



# How to Change a Worksite Location – User Guide – Employers

## To submit a Change of Worksite Location.

1. Log in to the WAAMS portal.

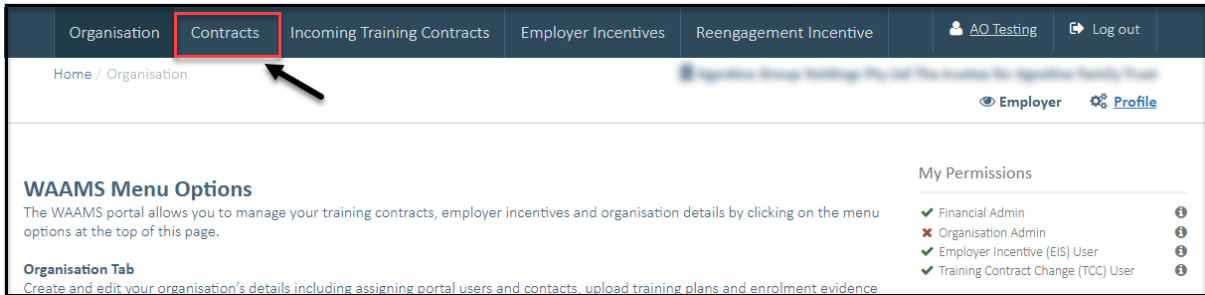
The screenshot shows the WAAMS Login page. At the top, there are three buttons: 'Login', 'Request an account', and 'Verify Trade Certificate'. The 'Login' button is highlighted with a red box and an arrow. Below the buttons, there are two input fields: 'Email' and 'Password', both highlighted with a red box and an arrow. Below the input fields, there is a 'Remember me' checkbox and a 'Portal conditions of use' section. The 'Portal conditions of use' section contains a paragraph of text and a list of bullet points. At the bottom of the page, there is a 'Login' button highlighted with a red box and an arrow.

2. On the WAAMS home page under **My Permissions**, check that you have **Training Contract Change (TCC)** user access. This allows you to submit training contract changes.

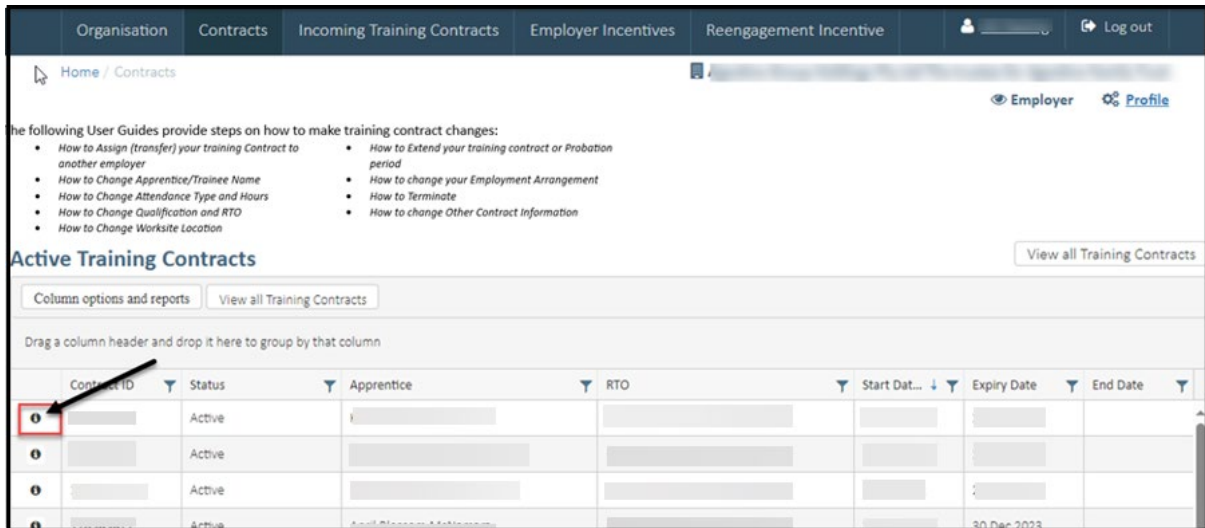
The screenshot shows the WAAMS home page. At the top, there is a navigation bar with tabs: 'Organisation', 'Contracts', 'Incoming Training Contracts', 'Employer Incentives', 'Reengagement Incentive', and 'Log out'. Below the navigation bar, there is a 'Home / Organisation' breadcrumb. The main content area is divided into two columns. The left column contains 'WAAMS Menu Options', 'Organisation Tab', and 'Contracts Tab'. The right column contains 'My Permissions' and 'Organisation'. The 'My Permissions' section is highlighted with a red box and an arrow. It shows a list of permissions: 'Financial Admin' (checked), 'Organisation Admin' (checked), 'Employer Incentive (EIS) User' (checked), and 'Training Contract Change (TCC) User' (checked). Below the 'My Permissions' section, there is an 'Organisation' section with links: 'Bulk Contract Change', 'Enrolment Evidence Upload', and 'Manage Financial Administrators'.

