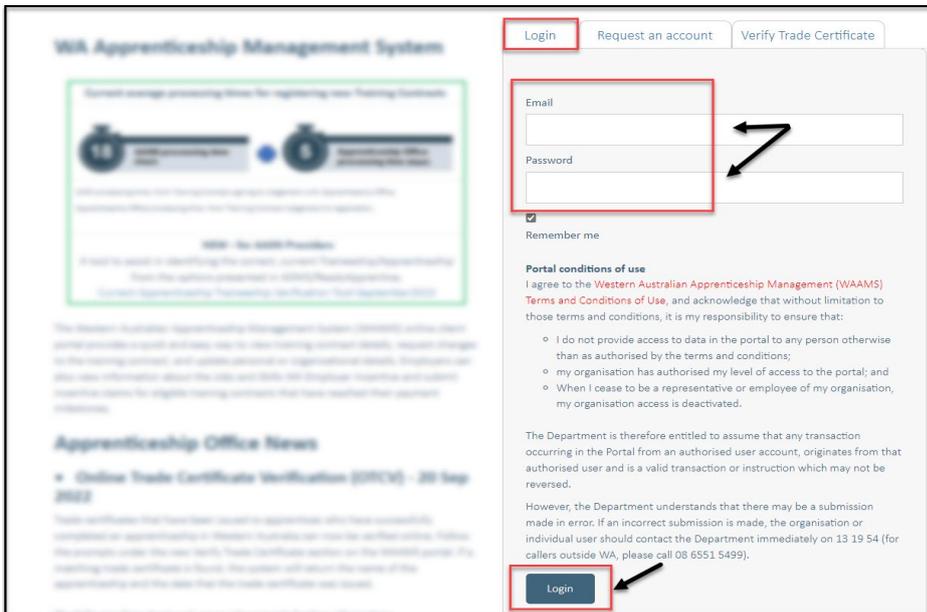




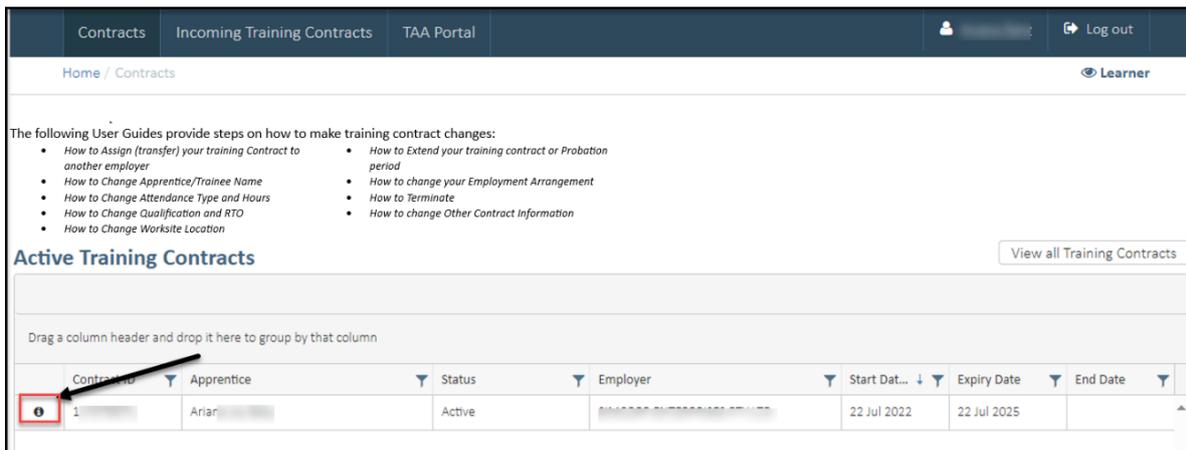
How to Change an Apprentice/Trainee Name – User Guide -For Apprentice/Trainee and Parent/Guardian (if applicable)

