OFFICIAL



Apprenticeship Office

How to Extend a Training Contract or Probation Period – User Guide – Employers

To submit a Training Contract Extension.

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.

Organisation Contrac	cts Incoming Training Contracts	Employer Incentives	Reengagement Incentive	۵	🕩 Log out
Home / Organisation				Temployer	Q ^o Profile
WAAMS Menu Option The WAAMS portal allows you to n options at the top of this page. Organisation Tab	S nanage your training contracts, employer	incentives and organisation	details by clicking on the menu	My Permissions Financial Admin Organisation admin Enotine Incentive (EIS Training Contract Chan	
Create and edit your organisation's (for organisations who are eligible Contracts Tab View your organisation's training o suspensions, terminations, change	s details including assigning portal users a for employer incentives), and manage Fin ontracts, make training contract changes is to RTO; record changes to worksite loca ccumentation required before you can cla	nancial Administrator access (TCCs) eg. update apprentic ations and view your eligibili	s. :e/trainee's details, submit ity for employer incentives	Organis Bulk Contract Cha Enrolment Eviden Manage Financial	ation Inge Ice Upload

*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.

	Organisation	Contracts	Incoming Training Contracts	Employer Incentives	Reengagement Incentive	AO Testing	🕞 Log out
	Home / Organisati	on	● Employer 🔅 Profile				
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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.					 Financial Admin Organisation Admin 		
	anisation Tab					 Employer Incentive (EIS Training Contract Change 	1

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

	Organisation	Contracts	Incoming Training Contracts	Employer Incentives	Reengagement Ince	ntive	≜	🕞 Log	
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: :	How to Assign (transfer) another employer How to Change Apprent How to Change Attenda How to Change Qualific How to Change Worksit Training C	l your training Contract ice/Trainee Name nce Type and Hours ation and RTO e Location	w to make training contract changes: to How to Extend your training period How to change your Emplo How to Change Other Contr How to change Other Contr	yment Arrangement			View	v all Trainin	Contrac
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Colu	column header and ContractID	rts View all Tra drop it here to grou ' Status Active	Apprentice Kirsha Bella-Rose Quinn	McDonald's McDonald's	, Australia Ltd(90820)	21 Jul 2022	Expiry Date		_

(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**.

Colu	umn options and	report	s Ciew all Train	ning Cont	racts							
Drag a	a column header	and dr	rop it here to group	o by that	column	_						
	Contract ID	T	Status	T	Apprentice	TTO RTO		T	Start Dat 🗼 🍸	Expiry Date	F End Date	2
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5. From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Contract and Probation Extension**.

Contract Parties	
	Contract Changes
	Assignment of Contract
Contract Details	Change of Apprentice/Trainee Name
	Change of Attendance Type and Hours
Training Contract ID	Change of Qualification and RTO
	Change of Worksite Location
Employer Incentive Eligibility Status	Contract and Probation Extension
1.000	Employment Arrangement
Defence Industry Incentive Eligibility Status	Notice To Terminate
	Other Contract Information
Reengagement Incentive Eligibility Status	Suspension and Lifting of Suspension

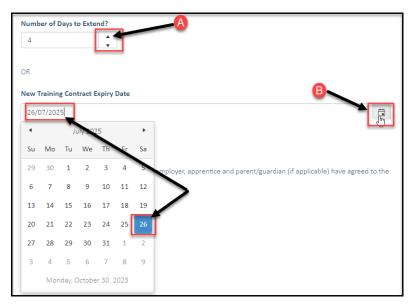
6. Click on Begin.

	Organisation	Contracts	Incoming Training Contracts	Employer Incentives	Reengagement Incentive	A	🕞 Log out			
	Home / Contracts /	Contract Detai	ils / Contract and Probation Extensio		. A	of the same in the second	t			
						Employe	r 🔅 <u>Profile</u>			
A trai	tension of the training contract training contract will expire if it reaches the nominal term stated on the training contract, and the apprentice or trainee has not completed the required on and off the job training; the nominated registered training organisation has not notified the Apprenticeship Office that the apprentice or trainee has successfully completed their training contract.									
	apprentice or trainee ng contract.	and the employe	er agree that the apprentice or trainee re	quires more time to complete	their training, either party can subm	it a request to extend the				
Nam	e									
1171 Ве		se Quinn-Agostinc	o Group Holdings Pty Ltd The trustee for A	gostino Family Trust						
Ba	ick to your training	contracts								

7. From the drop-down menu, select the **Extension Type**.

Extension Type *			
Training Contract			•
Training Contract			
Probation extend the training	contract		

8. (A) Use the arrow to enter the number of days you would like to extend the training contract or probation period. (B) Alternatively, by using the calendar, you can enter a new expiry date for the training contract or probation period.

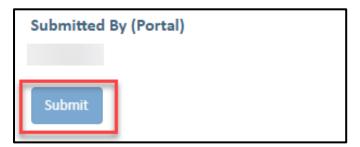


9. Check the box indicating **all parties agree to** the extension to the training contract or probation period.

* Please note: if the extension has not been discussed with all parties to the training contract, please obtain consent before proceeding to make this change. The extension request must be submitted prior to the training contract or probation expiry date.



10. Click on Submit.



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