



FACT SHEET

Assigning (transferring) a training contract to a new employer

An employer may assign a training contract to a new employer if the apprentice* (parent / guardian where applicable) and the new employer consent to the assignment and the training contract is still in effect.

Assignment requests cannot be considered for training contracts where:

- the contract has ended (for example: expired, cancelled, completed or terminated); or
- the assignment (transfer) date has not occurred in the last four weeks (28 days).

This process is not to be used where a business restructure has occurred, or the apprentice is moving to a subsidiary company. In such circumstances, please use the *Update employer's ABN or business structure* on a training contract form.

Submitting assignment (transfer) requests

The current employer is required to submit the assignment (transfer) request through the portal. Once submitted, the request will be sent to the new employer, the apprentice and, where required, the parent or guardian for consent.

The assignment can only be approved by the Apprenticeship Office once all required parties have provided consent.

Commencement date and probation period with the new employer

The apprentice is on probation with the new employer for one month from the commencement date on which the apprentice starts work with the new employer.

Employer's obligations

By agreeing to enter into a training contract with the apprentice, the new employer accepts all obligations of the employer under the current training contract, from the date of commencement with the new employer.

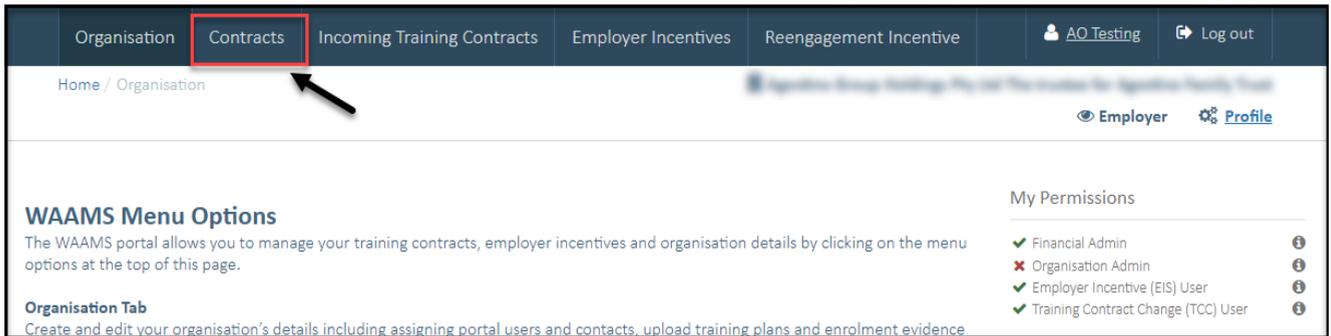
The former employer should provide the new employer with a copy of the training contract obligations, which can be found at dtwd.wa.gov.au/apprenticeship-office. The new employer should read, understand and accept these obligations before consenting to the assignment of the training contract.

Assigning a suspended training contract to a new employer

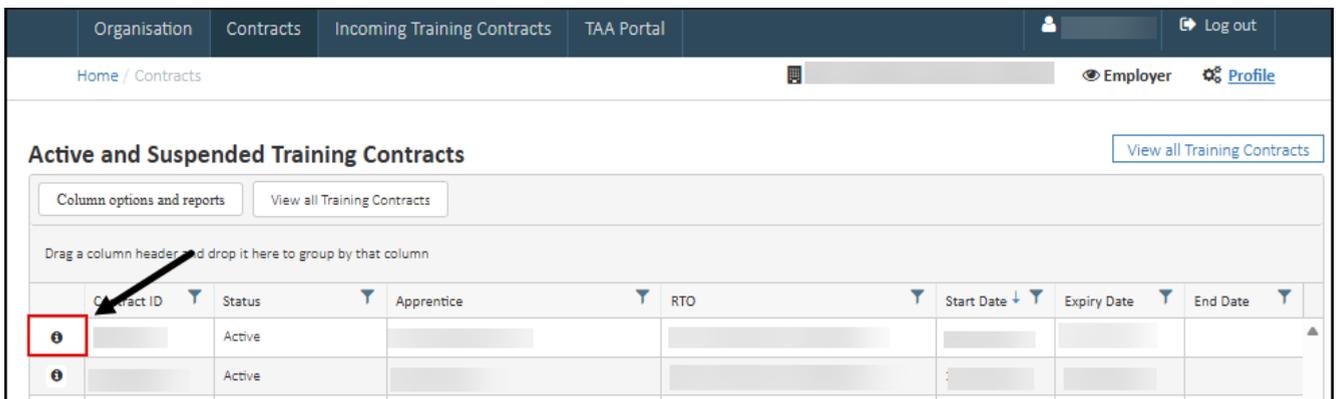
If a training contract is suspended, the suspension ceases as soon as the contract is approved to be assigned to a new employer.

