



How to Terminate a Training Contract – User Guide – Employers

To submit a Termination.

1. Log in to the WAAMS portal.

WAAMS Apprenticeship Management System

Request an account Verify Trade Certificate

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:

- 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.

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 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

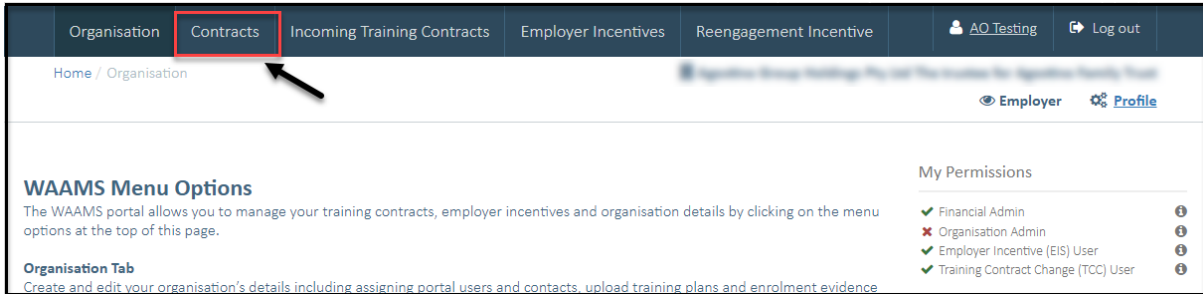
- ✓ Financial Admin
- ✗ Organisation Admin
- ✗ Employer Incentive (EIS) User
- ✓ Training Contract Change (TCC) User

Organisation

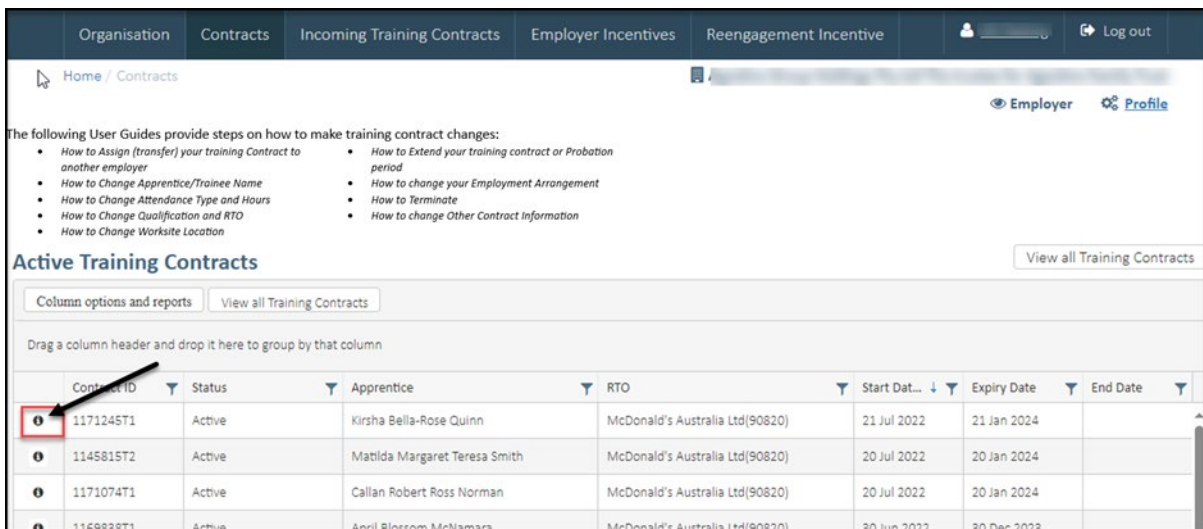
- Bulk Contract Change
- Enrolment Evidence Upload
- Manage Financial Administrators

*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 **Y** 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
...	Active
...	Active
...	Active
...	Active
...	Active
...	Active
...	Active
...	Active
...	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 Employer Profile

