



# How to Terminate a Training Contract – User Guide – Employers and AASN Providers

## To submit a Termination.

1. Log in to the WAAMS portal.

WAAMS Apprenticeship Management System

Request an account Verify Trade Certificate

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).

Login

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 RTD; 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.

Organisation **Contracts** Incoming Training Contracts Employer Incentives Reengagement Incentive AO Testing Log out

Home / Organisation

WAAMS Menu Options  
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My Permissions

- ✓ Financial Admin
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Organisation Tab  
Create and edit your organisation's details including assigning portal users and contacts, upload training plans and enrolment evidence

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

Organisation Contracts Incoming Training Contracts Employer Incentives Reengagement Incentive Log out

Home / Contracts

The following User Guides provide steps on how to make training contract changes:

- How to Assign (transfer) your training Contract to another employer
- How to Change Apprentice/Trainee Name
- How to Change Attendance Type and Hours
- How to Change Qualification and RTO
- How to Change Worksite Location
- How to Extend your training contract or Probation period
- How to change your Employment Arrangement
- How to Terminate
- How to change Other Contract Information

Active Training Contracts [View all Training Contracts](#)

Column options and reports [View all Training Contracts](#)

Drag a column header and drop it here to group by that column

Contract ID	Status	Apprentice	RTO	Start Date	Expiry Date	End Date
 117124571	Active	Kirsha Bella-Rose Quinn	McDonald's Australia Ltd(90820)	21 Jul 2022	21 Jan 2024	
 114581572	Active	Matilda Margaret Teresa Smith	McDonald's Australia Ltd(90820)	20 Jul 2022	20 Jan 2024	
 117107471	Active	Callan Robert Ross Norman	McDonald's Australia Ltd(90820)	20 Jul 2022	20 Jan 2024	
 116983871	Active	Aneil Blossom McNamara	McDonald's Australia Ltd(90820)	30 Jun 2022	30 Dec 2023	

### (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**.

**Active Training Contracts** View all Training Contracts

Column options and reports View all Training Contracts

Drag a column header and drop it here to group by that column

Contract ID	Status	Apprentice	RTO	Start Dat...	Expiry Date	End Date
0	Active					
0	Active					
0	Active					
0	Active					
0	Active					
0	Active					
0	Active					
0	Active					
0	Active					

Show items with value that:

Is equal to

And

Is equal to

**Filter** Clear

5. From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Notice to Terminate\***.

WAAMS

Organisation
Contracts
Incoming Training Contracts
Employer Incentives
Reengagement Incentive
AO Testing
Log out

Home / Contracts / Contract Details

**Contract Parties**

**Apprentice/Trainee**

**Employer**

**Worksite**

**Registered Training Organisation**

**AASN Provider**

**Parent/Guardian**

Contract Changes

- Assignment of Contract
- Change of Apprentice/Trainee Name
- Change of Attendance Type and Hours
- Change of Qualification and RTO
- Change of Worksite Location
- Contract and Probation Extension
- Employment Arrangement
- Notice To Terminate**
- Other Contract Information
- Suspension and Lifting of Suspension

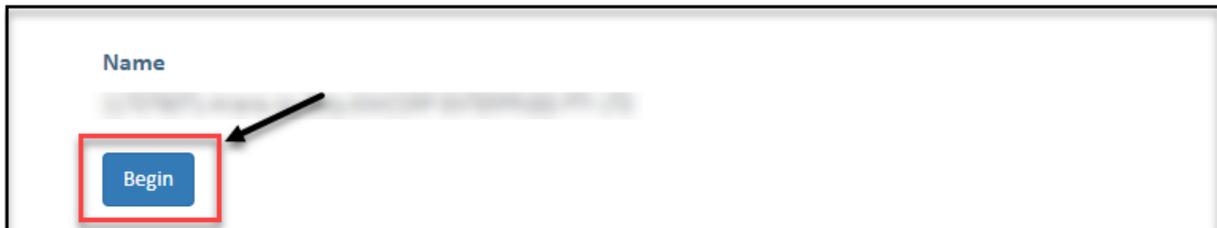
\*There are two types of terminations available to parties:

- Termination in Probation
  - Must occur within the probation period
  - During the probation period either party can terminate the training contract
- Termination of the training contract
  - Occurs outside of probation period