Steps for the Current Employer. Submitting an Assignment of Contract

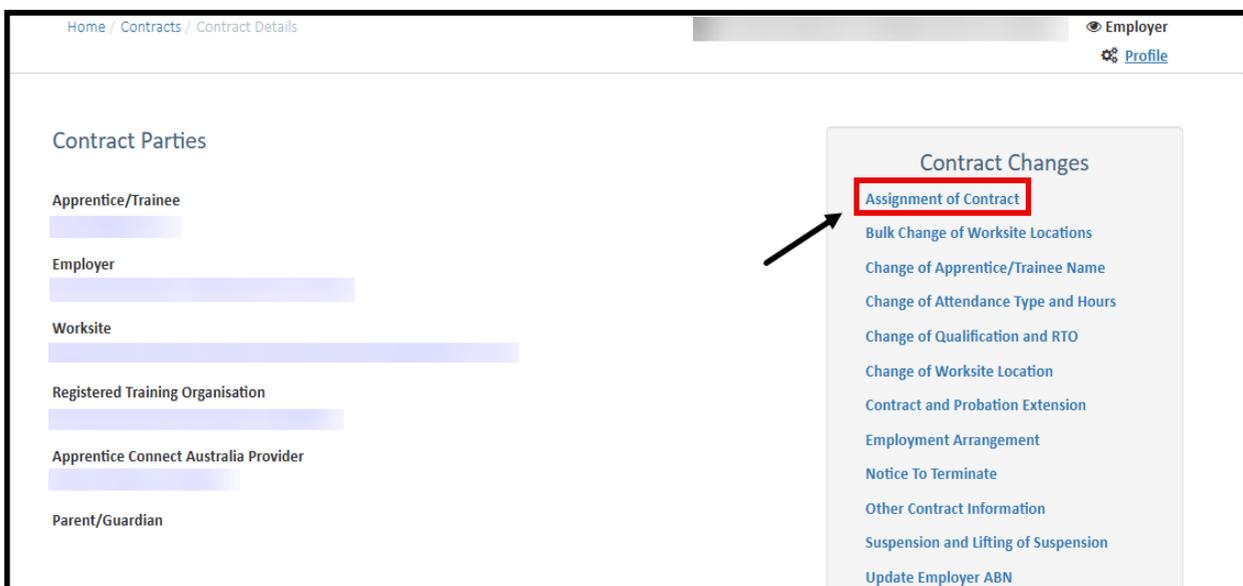
1. Log in to the WAAMS portal.
2. Click on the **Contracts** tab.



3. Select the **Training Contract** you want to make changes to, by clicking on the  icon on the left-hand side of the table.



4. From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Assignment of Contract**.



5. Complete all required fields on the form and submit.

- Enter the **Last Day of Employment** with the current employer.
- Enter the **Commencement Date with New Employer**.
- Enter the **11-digit ABN** for the new employer in the **New Employer ABN** field.
- Upon submission, the new employer will be notified by email that their consent is required.

Application Type
Assignment (Transfer)

Application

TCC Consent Status

Employer

Worksite

Last Date of Employment *

Commencement Date with New Employer *

New Employer ABN *

New Employer *

Submit

6. Review Previous Submissions

- **Assignment of Contract** submitted by the current employer can be reviewed on the **Contracts** page within the **Pending Assignments (Transfers)** grid.

Pending Assignments (Transfers)

This grid shows training contract assignments (transfers) pending consent from all parties and assessment by the Apprenticeship Office. Once the assignment has been finalised, it will be removed from this table and moved to the relevant training contract details page.

