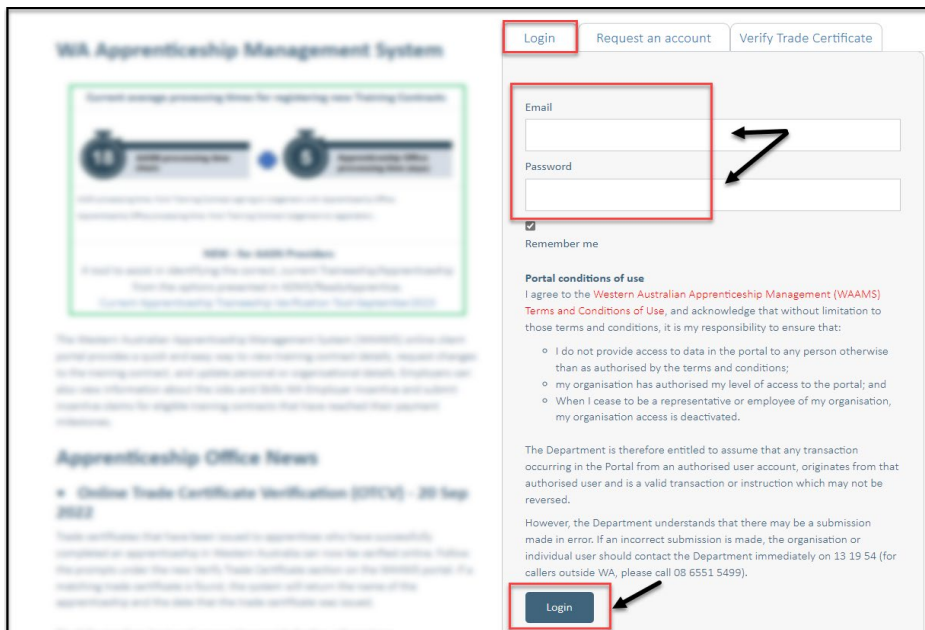





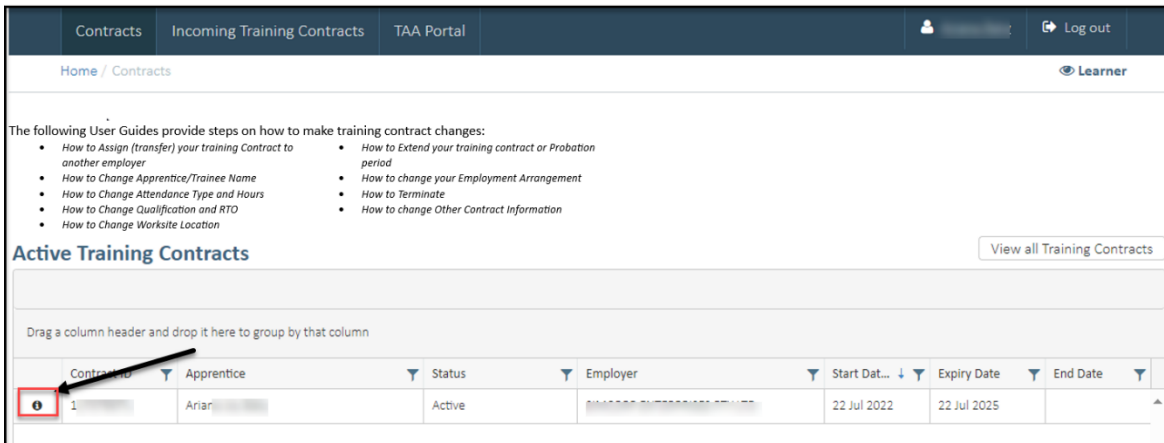
How to Change a Training Contract's Qualification and/or RTO – User Guide – For Apprentice/Trainee and Parent/Guardian (if applicable)

To submit a Change of Qualification and/or RTO.

