



How to Suspend/Unsuspend a Training Contract – User Guide – Employers

To submit a Suspension/Lift Suspension

A. To submit a training contract suspension.

1. Log in to the WAAMS portal.

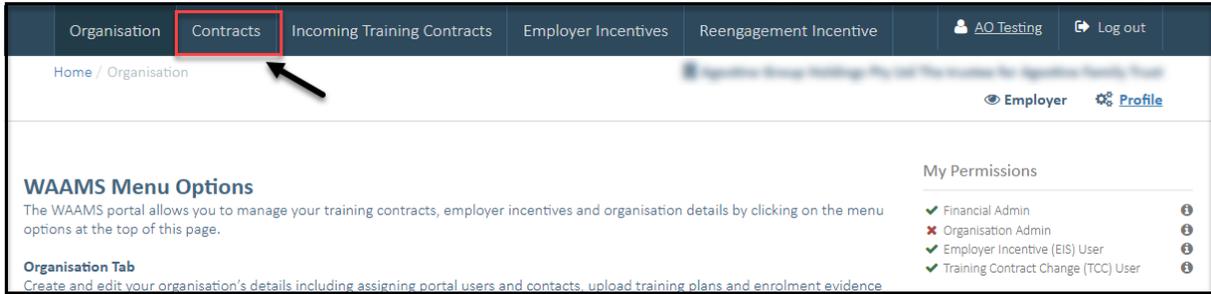
The screenshot shows the WAAMS login interface. At the top, there are three buttons: 'Login', 'Request an account', and 'Verify Trade Certificate'. The 'Login' button is highlighted with a red box. Below these buttons are input fields for 'Email' and 'Password', both highlighted with a red box. A 'Remember me' checkbox is checked. Below the input fields, there is a section titled 'Portal conditions of use' with a 'Login' button at the bottom, also highlighted with a red box.

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.

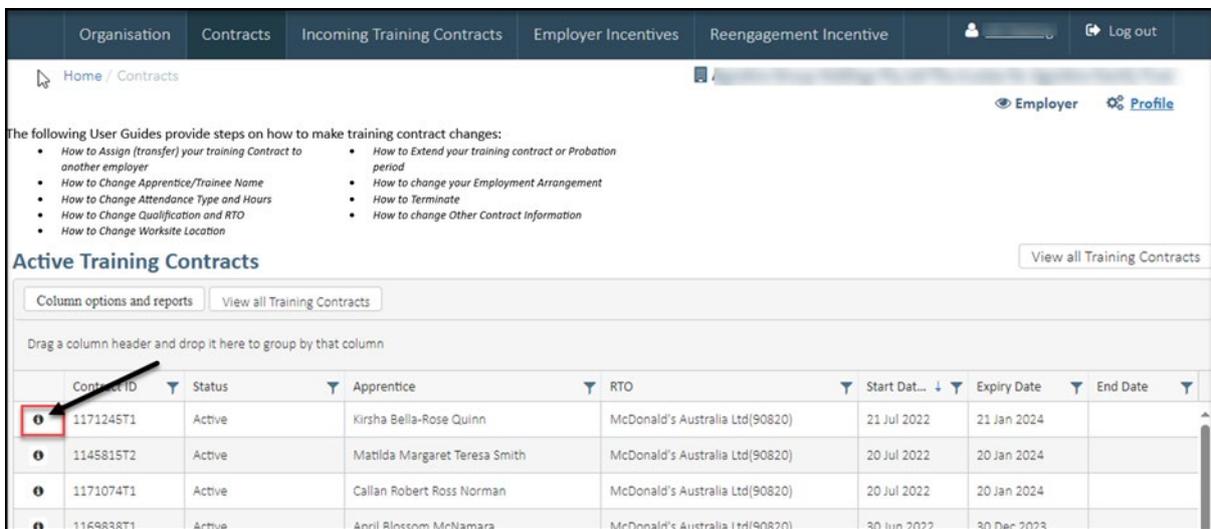
The screenshot shows the WAAMS home page. The 'My Permissions' section is highlighted with a red box. It shows a list of permissions: 'Financial Admin' (checked), 'Organisation Admin' (crossed), 'Employer Incentive (EIS) User' (crossed), and 'Training Contract Change (TCC) User' (checked). The 'Training Contract Change (TCC) User' permission is highlighted with a red box.

*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**.

Active Training Contracts View all Training Contracts

Column options and reports View all Training Contracts

Drag a column header and drop it here to group by that column

Contract ID	Status	Apprentice	RTO	Start Dat...	Expiry Date	End Date
0	Active					
0	Active					
0	Active					
0	Active					
0	Active					
0	Active					
0	Active					
0	Active					
0	Active					

- From the **Training Contract Changes** menu on the right-hand side of the screen, click on **Suspension and Lifting of Suspension**.

Contract Parties

- Apprentice/Trainee
- Employer
- Worksite
- Registered Training Organisation
- AASN Provider
- Parent/Guardian

Contract Changes

- Assignment of Contract
- Change of Apprentice/Trainee Name
- Change of Attendance Type and Hours
- Change of Qualification and RTO
- Change of Worksite Location
- Contract and Probation Extension
- Employment Arrangement
- Notice To Terminate
- Other Contract Information
- Suspension and Lifting of Suspension**

- Click on **Begin**.