- Requires apprentice consent

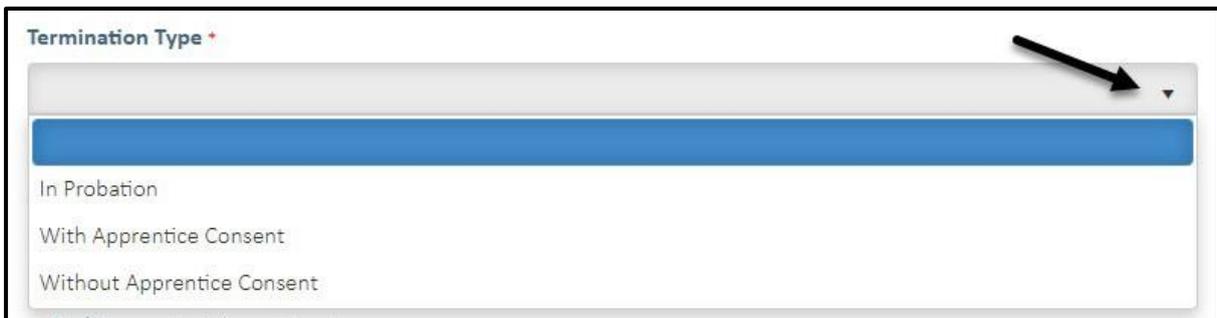
A termination does not prevent an apprentice or trainee entering into a new training contract. However, there are other options if the training contract cannot continue. If you wish to discuss possible alternatives, please contact your Apprentice Connect Australia Provider.

**6. Click on **Begin**.**



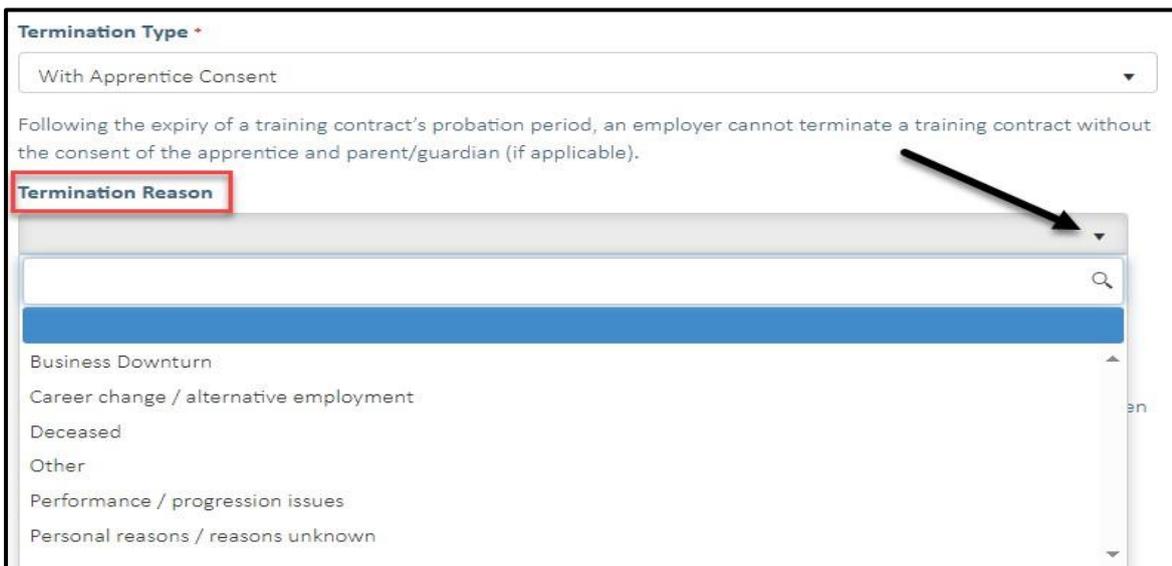
A screenshot of a form with a 'Name' label above a text input field. Below the input field is a blue button labeled 'Begin'. The 'Begin' button is enclosed in a red rectangular box, and a black arrow points from the right towards the button.

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



A screenshot of a 'Termination Type' drop-down menu. The menu is open, showing three options: 'In Probation', 'With Apprentice Consent', and 'Without Apprentice Consent'. The first option, 'In Probation', is highlighted with a blue bar. A black arrow points to the drop-down arrow on the right side of the menu.

**8. From the drop-down menu, select the **Termination Reason****



A screenshot of a 'Termination Reason' drop-down menu. The menu is open, showing six options: 'Business Downturn', 'Career change / alternative employment', 'Deceased', 'Other', 'Performance / progression issues', and 'Personal reasons / reasons unknown'. The first option, 'Business Downturn', is highlighted with a blue bar. A black arrow points to the drop-down arrow on the right side of the menu. Above the menu, there is a 'Termination Type' dropdown set to 'With Apprentice Consent' and a paragraph of text: 'Following the expiry of a training contract's probation period, an employer cannot terminate a training contract without the consent of the apprentice and parent/guardian (if applicable).'

9. Check the box indicating **all parties agree** to the termination.

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

**Please do not submit the contract change until the termination has occurred.**

Has the apprentice consented to the termination of the training contract?

Yes ←

By submitting this notice, I acknowledge that the apprentice and parent/guardian (if applicable) has consented to the termination. I am aware that the record of the training contract will be administratively closed when this form has been processed by the Apprenticeship Office.

10. Click on **Submit**.

Submitted By (Portal)

Submit