\*If there is a red cross next to this user type, rather than a green tick, you will need to update your user access. Please refer to the [WAAMS user access levels – User Guide](#)

3. Click on the **Contracts** tab.

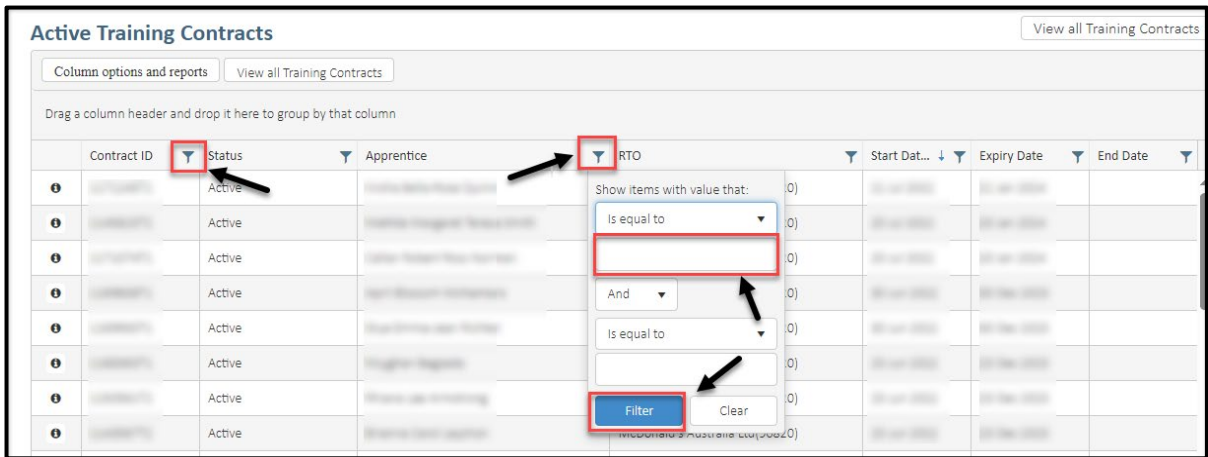


4. (a) Select the **Training Contract** you want to make changes to, by clicking on the **i** icon on the left-hand side of the table.

