



Terminating a Training Contract – User Guide - For Apprentice/Trainee and Parent/Guardian (if applicable)

To submit a training contract 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:

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

Contracts Incoming Training Contracts TAA Portal Log out

Home / Contracts Learner

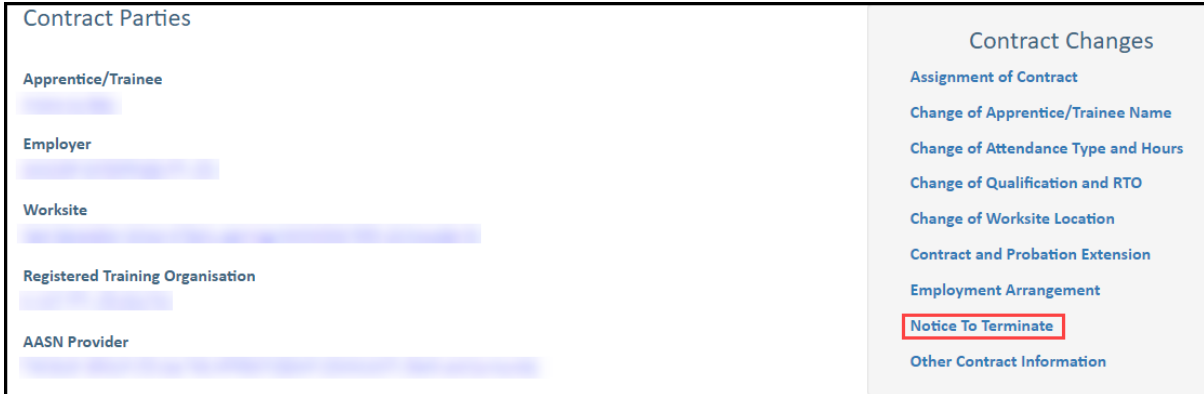
The following User Guides provide steps on how to make training contract changes:

- How to Assign (transfer) your training Contract to another employer
- How to Change Apprenticeship/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

View all Training Contracts

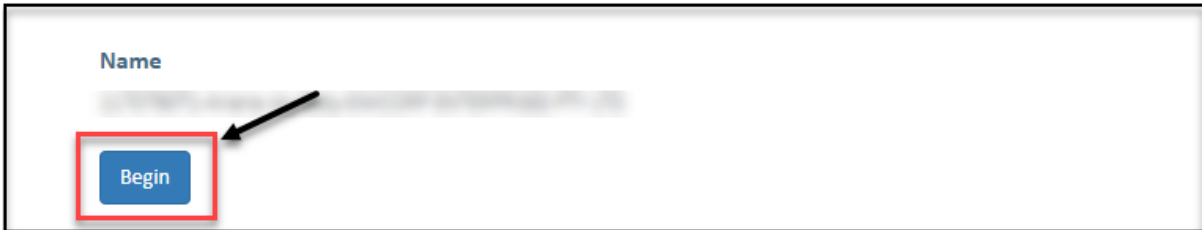
Contract ID	Apprentice	Status	Employer	Start Date	Expiry Date	End Date
1	Arian	Active		22 Jul 2022	22 Jul 2025	

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



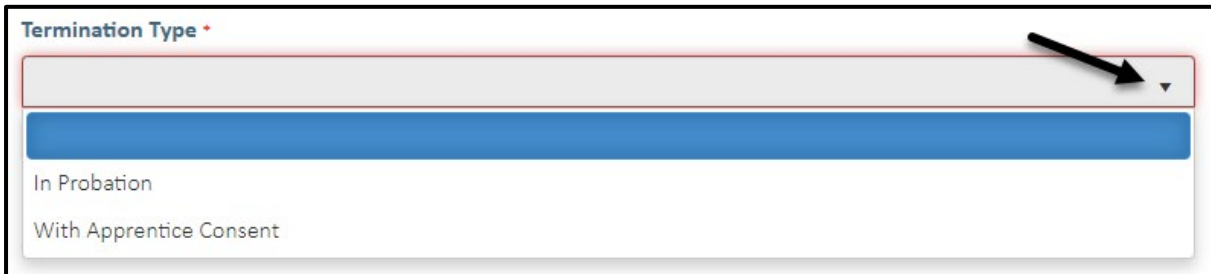
The screenshot shows a web interface with two main sections. On the left, under the heading "Contract Parties", there are several fields: "Apprentice/Trainee", "Employer", "Worksite", "Registered Training Organisation", and "AASN Provider", each followed by a blurred input area. On the right, under the heading "Contract Changes", there is a list of options: "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", and "Other Contract Information". The "Notice To Terminate" option is highlighted with a red rectangular border.

4. Select **Begin**.



The screenshot shows a form with a label "Name" above a blurred input field. Below the input field, there is a blue button with the text "Begin". The button is highlighted with a red rectangular border, and a black arrow points from the input field towards the button.

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



The screenshot shows a drop-down menu titled "Termination Type" with a red asterisk. The menu is open, showing a blue bar at the top and two options below: "In Probation" and "With Apprentice Consent". A black arrow points to the downward-pointing triangle icon on the right side of the menu header.

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

Termination Type *

With Apprentice Consent

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).

Termination Reason

Business Downturn

Career change / alternative employment

Deceased

Other

Performance / progression issues

Personal reasons / reasons unknown

7. 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.

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.

8. Click on **Submit**.

Submitted By (Portal)

Submit