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

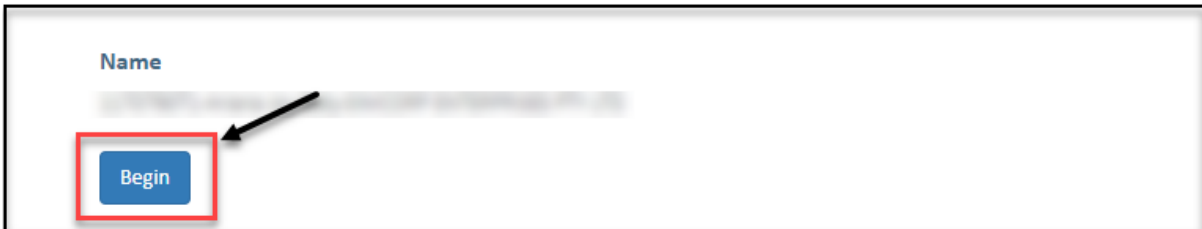
*There are two types of terminations available to parties:

- 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

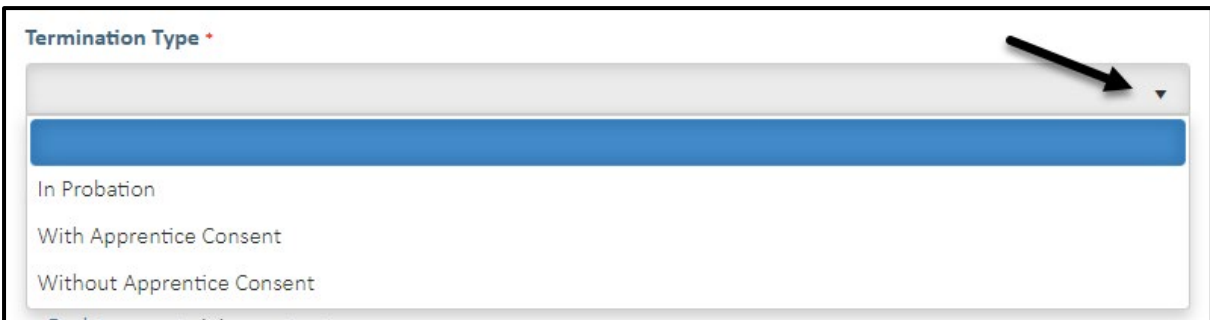
- Requires apprentice consent

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 Australian Apprenticeship Support Network provider.

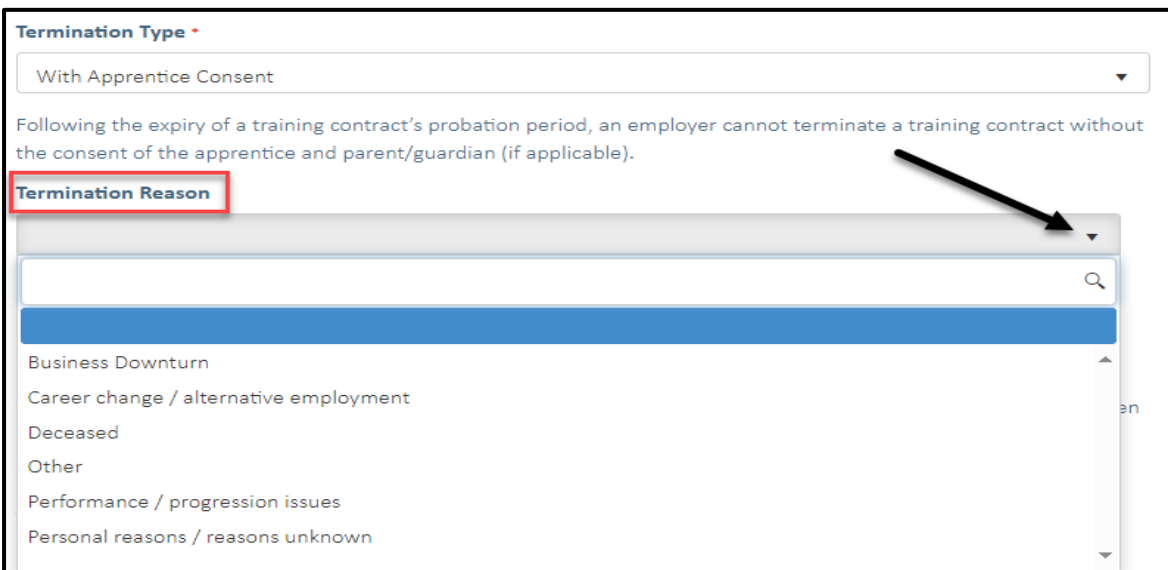
6. Click on **Begin**.



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



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



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

Apprenticeship office
T: 131954
E: apprenticeshipoffice@dtwd.wa.gov.au
W: dtwd.wa.gov.au/apprenticeshipoffice