	Training Contract	Apprentice	Employer	Last Date of Employment	TCC Consent Status	New Employer
<input checked="" type="checkbox"/>				20/03/2026 8:00 AM	Consent obtained from all Parties	
<input checked="" type="checkbox"/>				12/03/2026 8:00 AM	New Employer Consent Denied	
<input checked="" type="checkbox"/>				20/03/2026 8:00 AM	Pending New Employer Consent	

*Additional Details can be found by clicking into the  icon.

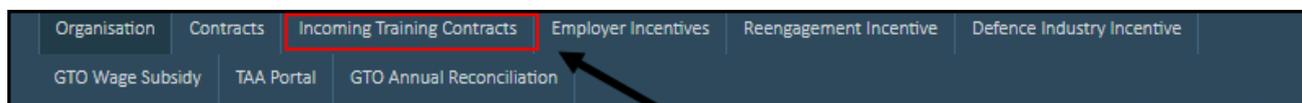
Steps for the New Employer.

Providing Consent or Denial for an Assignment of Contract

New Employers will receive an email notification requesting consent via the WAAMS Portal.

Please note: If you do not currently have access to the WAAMS Portal, you can request an invitation by selecting **Request an Account** on the WAAMS Portal page or by contacting the Apprenticeship Office on 13 19 54 (Option 1).

1. Log in to the WAAMS portal.
2. Click on the **Incoming Training Contracts** tab.



3. Scroll down to the **Pending Assignments (Transfers)** grid and select the **Assignment (Transfer)** request by clicking on the icon on the left-hand side of the table.

	Training Contract	Apprentice	Employer	Last Date of Employment	TCC Consent Status	New Employer
<input checked="" type="checkbox"/>					Consent obtained from all Parties	
<input checked="" type="checkbox"/>					New Employer Consent Denied	
<input checked="" type="checkbox"/>					Pending New Employer Consent	

*The **TCC Consent Status** column will indicate when the Assignment (Transfer) is awaiting New Employer consent.

4. On the **Assignment of Contract** Page, read the details and confirm the information is correct.

Please Note: If any details are incorrect, regarding your employer information please contact the Apprenticeship Office on 131954 (option 1) or at ApprenticeshipOffice@dtwd.wa.gov.au

From the **New Employer Consent** drop-down menu, select whether you wish to **Give** or **Deny** consent for the Assignment of Contract.

- If you select **Give Consent**, complete all remaining required fields below and continue the submission.
- If you select **Deny Consent**, submit the form. An email notification will be sent to notify the training contract parties.

New Employer Consent *

Pending

Pending

Given

Denied

- Complete all required fields on the form and submit:
 - Select the **New Worksite** where the trainee will be working.
 - Enter learner's start date in the **Commencement Date with New Employer**.
 - Provide learner's **Job Title with the New Employer**. (*This field is optional.*)
 - Indicate whether there is a **business relationship** between the learner and the new employer (e.g. business partners or family members).
 - Notify the **New Apprentice Connect Australia Provider**.
 - After submission, learner will be notified by email that their consent is required.

New Worksite *

Commencement Date with New Employer *

30/03/2026

New Probation End Date

Learner's Job Title with New Employer

Is there a business relationship between the Learner and the New Employer? *

New Apprentice Connect Australia Provider *

- Review Previous Submissions
 - Assignment of Contract** responded by the new employer can be reviewed on the **Incoming Contracts** page within the **Pending Assignments (Transfers)** grid.

Pending Assignments (Transfers)

This grid shows training contract assignments (transfers) pending consent from all parties and assessment by the Apprenticeship Office. Once the assignment has been finalised, it will be removed from this table and moved to the relevant training contract details page.

	Training Contract	Apprentice	Employer	Last Date of Employment	TCC Consent Status	New Employer
<input checked="" type="checkbox"/>				20/03/2026 8:00 AM	Consent obtained from all Parties	
<input checked="" type="checkbox"/>				12/03/2026 8:00 AM	New Employer Consent Denied	
<input checked="" type="checkbox"/>				20/03/2026 8:00 AM	Pending New Employer Consent	

*Additional Details can be found by clicking into the  icon.

Steps for the Learner and Parent/Guardian (if applicable)

Providing Consent or Denial for an Assignment of Contract

Learners and/or Parent/Guardians will receive an email notification requesting consent for the Application for **Assignment of Contract** via the WAAMS Portal.

