



FACT SHEET

Extension of training contract probation period

All training contracts entered into between an apprentice* and an employer have a probation period.

The probation period begins on the commencement date stated in question three of the training contract and is the shorter of:

- three months; or
- one-twelfth of the contract's nominal period.

Please note: the probation period must not be less than one month, unless it is for an assignment of a training contract.

Extension of probation

During probation, an apprentice (and their parent/guardian if applicable) or employer may apply to the Apprenticeship Office to extend the probation period.

The extension requested must not exceed the initial probation period. For example; where the initial probation period was one month, the maximum extension to the probation period will be one month.

A *Notice to extend a training contract* can be submitted via the Western Australian Apprenticeship Management System (WAAMS) online client portal at waamsportal.dtwd.wa.gov.au. WAAMS provides 24/7 online access to manage your training contract and submit changes. Where possible, change requests submitted via the WAAMS portal will be instantly approved.

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

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