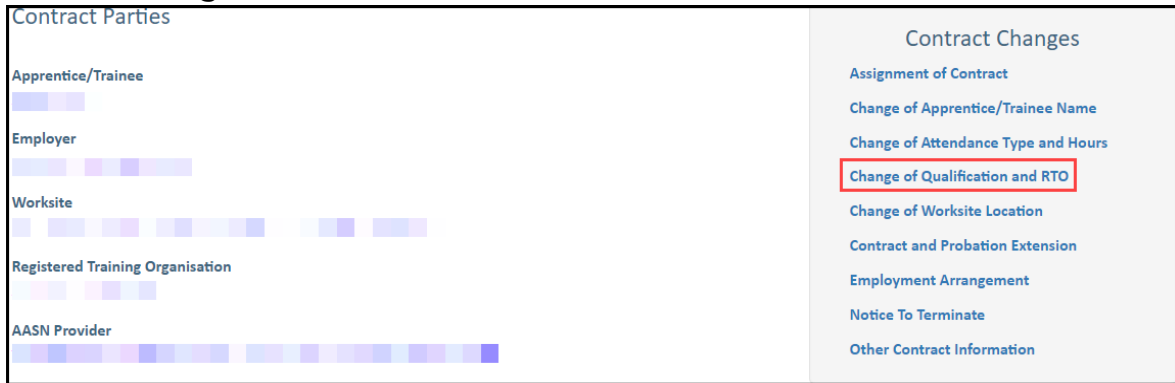
1. Log in to the WAAMS portal.



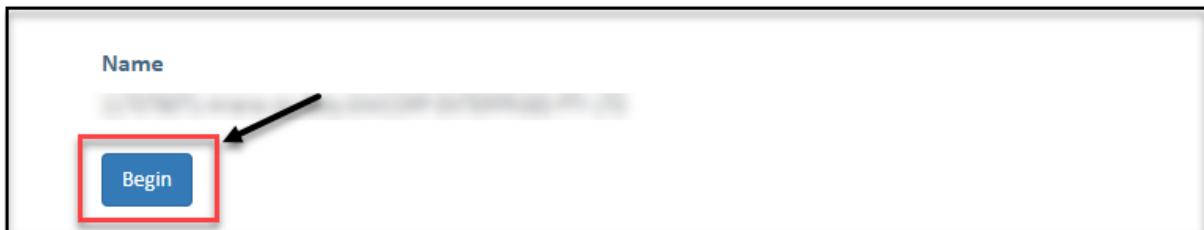
2. Select the **Training Contract** you want to make changes to by selecting the  icon on the left-hand side of the table.



- From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Change of Qualification and RTO**.

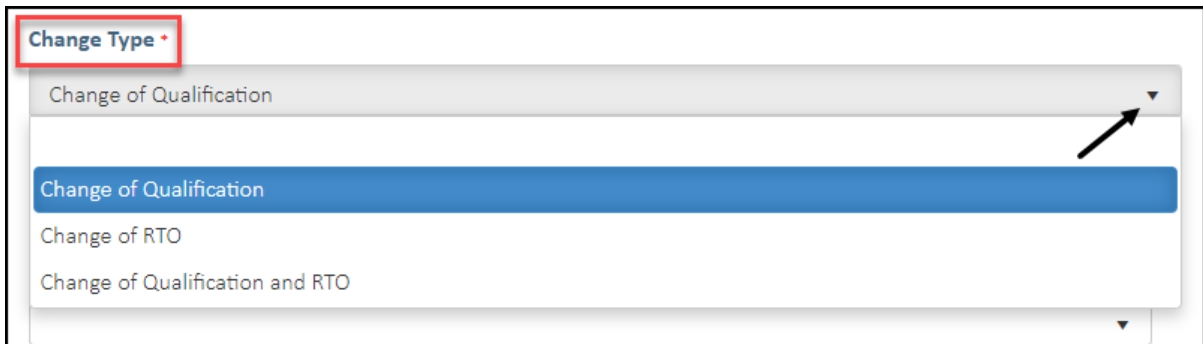


- Click on **Begin**.



A. To submit a Change of Qualification

- Click on the **Change Type** drop-down menu and select **Change of Qualification**.



6. (A) Select the **New Qualification** field to display a drop-down menu of available qualifications that your current nominated RTO is scoped to deliver. (B) Alternatively, you can also start typing the name of the qualification and WAAMS will search for a match for you.

If the qualification you wish to vary to is not listed here, you may consider changing both qualification and RTO.

7. Select the apprenticeship/traineeship for this qualification from the **New Traineeship/Apprenticeship** drop-down menu (WAAMS will find a match or matches for you to choose from).

