



FACT SHEET

Completion of training contract

The Department of Training and Workforce Development (the Department) registers and administers training contracts and regulates the apprenticeship system in Western Australia, consistent with Part 7 of the *Vocational Education and Training Act 1996* and *Vocational Education and Training (General) Regulations 2009*.

A training contract is successfully completed when there is agreement from the employer, registered training organisation (RTO) and apprentice* that the apprentice has attained all the required competencies for the qualification.

The RTO is responsible for reporting a successful completion date between the RTO and parties (employer and apprentice) to the training contract. RTOs are encouraged to retain evidence of the agreed completion date.

Notifying the Apprenticeship Office of a completion

Within 21 days after the agreed successful completion date, the RTO notifies the Department of the completion in writing. Notification can be provided through the Western Australian Apprenticeship Management System (WAAMS) online client portal for private RTOs, or by tracking the training contract to the relevant status on the Assessment and Results Interface (ASRI) or the Student Management System (SMS) for TAFE colleges.

Conferring a qualification

A qualification should only be conferred by a RTO once the successful completion date has been agreed to by the parties.

**The term 'apprentice' includes apprentices, trainees, cadets and interns.*