



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.

WAAMS Apprenticeship Management System

Apprenticeship Office Home

WAAMS 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).

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

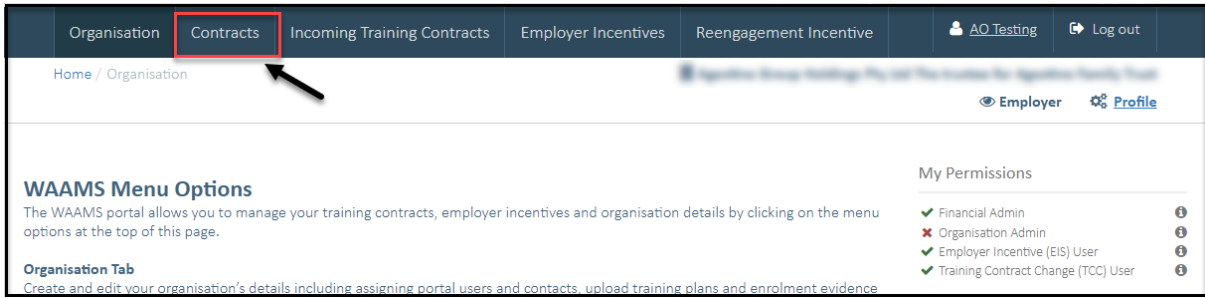
- ✓ Financial Admin
- ✗ Organisation Admin
- ✗ Employer Incentive (EIS) User
- ✓ Training Contract Change (TCC) User

Organisation

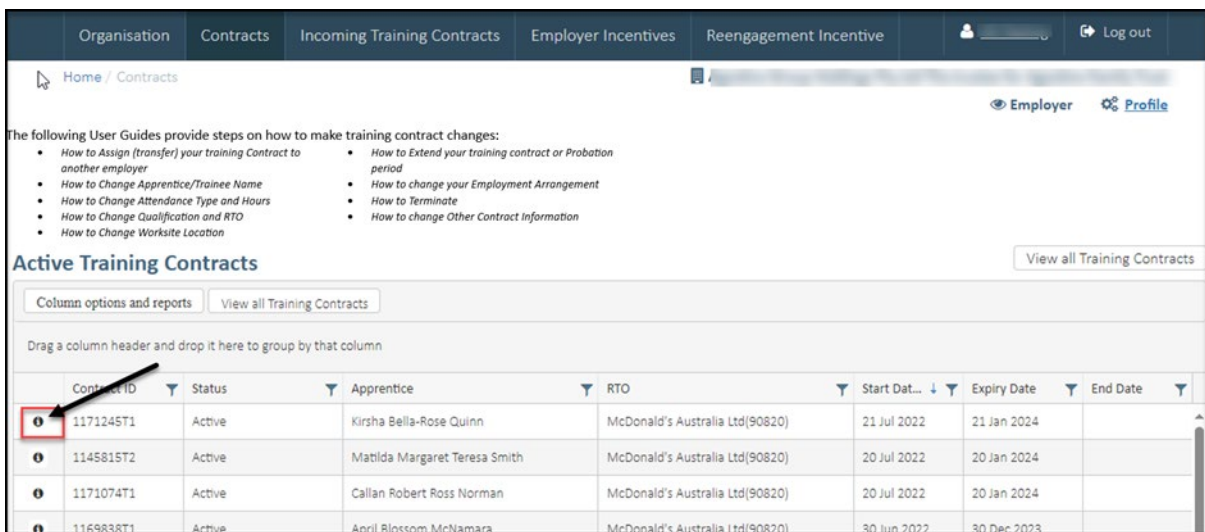
- Bulk Contract Change
- Enrolment Evidence Upload
- Manage Financial Administrators

*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.

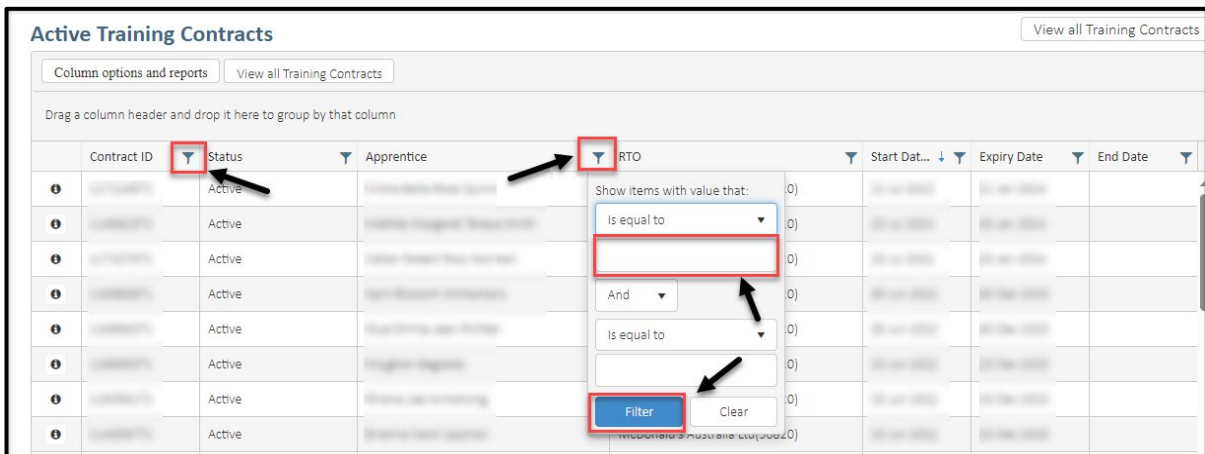


4. (a) Select the **Training Contract** you want to make changes to, by clicking on the **i** icon on the left-hand side of the table.