8. Enter the occupation/job title of the apprentice/trainee in the **Intended Occupation** field.
9. Check the box indicating **all parties agree to** the change of qualification for the training contract.

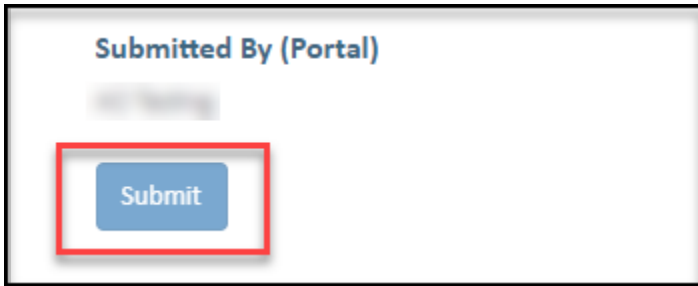
* Please note: if the change of qualification has not been discussed with all parties to the training contract, please obtain consent before proceeding to make this change.

Have all parties agreed to this change?

Yes

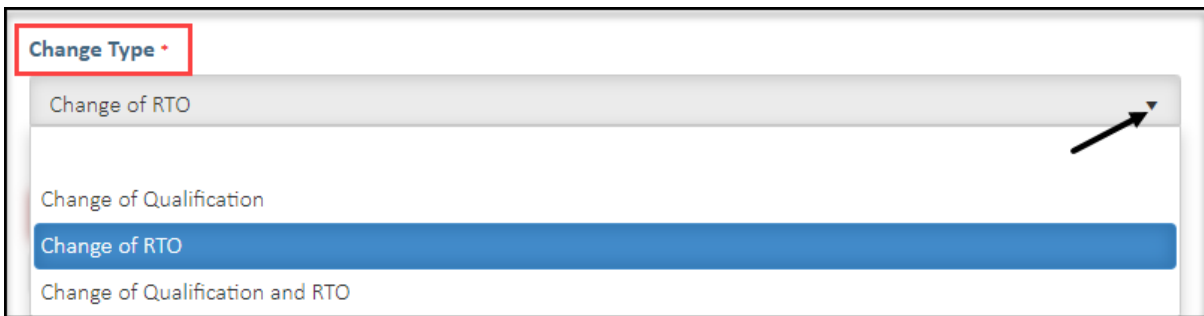
By selecting this check box, I verify that the employer, apprentice and parent/guardian (if applicable) have agreed to the change of qualification contract change.

10. Click on **Submit**.

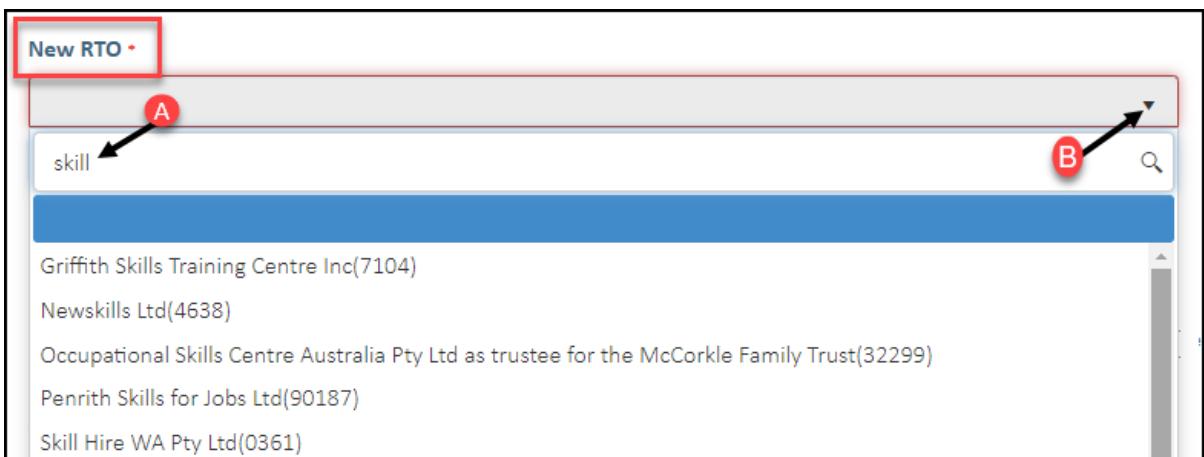


B. To submit a Change of RTO

11. From the **Change Type** drop-down menu, select **Change of RTO**.



12. **(A)** From the **New RTO** drop-down menu, select the new training provider you wish to change to. **(B)** Alternatively, start typing the name of the RTO and WAAMS will search for a match for you.



