



FACT SHEET

Update employer's ABN or business structure on a training contract (excluding new employer or sale of business)

An employer's Australian Business Number (ABN) or business structure may change during the term of a training contract. The Apprenticeship Office must be notified when this occurs.

If there has been a business restructure or if the apprentice is moving to a subsidiary company, the employer representative (the owner of the business or person with authority to act on behalf of the organisation) should complete the **Updated of Employer ABN** training contract change available in the WAAMS Portal.

Note: Where the training contract is being transferred to an entirely new employer the training contract must be assigned (transferred) to the new employer. This assignment process is also available through the WAAMS Portal.

Updates to an employer's details cannot be considered for training contracts where the contract has ended (for example; expired, cancelled, completed or terminated).

Submitting update to employer ABN requests

Employers must log in to the **WAAMS portal** and submit an **Update of Employer ABN** change for all applicable training contracts. The **Apprenticeship Office** will then review the application and may request supporting documentation. Please refer to the step-by-step guide below for further instructions.

The date of change cannot be retrospective to other transfers or change of ABN or business structure that have already taken place against the training contract.

Updating the employer details on a suspended training contract

A suspension of a training contract continues where the new ABN is associated with the current employer (i.e. the same employer). The employer and the apprentice are required to submit a suspension lift notice to the Apprenticeship Office if they wish to cease the existing suspension arrangement.

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

To submit an Update of Employer ABN

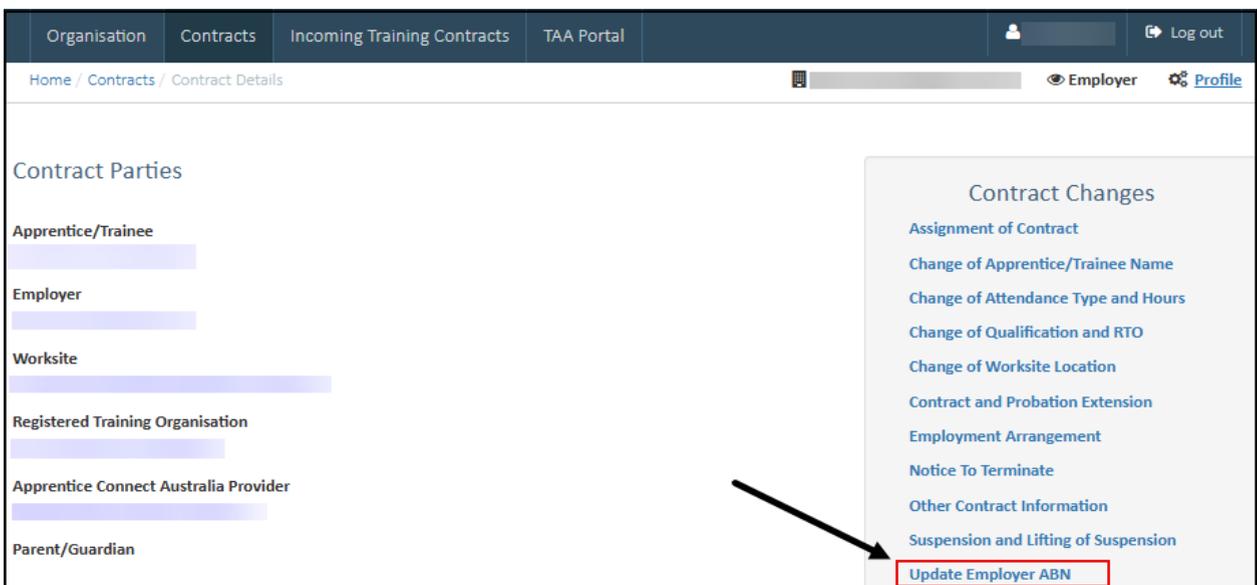
1. Log in to the WAAMS portal.
2. Click on the **Contracts** tab.



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

Contract ID	Status	Apprentice	RTO	Start Date	Expiry Date	End Date
1171245T1	Active	Kirsha Bella-Rose Quinn	McDonald's Australia Ltd(90820)	21 Jul 2022	21 Jan 2024	
1145815T2	Active	Matilda Margaret Teresa Smith	McDonald's Australia Ltd(90820)	20 Jul 2022	20 Jan 2024	
1171074T1	Active	Callan Robert Ross Norman	McDonald's Australia Ltd(90820)	20 Jul 2022	20 Jan 2024	
1159838T1	Active	Anril Blossom McNamara	McDonald's Australia Ltd(90820)	30 Jun 2022	30 Dec 2023	

4. From the **Training Contract Changes** menu, click on **Update of ABN**.



5. Complete the form and submit.
 - **Date of Employer ABN Change** and **New Employer ABN** are mandatory fields.
 - If applicable, confirm the **New Employer Arrangement Type** and **New Agreement/Award** as optional fields.

Date of Employer ABN Change *

A

New Employer ABN *

B

New Employment Arrangement Type

C

New Agreement/Award

D

Submit

If the **new ABN already exists in WAAMS**, you will be prompted to select the **New Employer** and confirm the **New Worksite** from the drop-down menus on this page.

New Employer ABN *

28925312809

New Employer *

Department of Training and Workforce Development

New Worksite *

DEPARTMENT OF TRAINING & WORKFORCE DEVELOPMENT- MULUCKINE- 1 Muresk Rd

DEPARTMENT OF TRAINING & WORKFORCE DEVELOPMENT- OSBORNE PARK- Optima Building

DEPARTMENT OF TRAINING & WORKFORCE DEVELOPMENT- WEST PERTH- 1 Prospect Pl

DEPARTMENT OF TRAINING & WORKFORCE DEVELOPMENT KARRATHA SHOP 35 KARRATHA VILLAGE SHOPPING CENTRE

DEPARTMENT OF TRAINING & WORKFORCE DEVELOPMENT MULUCKINE 1 MURESK RD

DEPARTMENT OF TRAINING & WORKFORCE DEVELOPMENT PERTH FORREST PLACE

DEPARTMENT OF TRAINING & WORKFORCE DEVELOPMENT-BUNBURY-BUNBURY TOWER, PODIUM LEVEL

DEPARTMENT OF TRAINING & WORKFORCE DEVELOPMENT-EAST PERTH-151 ROYAL STREET

DEPARTMENT OF TRAINING & WORKFORCE DEVELOPMENT-MIDLAND-1 MIDLAND SQUARE

Once submitted, the application will be assessed by the **Apprenticeship Office**, and additional supporting evidence may be requested.

Apprenticeship Office
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 E: apprenticeshipoffice@dtwd.wa.gov.au
 W: dtwd.wa.gov.au/apprenticeshipoffice