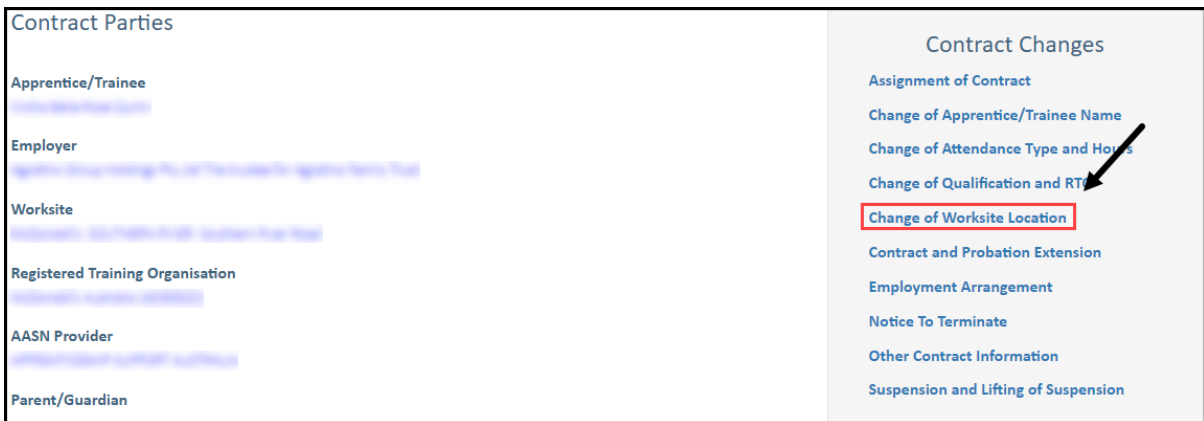


(b) You can also search for a training contract by the apprentice/trainee’s name or **Training Contract ID number**.

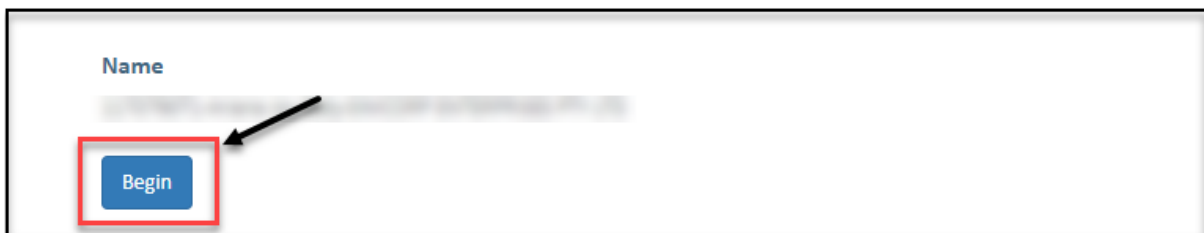
Start by clicking on the filter icon **▼** and then type the apprentice/trainee’s name or **Training Contract ID number** into the text box, and click **Filter**.



- From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Change of Worksite Location**.



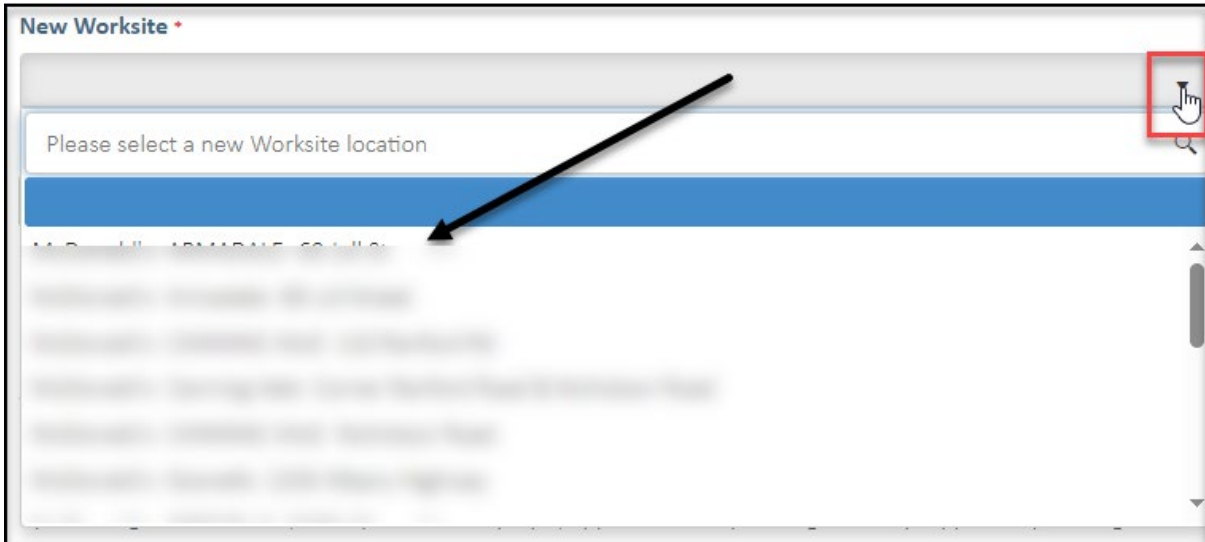
- Click on **Begin**.