13. Check the box indicating **all parties agree to** the change of RTO for the training contract.

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

Have all parties agreed to this change?

Yes

By selecting this check box, I verify that the employer, apprentice and parent/guardian (if applicable) have agreed to the Change of RTO contract change.

14. Click on **Submit**.

Submitted By (Portal)

Submit

C. To submit a Change of Qualification and RTO

15. Click on the **Change Type** drop-down menu and select **Change of Qualification and RTO**.

Change Type ▾

Change of Qualification and RTO

Change of Qualification

Change of RTO

Change of Qualification and RTO

16. **(A)** From the **New RTO** drop-down menu, select the new training provider you wish to change to. **(B)** Alternatively, start typing the name of the RTO and WAAMS will search for a match for you.

The screenshot shows a web interface with a red-bordered box around the 'New RTO' dropdown menu. The menu is open, displaying a search input field containing the text 'skill'. A red circle with the letter 'A' and an arrow points to the search input field. A red circle with the letter 'B' and an arrow points to the search icon (magnifying glass) on the right side of the input field. Below the search bar, a list of training providers is displayed, including Griffith Skills Training Centre Inc(7104), Newskills Ltd(4638), Occupational Skills Centre Australia Pty Ltd as trustee for the McCorkle Family Trust(32299), Penrith Skills for Jobs Ltd(90187), and Skill Hire WA Pty Ltd(0361).

17. **(A)** Select the **New Qualification** field to display a drop-down menu of available qualifications that your current nominated RTO is scoped to deliver. **(B)** Alternatively, you can also start typing the name of the qualification and WAAMS will search for a match for you.

The screenshot shows a web interface with a red-bordered box around the 'New Traineeship/Apprenticeship' dropdown menu. The menu is open, displaying a search input field containing the text 'TRO7270 RETAIL (LEVEL 2)'. A red circle with the letter 'A' and an arrow points to the search input field. A red circle with the letter 'B' and an arrow points to the search icon (magnifying glass) on the right side of the input field.

18. Select the apprenticeship/traineeship for this qualification from the **New Traineeship/Apprenticeship** drop-down menu (WAAMS will find a match or matches for you to choose from).

The screenshot shows a web interface with a red-bordered box around the 'New Qualification' dropdown menu. The menu is open, displaying a search input field containing the text 'Ret'. A red circle with the letter 'A' and an arrow points to the search input field. A red circle with the letter 'B' and an arrow points to the search icon (magnifying glass) on the right side of the input field. Below the search bar, a list of qualifications is displayed, including SIR20216: Retail Services and SIR30216: Retail.

19. Select the apprenticeship/traineeship for this qualification from the **New Traineeship/Apprenticeship** drop-down menu (WAAMS will find a match or matches for you to choose from).

A screenshot of a web form showing a dropdown menu. The menu is titled "New Traineeship/Apprenticeship" and has a red box around the title. The selected option is "TRO7270 RETAIL (LEVEL 2)". A black arrow points to the right side of the dropdown box.

20. Enter the occupation/job title of the apprentice/trainee in the **Intended Occupation** field.

A screenshot of a web form showing an input field for "Intended Occupation". The label "Intended Occupation" is highlighted with a red box. Below the input field, there is a red error message that says "Required field." with an exclamation mark icon.

21. Check the box indicating **all parties agree to the Change of Qualification and RTO** for the training contract.

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

A screenshot of a web form showing a checkbox labeled "Yes" for the question "Have all parties agreed to this change?". The checkbox is highlighted with a red box. Below the checkbox, there is a text box that says "By selecting this check box, I verify that the employer, apprentice and parent/guardian (if applicable) have agreed to the Change of Qualification and RTO contract change."

22. Click on **Submit**.

A screenshot of a web form showing a section titled "Submitted By (Portal)". Below the title, there is a "Submit" button highlighted with a red box.