**OFFICIAL** 



Apprenticeship Office

## How to Extend a Training Contract or Probation Period – User Guide – For Apprentice/Trainee and Parent/Guardian (if applicable)

## To submit a Training Contract or Probation Period Extension.

**1.** Log in to the WAAMS portal.

WA Apprendicably Management System	Login Request an account Verify Trade Certificate			
	Email			
and the second s	Password			
NEW Incident Provident	Z Remember me			
	Portal conditions of use lagree 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.			
1 222 22 22 22 22 22	The Department is therefore entitled to assume that any transaction occurring in the Portal from an authorised user account, originates from th 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. Select the **Training Contract** you want to make changes to by selecting the <sup>①</sup> icon on the left-hand side of the table.

	Contracts	Incoming Training Contracts	TAA	Portal			<b>-</b>	🗘 Log out		
	Home / Contrac	ts						Learner		
The follow	The following User Guides provide steps on how to make training contract changes: <ul> <li>How to Assign (transfer) your training Contract to another employer</li> <li>How to Change Autendance Type and Hours</li> <li>How to Change Autendance Type and Hours</li> <li>How to Change Quilification and RTO</li> <li>How to Change Worklet Location</li> </ul> <ul> <li>How to Change Autendance Type and Hours</li> <li>How to Change Quilification and RTO</li> <li>How to Change Worklet Location</li> </ul> <ul> <li>How to Change Worklet Location</li> <li>We wall Training Contracts</li> <li>View all Training Contracts</li> </ul>									
	Contractio	Y Apprentice	Ţ	Status 🝸	Employer <b>T</b>	Start Dat 🗼 🍸	Expiry Date	F End Date T		
0	1	Ariar		Active		22 Jul 2022	22 Jul 2025	*		

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

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

## 4. Click on Begin.

Name		
Begin		
Begin		

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

Extension Type *	
Training Contract	The second secon
Training Contract	
Probation	

6. (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.



7. 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** 



## 8. Click on Submit



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