- To select a new worksite, click on the **arrow** in the **New Worksite** field to display the drop-down menu, and then choose a worksite from the list provided.

If the new worksite you are looking for is not available in the drop-down menu, you will need to add it to WAAMS before you can continue.

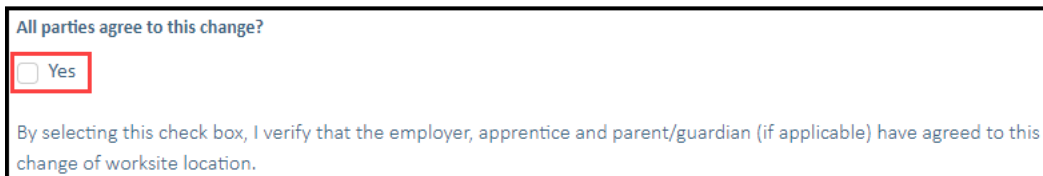
For instructions on how to add a worksite location, please go to **Attachment 1**.



8. (A) Enter the commencement date of the change of worksite in the **Commencement Date** field. (B) Alternatively, click the **Calendar** icon to select the date.

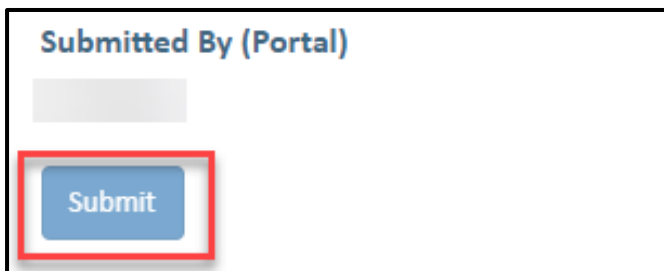


9. Check the box indicating **All parties agree to the change** of worksite.



\* Please note: if the change of worksite has not been discussed with all parties to the training contract, please obtain consent before proceeding to make this change.