Please Note: Learners under 18 will require consent to be provided by both Learner and Parent/Guardian through the WAAMS Portal.

1. Log in to the WAAMS portal.
2. Click on the **Contracts** tab.



3. Scroll down to the **Pending Assignments (Transfers)** grid and select the **Assignment (Transfer)** request by clicking on the icon on the left-hand side of the table.

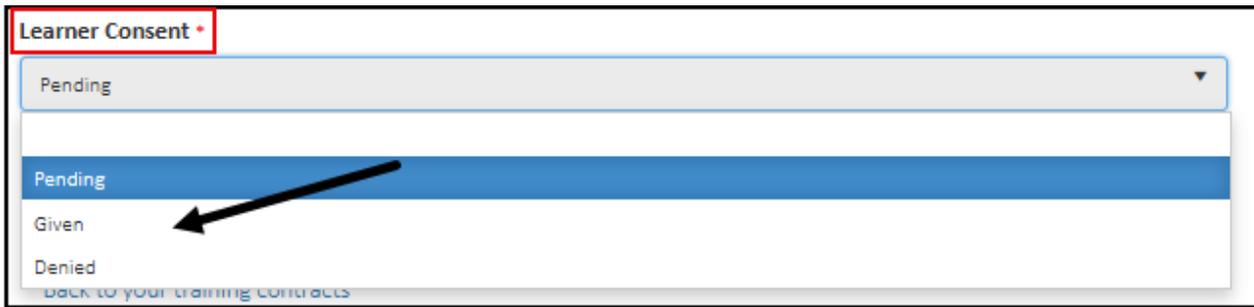
Pending Assignments (Transfers)						
This grid shows training contract assignments (transfers) pending consent from all parties and assessment by the Apprenticeship Office. Once the assignment has been finalized, it will be removed from this table and moved to the relevant training contract details page.						
	Training Contract	Apprentice	Employer	Last Date of Employment	New Employer	TCC Consent Status
<input checked="" type="checkbox"/>	1219175A1-Jade Ashleigh Turner- ELECTROTECHNOLOGY TRAINING INSTITUTE LIMITED	Jade Ashleigh Turner	ELECTROTECHNOLOGY TRAINING INSTITUTE LIMITED	20/03/2026 8:00 AM	GROUP TRAINING SOUTH WEST INC.	Pending Learner Consent

*The **TCC Consent Status** column will indicate when the Assignment (Transfer) is awaiting Learner and/or Parent/Guardian consent.

4. On the **Assignment of Contract** Page, read the details and confirm the information is correct.

Please Note: If any details are incorrect, regarding your employer information please contact the Apprenticeship Office on 131954 (option 1) or at ApprenticeshipOffice@dtwd.wa.gov.au

5. From the consent drop-down menu, select whether you wish to **Give** or **Deny** consent for the Assignment of Contract.
 - If you select **Give Consent**, then submit the form.
 - If you select **Deny Consent**, submit the form. An email notification will be sent to notify the training contract parties.
 - If **Parent/Guardian** consent is required, they will be notified to complete their action in the WAAMS portal.
 - Once all parties have provided consent this will now be submitted to the **Apprenticeship Office** for assessment.



6. Review Previous Submissions

- **Assignment of Contract** responded by the learner and Parent/Guardian can be reviewed on the **Incoming Contracts** page within the **Pending Assignments (Transfers)** grid.

Pending Assignments (Transfers)

This grid shows training contract assignments (transfers) pending consent from all parties and assessment by the Apprenticeship Office. Once the assignment has been finalized, it will be removed from this table and moved to the relevant training contract details page.

	Training Contract	Apprentice	Employer	Last Date of Employment	New Employer	TCC Consent Status
	1219175A1-Jade Ashleigh Turner- ELECTROTECHNOLOGY TRAINING INSTITUTE LIMITED	Jade Ashleigh Turner	ELECTROTECHNOLOGY TRAINING INSTITUTE LIMITED	20/03/2026 8:00 AM	GROUP TRAINING SOUTH WEST INC.	Consent obtained from all Parties

*Additional Details can be found by clicking into the  icon.

Apprenticeship Office

T: 13 19 54

E: apprenticeshipoffice@dtwd.wa.gov.au

W: dtwd.wa.gov.au/apprenticeshipoffice