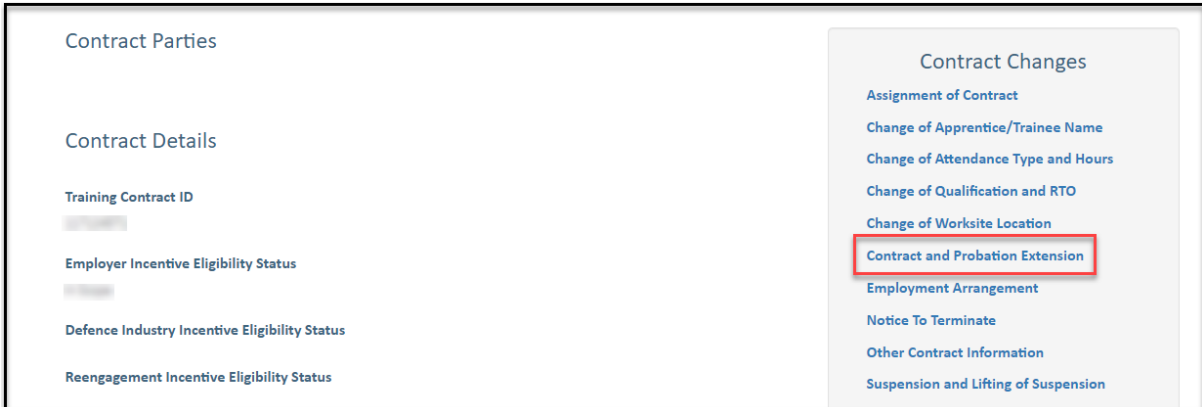


(b) You can also search for a training contract by the apprentice/trainee's name or **Training Contract ID number**.

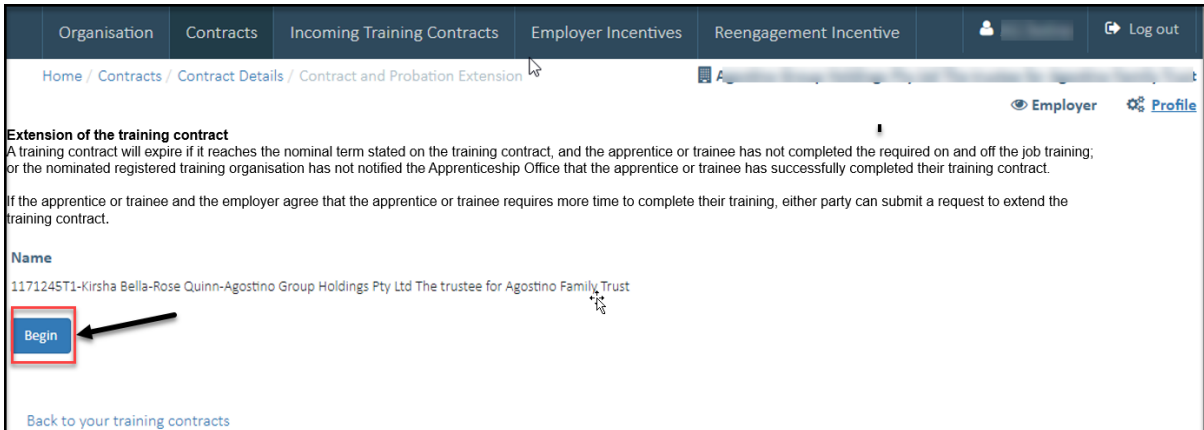
Start by clicking on the filter icon **∇** and then type the apprentice/trainee's name or **Training Contract ID number** into the text box, and click **Filter**.



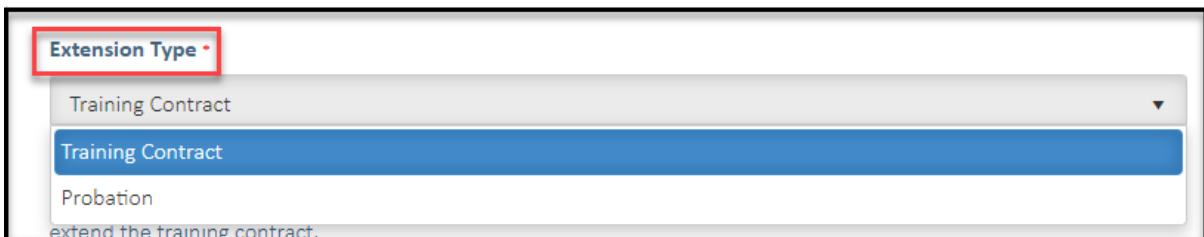
- From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Contract and Probation Extension**.



- Click on **Begin**.



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



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.

Number of Days to Extend?

4

OR

New Training Contract Expiry Date

26/07/2025

July, 2025

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Monday, October 30, 2023

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.

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 the extension contract change.

10. Click on **Submit**.

Submitted By (Portal)

Submit