10. Click on **Submit**.



## ATTACHMENT 1

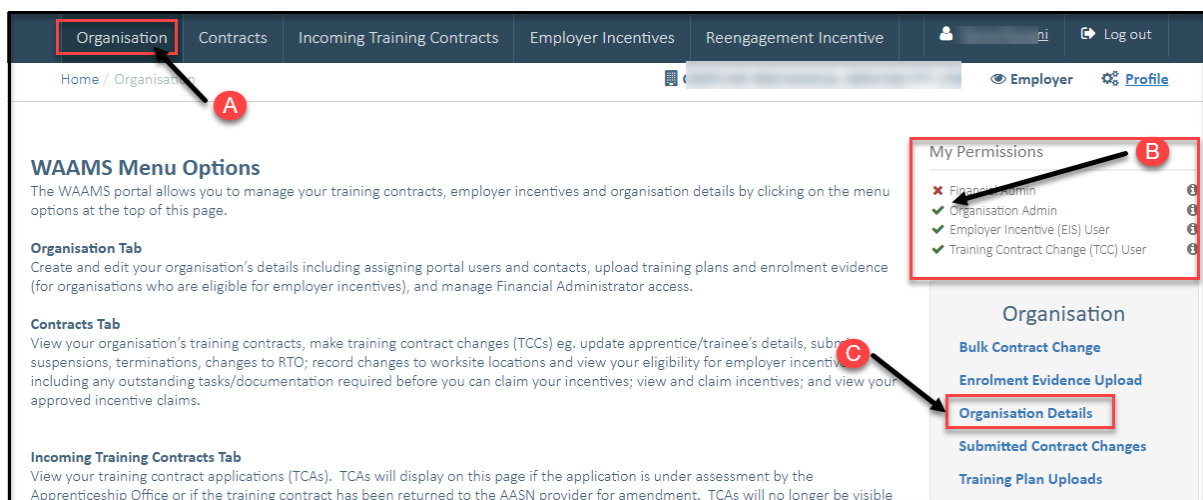
**To Add a Worksite Location.**

- (a) To add a worksite, return to the WAAMS home page by clicking on the **Organisation** tab from the main menu.

(b) Review **My Permissions** to check that you have **Organisation Administrator** user access.

This access allows you to create and edit organisation details including adding new worksites. If you need to update your access, please refer to **step 2** on **page one of this user guide**.

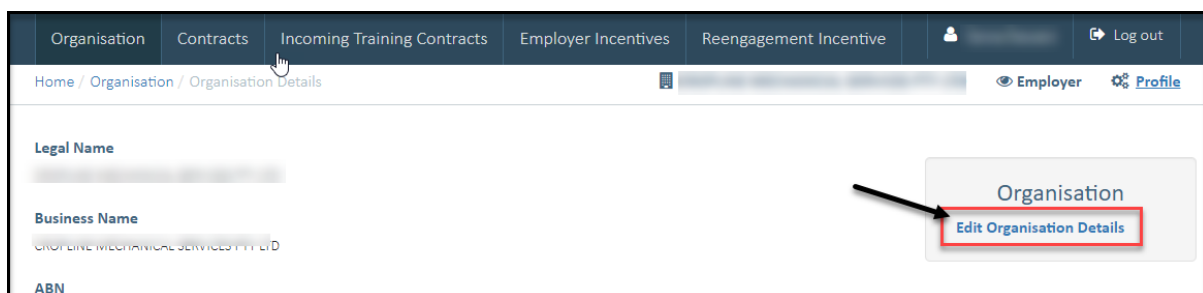
- (c) From the **Organisation** menu on the right-hand side of the screen, click on **Organisation Details**.



The **Organisation Details** page displays the details of your business, including the legal name, ABN and contact details.

This is also where you'll find a list of your business names and worksites.

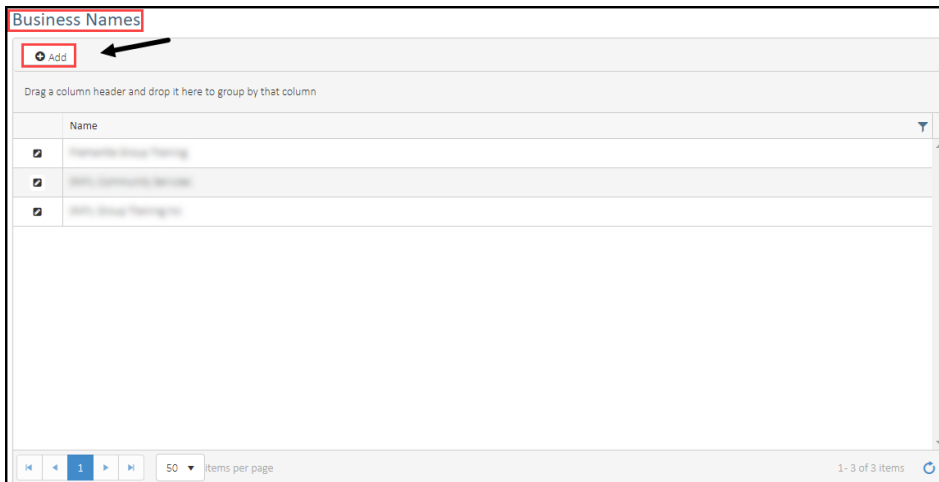
2. Click on **Edit Organisation Details**.