Name

Begin

7. From the **Suspension Type** drop-down menu, select **Agreement by Parties**.

Suspension Type ▾

Agreement by Parties

Lift Suspension

8. (A) Enter the commencement date of the suspension in the **New Suspension Start Date** field. (B) Alternatively, click the **calendar** icon to select the date.

New Suspension Start Date ▾

A

B

9. (A) Enter the date parties agreed to the suspension in the **Suspension Agreement Date** field. (B) Alternatively, click the **calendar** icon to select the date.

Suspension Agreement Date ▾

A

B

10. (A) Enter the date the suspension is expected to end in the **New Suspension End Date** field. (B) Alternatively, click the **calendar** icon to select the date.

New Suspension End Date ▾

A

B

11. Check the box indicating you would like the training contract expiry date to be extended by the duration of the suspension.

Parties to Extend Training Contract?

Yes

*Please note: once this box has been ticked, the new training contract expiry date will automatically calculate.

- 12. Please provide an explanation if the period of suspension (together with any prior suspensions) exceeds a continuous period of 12 months.

Reason for Suspension > 12 Months

Click to start typing here



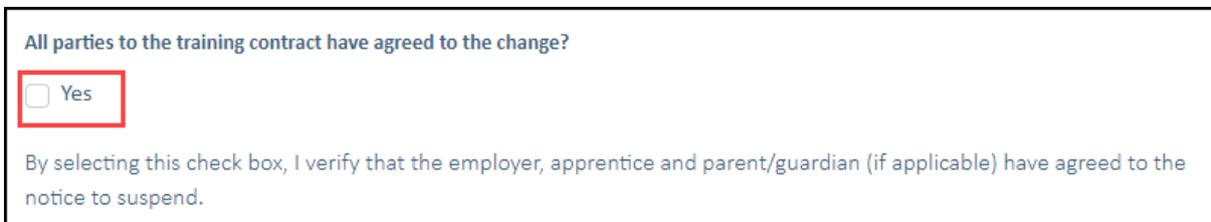
- 13. Check the box indicating **all parties agree to** the suspension of the training contract or probation period.

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

All parties to the training contract have agreed to the change?

Yes

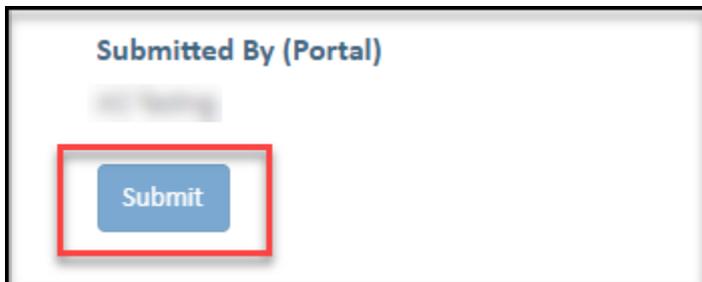
By selecting this check box, I verify that the employer, apprentice and parent/guardian (if applicable) have agreed to the notice to suspend.



- 14. Click on **Submit**.

Submitted By (Portal)

Submit



B. To lift (unsuspend) an existing suspension.

15. From the **Suspension Type** drop-down menu, select **Lift Suspension**.

Suspension Type ▾

Agreement by Parties

Lift Suspension

16. (A) Enter the date parties agreed to lift the suspension in the **Suspension Agreement Date** field. (B) Alternatively, click the **calendar** icon to select the date.

Suspension Agreement Date ▾

A

B

17. (A) Enter the date the suspension is expected to end in the **New Suspension End Date** field. (B) Alternatively, click the **calendar** icon to select the date.

New Suspension End Date ▾

A

B

18. Check the box indicating **all parties agree to** the lifting of the suspension of the training contract.

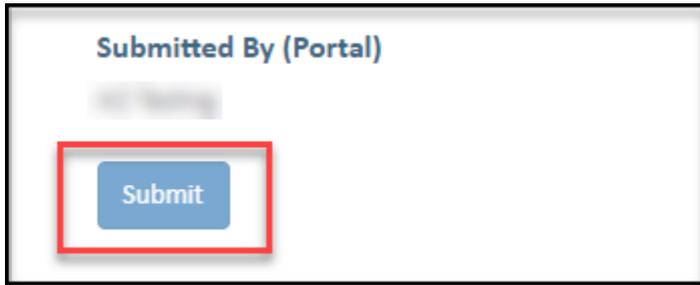
* Please note: if the lifting of the suspension has not been discussed with all parties to the training contract, please obtain consent before proceeding to make this change.

All parties to the training contract have agreed to the change?

Yes

By selecting this check box, I verify that the employer, apprentice and parent/guardian (if applicable) have agreed to the notice to suspend.

19. Click on **Submit**.



The image shows a screenshot of a web form. At the top, the text "Submitted By (Portal)" is displayed in a blue font. Below this, there is a blurred grey area. A blue button with the word "Submit" in white text is located in the lower-left portion of the form. This button is enclosed within a red rectangular border, indicating it is the target for the instruction.