OFFICIAL



Apprenticeship Office

How to Suspend/Unsuspend a Training Contract – User Guide – Employers

To submit a Suspension/Lift Suspension

A. To submit a training contract suspension.

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	Contracts	Incoming Training Contracts	Employer Incentives	Reengagement Incentive	4	€ Log out		
Home / Organisation							yer 🕸 <u>Profile</u>		
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Cont View susp inclu appr	tracts Tab y your organisation's ensions, terminatio iding any outstandir oved incentive clain	s training contra ns, changes to f ng tasks/documo ns.	cts, make training contract changes XTO; record changes to worksite loca entation required before you can cla	(TCCs) eg. update apprentic tions and view your eligibili im your incentives; view an	e/trainee's details, submit ty for employer incentives d claim incentives; and view your	Organisation Bulk Contract Change your 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 <u>WAAMS user access levels – User Guide</u>

3. Click on the **Contracts** tab.

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WAAMS Menu	Options				My Permissions	
The WAAMS portal allo options at the top of th	ws you to manag is page.	e your training contracts, employer	incentives and organisation	details by clicking on the menu	 Financial Admin Organisation Admin Employer Incentive (EIS) 	0 0 User 0
Organisation Tab Create and edit your or	ganisation's deta	ils including assigning portal users a	nd contacts, upload training	plans and enrolment evidence	 Training Contract Change 	e (TCC) User

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	Incom	ing Training Contracts	Employer	Incentives	Reengagement Ir	ncent	tive	å		🕞 Log out	
<u>C</u> e	Home / Contracts					Į	1	-		@ Emple	wer	O ^o Profi	ile
Activ	wing User Guides pro How to Assign (transfer) another employer How to Change Apprenti- How to Change Apprenti- How to Change Causifica How to Change Worksite Ve Training Co turn options and report a column header and of	wide steps on how your training Contract cc/Trainee Name cc Type and Hours ton and RTO Location Dontracts ts View all Trai drop it here to grou	v to make to ning Contr p by that d	training contract changes: • How to Extend your training or period • How to change your Employm • How to change out Employm • How to change Other Contract How to change Other Contract racts column	ontract or Probat ent Arrangement t Information	tion t				Vie	w all '	Training Cor	ntracts
	ContectID	Status	-	Apprentice	T	RTO		-	Start Dat 🛓 🔻	Expiry Date	-	End Date	-
0	117124571	Active		Kirsha Bella-Rose Quinn	,	McDonald's Aust	tralia Ltd(90820)	,	21 Jul 2022	21 Jan 2024			
0	1145815T2	Active		Matilda Margaret Teresa Smit	h	McDonald's Aus	tralia Ltd(90820)		20 Jul 2022	20 Jan 2024			
0	1171074T1	Active		Callan Robert Ross Norman		McDonald's Aust	tralia Ltd(90820)		20 Jul 2022	20 Jan 2024			
0	1169838T1	Active		April Blossom McNamara		McDonald's Aust	tralia (td/90820)		30 lun 2022	30 Dec 2023	3		

(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 View all Trair	ning Cont	racts						
)rag a	a column header	and d	rop it here to group	by that	column						
	Contract ID	T	Status	Ţ	Apprentice	RTO		▼ Start Dat ↓ ▼	Expiry Date	End Date	
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5. From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Suspension and Lifting of Suspension**.

Contract Parties	
	Contract Changes
Apprentice/Trainee	Assignment of Contract
Color Marce Team Team	Change of Apprentice/Trainee Name
Employer	Change of Attendance Type and Hours
And the set of the set of the set of the	Change of Qualification and RTO
Worksite	Change of Worksite Location
	Contract and Probation Extension
Registered Training Organisation	Employment Arrangement
	Notice To Terminate
AASIN Frovider	Other Contract Information
Parent/Guardian	Suspension and Lifting of Suspension

6. Click on Begin.



7. From the Suspension Type drop-down menu, select Agreement by Parties.



8. (A) Enter the commencement date of the suspension in the New Suspension Start Date field. (B) Alternatively, click the calendar icon to select the date.



9. (A) Enter the date parties agreed to the suspension in the **Suspension Agreement Date field.** (B) Alternatively, click the **calendar** icon to select the date.



10. (A) Enter the date the suspension is expected to end in the New Suspension End Date field. (B) Alternatively, click the calendar icon to select the date.



11. Check the box indicating you would like the training contract expiry date to be extended by the duration of the suspension.

Parties to	Extend Training Contract?
Yes	

*Please note: once this box has been ticked, the new training contract expiry date will automatically calculate.

12. Please provide an explanation if the period of suspension (together with any prior suspensions) exceeds a continuous period of 12 months.



13. Check the box indicating **all parties agree to** the suspension of the training contract or probation period.

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



14. Click on Submit.



B. To lift (unsuspend) an existing suspension.

15. From the Suspension Type drop-down menu, select Lift Suspension.

Suspension Type *	
	•
Agreement by Parties	
Lift Suspension	

16. (A) Enter the date parties agreed to lift the suspension in the Suspension Agreement Date field. (B) Alternatively, click the calendar icon to select the date.

Suspension Agreement Date *	₿

17. (A) Enter the date the suspension is expected to end in the New Suspension End Date field. (B) Alternatively, click the calendar icon to select the date.

New Suspension End Date *	B

18. Check the box indicating **all parties agree to** the lifting of the suspension of the training contract.

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

All parties to the training contract have agreed to the change?
Yes
By selecting this check box, I verify that the employer, apprentice and parent/guardian (if applicable) have agreed to the notice to suspend.

19. Click on Submit.



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