3. You are now on the **Edit Organisation Details** page. To add a new worksite, firstly check that the business name associated with the worksite exists in the **Business Names** section.

If the business name for the worksite does not exist, you will need to add it in to WAAMS.

4. In the **Business Names** section, select the **Add** button.

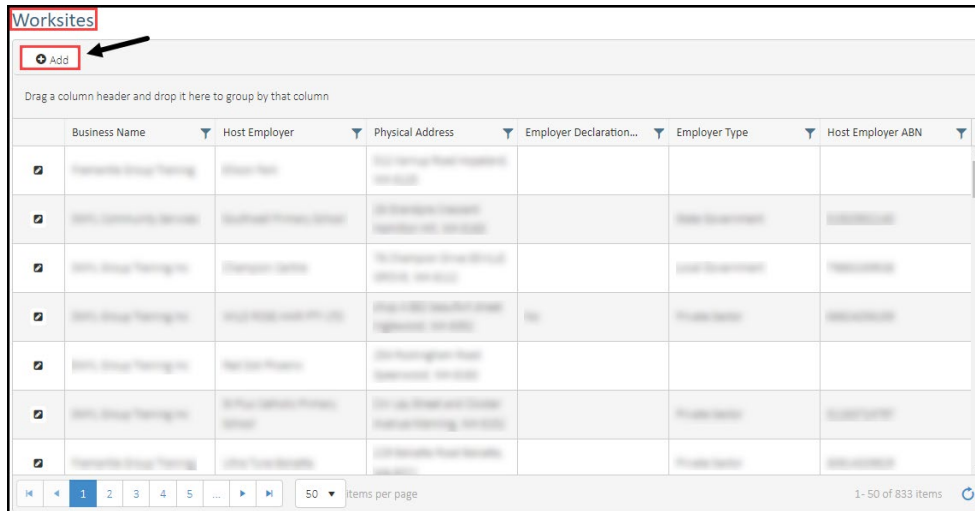


5. (a) Enter a **Name** for the new worksite.  
 (b) Enter the **Start Date** or use the calendar icon to select the date.  
 (c) Click on **Submit**.

The screenshot shows the form for adding a new business name. The 'Name' field is highlighted with a red box and an arrow. The 'Start Date' field is highlighted with a red box and an arrow, and it contains the date '30/10/2023'. A calendar icon is visible to the right of the 'Start Date' field. The 'Submit' button is highlighted with a red box and an arrow.

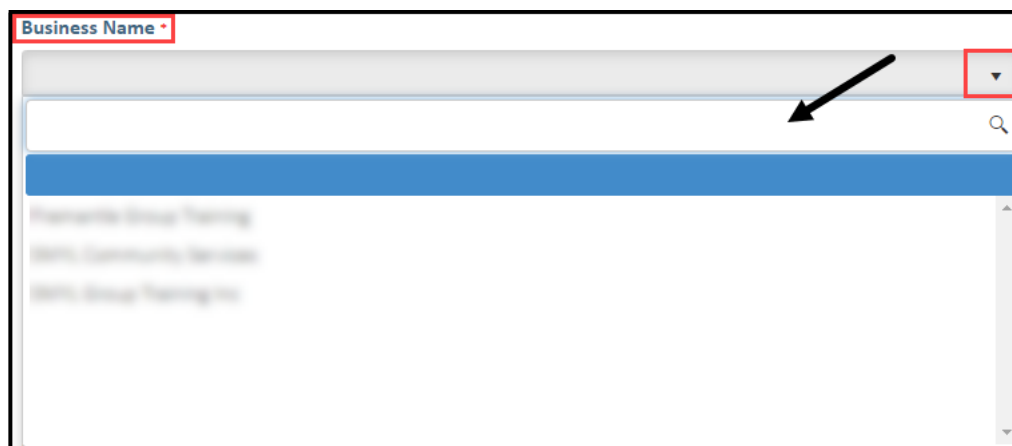
\*You will be redirected back to the **Organisation details** page, and the name you just added should be showing on the list under **Business names**.

