



FACT SHEET

Completion of the training contract

The Department of Training and Workforce Development (the Department) registers and administers training contracts and regulates the apprenticeship system in Western Australia, consistent with Part 7 of the *Vocational Education and Training Act 1996*, and the *Vocational Education and Training (General) Regulations 2009*.

A training contract is considered to be successfully completed when there is agreement from the employer, registered training organisation (RTO) and apprentice or trainee that the apprentice or trainee has attained all of the required competencies to successfully complete the qualification.

Notifying Apprenticeship Office

The RTO is responsible for reporting a successful completion date, as agreed between the RTO, employer and apprentice or trainee. This notification should be made to Apprenticeship Office within 21 days of the agreed completion date.

The notification is provided:

- via the Western Australian Apprenticeship Management System (WAAMS) online client portal (private RTOs); or
- by tracking the training contract to the relevant status on the Assessment and Results Interface of the Student Management System (SMS) (TAFE colleges).

Employers who are eligible for the Jobs and Skills WA Employer Incentive **need to upload a copy of the completion agreement** to the WAAMS online client portal prior to claiming the incentive completion payment.

The completion agreement will be reviewed by Apprenticeship Office and, on approval, the incentive payment will be released to the employer.

Issuing an award/qualification

An award/qualification should only be issued by an RTO when all of the required competencies have been achieved by the apprentice or trainee, and a successful completion date has been agreed to by all parties to the training contract.

For further information about the **Jobs and Skills WA Employer Incentive**, please visit the Jobs and Skills WA website at jobsandskills.wa.gov.au/employerincentive.