How to Change a Worksite Location – User Guide – For Apprentice/Trainee and Parent/ Guardians (if applicable)

To submit a change of worksite location.

1. Log in to the WAAMS portal.



2. Select the **Training Contract** you want to make changes to by selecting the ^① icon on the left-hand side of the table.

	Contracts	Incoming Training Contracts	TAA	Portal					•		🗘 Log out		
	Home / Contrac	cts									@ Learne	æ	
The follo	wing User Guides How to Assign (trans- another employer How to Change App How to Change Qua How to Change Qua How to Change Wor /e Training	i provide steps on how to make trainin (fer) your training Contract to per rentoc/Trainee Name + Ha Indance Type and Hours + Ha Uffication and RTO + Ha Kistle Location Contracts	ig contra w to Exten riad sw to chan sw to chan sw to chan to chan	ct changes: d your training contract or Prob ge your Employment Arrangeme inate ge Other Contract Information	batic	on			V	'iew all	Training Cont	tracts	
	Contractio	Y Apprentice	Ţ	Status T	T I	Employer 🔻	Start [Dat 🕹 🍸	Expiry Date	• •	End Date	Ŧ	
0	1	Ariar		Active			22 Jul	2022	22 Jul 2025	i.			•

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3. From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Change of Worksite Location**.

Home / Contracts / Contract Details	③ Learner
Contract Parties	Contract Changes
Apprentice/Trainee	Assignment of Contract
	Change of Apprentice/Trainee Name
Employer	Change of Attendance Type and Hours
	Change of Qualification and PO
Worksite	Change of Worksite Location
the provide that if you are presented on it cannot be	Contract and Probation Extension
Registered Training Organisation	Employment Arrangement
A STATISTICS CONTRACTOR	Notice To Terminate
AASN Provider	
THE R.P. MILLING, MILLINGSON, DOWNLOW, MILLINGSON,	Other Contract Information
Parent/Guardian	

4. Select Begin.

Name			
	/		
Begin			

5. To select a new worksite, click on the arrow in the New Worksite field to display the drop-down menu, and then choose a worksite from the list provided.

If the new worksite you are looking for is not available in the drop-down menu, contact your employer to add it to WAAMS before you can continue.

New Worksite *	
	•
Please select a new Worksite location	٩
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Williamstry Constitution Water Practice	
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6. (A) Enter the **Commencement Date** of the change of worksite in the **Commencement Date** field. (B) Alternatively, click the **Calendar** icon to select the date.



7. Check the box indicating all parties agree to the change of worksite.

All parties agree to this change?
Yes
By selecting this check box, I verify that the employer, apprentice and parent/guardian (if applicable) have agreed to this change of worksite location.

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

8. Click on Submit.