6. Scroll down to the **Worksites** section of the page and select the **Add** button.



The screenshot shows the 'Worksites' section of a web application. At the top left, there is a red box around the 'Add' button with an arrow pointing to it. Below the button is a table with columns: Business Name, Host Employer, Physical Address, Employer Declaration..., Employer Type, and Host Employer ABN. The table contains several rows of data. At the bottom of the table, there is a pagination bar showing '1-50 of 833 items' and a refresh icon.

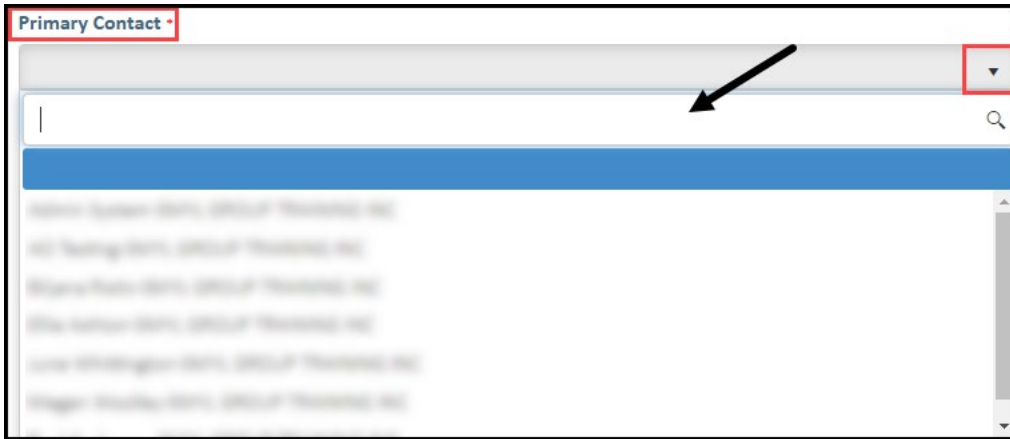
7. Select the arrow in the **Business Name** field to open a drop-down list and click on the business name that applies for this worksite.



8. Select the arrow in the **Primary Contact** field to see the list of contacts for this worksite. Click on the contact name that applies for this worksite.

\*If the Primary Contact is not in the drop-down list, you can:

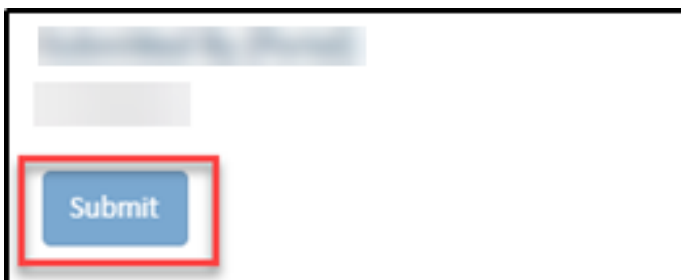
- go back to the **Edit Organisation Details** page;
- scroll down to **Organisation Contacts** and select the **Add** button;
- follow the prompts to add the contact.



9. Complete the rest of the fields on this page.

A screenshot of a form with several input fields. The fields are labeled: 'Physical Address' (two lines), 'Suburb', 'Postcode', 'State', 'Telephone', 'Mobile', 'Primary Email', and 'Total Number of Supervisors'. A note below the address fields reads: 'You cannot edit the Physical Address of a Worksite. Please add a new Worksite at the new location and submit Change of Worksite Location Contract Changes for any affected Training Contracts'. A red box highlights the 'Submit' button in the next image.

10. Click on **Submit**.



\*You will be redirected back to the **Organisation details** page, and the new worksite you just added should be showing on the list under **Worksites**.



You can now continue with submitting the **Change of Worksite Location** request, refer to **Step 3** of this user guide.