



FACT SHEET

Extending a training contract

A training contract expires if it reaches the nominal term (refer to question 4 of the training contract) without the apprentice* having attained all the required competencies.

If the apprentice requires more time to complete their training, parties should extend the training contract. All parties should agree to extend the training contract before a request is made to the Apprenticeship Office. Only one party is required to give notice to the Apprenticeship Office.

An extension notice needs to be received by the Apprenticeship Office before the expiry date of the training contract. Extension notices received after a training contract has expired cannot be considered.

Extension period

In determining the length of extension required, the parties should consider the time it will take for the apprentice to achieve all of the on and off the job competencies.

Registered training organisations may assist in determining the appropriate time that may be required.

Submitting extension notices

The employer and/or apprentice (and the parent/guardian if applicable) can submit the variation 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 contact 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 at apprenticeshipoffice@dtwd.wa.gov.au with the required information.

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