



## FACT SHEET

# Online Trade Certificate Verification

Online Trade Certification Verification (OTCV) is a new self-service function in the Western Australian Apprenticeship Management System (WAAMS) that enables individuals to verify a trade certificate that has been issued to an apprentice. Apprentices who have successfully completed their training contract can also log into their WAAMS portal account to request a copy of their trade certificate, which will be automatically sent to the email address associated with their account.

### Who receives a trade certificate?

The Department of Training and Workforce Development's Apprenticeship Office (the Department) issues trade certificates to individuals who have achieved an apprenticeship qualification, if the individual has:

- completed the qualification via a training contract registered in Western Australia;
- met the Department's trade skills recognition process; or
- completed a qualification that is recognised within the Australian Qualifications Framework (AQF) in an Australian state or territory other than WA.

### Can I verify my trade certificate that I achieved through the Trades Skills Recognition process?

No, only trade certificates issued to individuals that have successfully completed an apprenticeship qualification via a training contract registered in WA can be verified through the OTCV.

Please note that these individuals may opt out of this verification service at any time.

### Who can verify a trade certificate?

Individuals or organisations can perform a verification search, provided they have the apprentice's relevant details.

### How can I verify a trade certificate?

The self-service function is available on the WAAMS portal [waamsportal.dtwd.wa.gov.au](http://waamsportal.dtwd.wa.gov.au) via the **Verify Trade Certificate** tab. You will need the tradesperson's first and last name and training contract ID.

### What is a training contract ID?

A training contract ID is a unique number given to every registered training contract in WA. An apprentice can locate their training contract ID from:

- the emails sent throughout the term of the training contract from Apprenticeship Office;
- their trade certificate; or
- the WAAMS portal [waamsportal.dtwd.wa.gov.au](http://waamsportal.dtwd.wa.gov.au) and locating the applicable training contract record.

## How can I opt in or opt out of having my trade certificate verified?

Completed apprenticeship training contracts are automatically opted in, to enable the trade certificate to be verified.

An apprentice can manually opt in or opt out of the verification service at any time by logging into their WAAMS portal account at [waamsportal.dtwd.wa.gov.au](http://waamsportal.dtwd.wa.gov.au). If an apprentice completes more than one training contract, each training contract will need to be opted out if the apprentice does not wish to have any records verified.

For help with this, you can view the *How an apprentice can opt out / in for the Online Trade Certificate Verification* user guide available in the *Trade certificates* section of the Apprenticeship Office website.

## How can I download a copy of my trade certificate?

An electronic copy of an apprentice's trade certificate is available from the WAAMS portal. Be sure to check that your email address is up to date before requesting a copy, as it is automatically sent to the email address on your associated WAAMS portal account.

For further information you may wish to view the *Generate Trade Certificate Softcopy/Training Contract Extract* user guide available in the *Trade certificates* section of the Apprenticeship Office website.

## How can I download an extract of my training contract?

An extract of an apprentice or trainee's training contract is also available from the WAAMS portal. An extract provides an overview of the key dates, parties and other information associated with the training contract.

For further information you may wish to view the *Generate Trade Certificate Softcopy/Training Contract Extract* user guide, available in the *Trade certificates* section of the Apprenticeship Office website. A 'how to' workflow is also included in this fact sheet.

## Further information

**T:** 13 19 54

**E:** [apprenticeshipoffice@dtwd.wa.gov.au](mailto:apprenticeshipoffice@dtwd.wa.gov.au)

**W:** [dtwd.wa.gov.au/apprenticeship-office](http://dtwd.wa.gov.au/apprenticeship-office)

## How to verify a trade certificate on the WAAMS Portal

Request trade certificate information from the tradesperson (training contract ID and name)

Visit the WAAMS Portal [waamsportal.dtwd.wa.gov.au](http://waamsportal.dtwd.wa.gov.au)  
and select the **Verify Trade Certificate** tab

Enter training contract ID and name  
of certificate holder

**If verification is successful, WAAMS will display a message:**  
"This training contract was successfully completed."

**If verification is unsuccessful, WAAMS will display a message:**  
"There are no successfully completed training contracts matching the details you have entered. Please ensure you have been provided with the correct information and that you have entered it accurately."

## How to download a copy of your trade certificate

Log in to the WAAMS Portal [waamsportal.dtwd.wa.gov.au](http://waamsportal.dtwd.wa.gov.au) and  
select **View all Training Contracts** under the **Contracts** tab

Select the "i" icon to open the  
relevant training contract

Select **Request Trade Certificate  
Copy/Training Contract Extract**

WAAMS will automatically send a copy of the trade certificate to  
the email address associated with the registered WAAMS account.

**Please note**

For confidentiality and security,  
the trade certificate copy cannot be emailed to any other address.