To submit a Change of Apprentice/Trainee Name

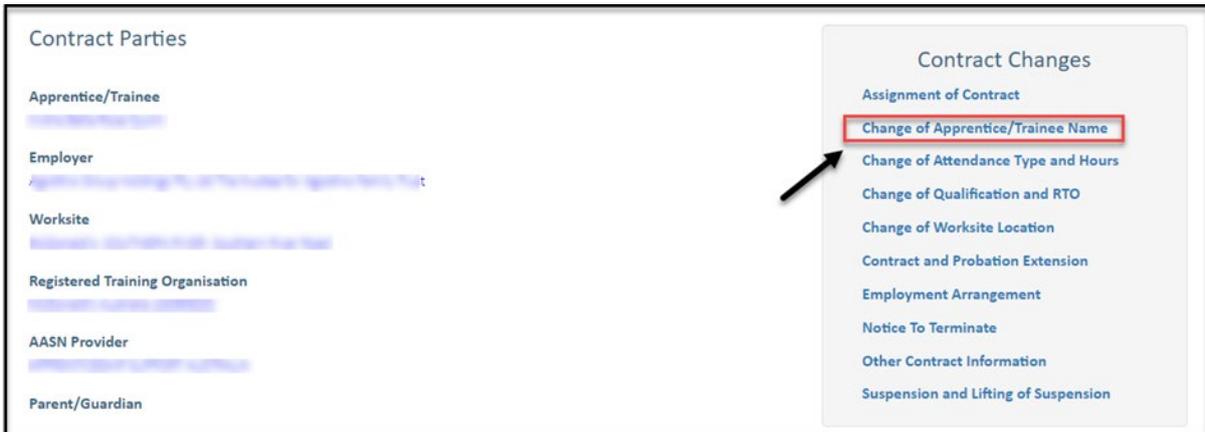
1. Log in to the WAAMS portal.



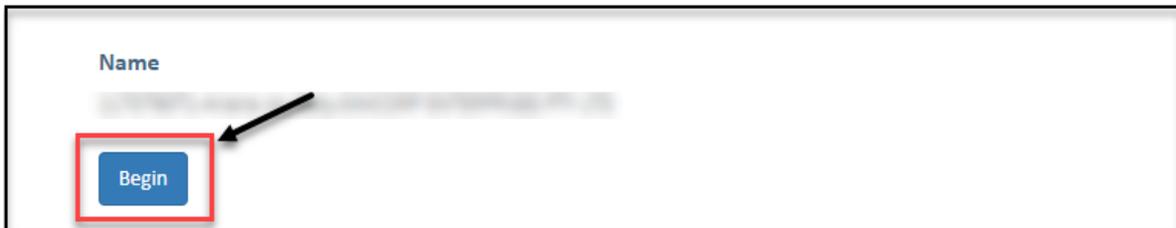
2. Select the **Training Contract** you want to make changes to by selecting the **i** icon on the left-hand side of the table.



- From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Change of Apprentice/Trainee Name**



- Click on **Begin**.



- Enter the apprentice/trainee's new name details (first, middle or last name). Update all fields that are applicable.

The screenshot shows a form with several input fields. The first three fields are labeled "Existing Apprentice First Name", "Existing Apprentice Middle Name", and "Existing Apprentice Last Name". Below these are three more fields labeled "New Apprentice First Name", "New Apprentice Middle Name", and "New Apprentice Last Name". Each of the "New" fields has a red box around its input area. A black arrow points from the right towards the three "New" input fields.

6. Enter the apprentice/trainee's new name details (first, middle or last name). Update all fields that are applicable.

The screenshot shows a form with the following fields:

- Existing Apprentice First Name
- Existing Apprentice Middle Name
- Existing Apprentice Last Name
- New Apprentice First Name -
- New Apprentice Middle Name
- New Apprentice Last Name -

The 'New' name fields are highlighted with red boxes. Three black arrows point from these boxes towards the right side of the form, indicating that the information entered there will be used to update the existing name fields.

7. Once you have populated the new name details, you will need to upload evidence that supports this change. To do this, click on **Choose File**.

You can upload up to three documents.

The screenshot shows a section titled "Attach Documents" with the following text: "Evidence of the Change of Apprentice/Trainee Name must be attached to this submission. One of the following documents MUST be provided; Birth certificate, Marriage certificate or Change of Name certificate."

Below this text are three "File Upload" sections, each with a "Choose File" button and the text "No file chosen". The first "Choose File" button is highlighted with a red box.

8. Click on **Submit**.

The screenshot shows a section titled "Submitted By (Portal)" with a "Submit" button highlighted by a red box.

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