



FACT SHEET/FORM

Variations to training contracts

The parties to a training contract (employer and apprentice*) may vary a training contract. All parties should agree to the details of a variation before a party gives notice to the Department of Training and Workforce Development Apprenticeship Office. The variation will come into effect once the Apprenticeship Office approves the variation.

The employer and/or apprentice (and parent/guardian if applicable) can submit the variation via the Western Australian Apprenticeship Management System (WAAMS) online client portal at waams.dtwd.wa.gov.au. WAAMS provides 24/7 online access to manage your training contracts and submit changes. Where possible, change requests submitted via the WAAMS client portal will be instantly approved.

Alternatively, you can complete and sign the attached form before submitting it to the Apprenticeship Office via email to apprenticeshipoffice@dtwd.wa.gov.au.

Please note: At least one party is required to sign the attached form to effect the variation.

The parties to a training contract can apply to vary any or all of the following details.

- The qualification and trade to which the contract relates. The nominal term of the contract may vary as a result of this change, if applicable. (Please note: You are required to state the intended occupation during the training contract).
- The registered training organisation (RTO). (Please note: If the variation is approved a new training plan is required to be negotiated and signed by the new RTO, employer and apprentice and the Apprenticeship Office needs to be notified).
- The employment type (for example, full time, part time or school-based. The nominal term of your contract may vary as a result of this change, if applicable).
- The employment arrangement that governs the employment and apprentice.

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

Notice to vary a training contract

Please read the fact sheet before completing and submitting this form. If you have any questions, contact the Apprenticeship Office before signing this form. Email the completed form to apprenticeshipoffice@dtwd.wa.gov.au.

Apprentice details		
Name:	Training contract ID:	
Address:	Suburb:	Postcode:
Mobile:	Email:	
Employer details		
Legal name:		
Trading name:		
Address:	Suburb:	Postcode:
Contact person	Contact no	
Email:		
Host employer <i>(if applicable)</i> :		
Please indicate the details of the training contract that the parties agree to change:		
<ul style="list-style-type: none"> ● The new qualification title: ● New stream or apprenticeship/traineeship name: ● Qualification code: Intended occupation: <i>(if applicable, the nominal period of the contract will also vary with the qualification change)</i> ● The new nominated training provider: <i>(Please note that if you change to a training provider who is not in receipt of public funding, additional training fees may apply. A list of publicly funded training providers can be accessed at stars.dtwd.wa.gov.au/cpl)</i> ● The change of employment type request is: <ul style="list-style-type: none"> ○ <i>from full time to part time</i> New hours of employment and training ○ <i>from part time to full time</i> New hours of employment and training ○ <i>from school-based to full time</i> New hours of employment and training ○ <i>from school-based to part time</i> New hours of employment and training ● The new employment arrangement: ● Name of agreement/award: ● Other <i>(please state):</i> 		
By signing this form, I confirm that I have read and understood the information in the fact sheet and all parties to the training contract have agreed to vary the training contract as per the variation details on this form. (Only one party is required to sign this form).		
Apprentice name <i>(Please print)</i>	Apprentice signature	Date
Employer name <i>(Please print)</i>	Employer signature	Date
Parent/guardian name <i>(if applicable) (Please print)</i>	Parent/guardian signature	Date

Apprenticeship Office
 T: 13 19 54
 E: apprenticeshipoffice@dtwd.wa.gov.au
 W: dtwd.wa.gov.au/apprenticeshipoffice

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