



USER GUIDE

Generate trade certificate softcopy/training contract extract

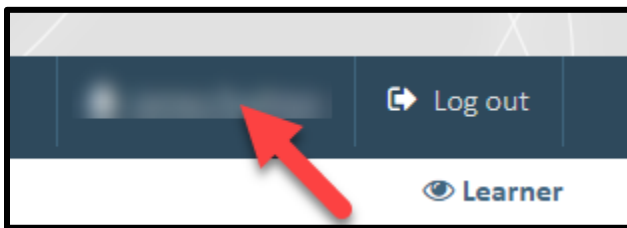
Apprentices and trainees can obtain an extract of their training contract by logging into the Apprenticeship Office's *Western Australian Apprenticeship Management System (WAAMS)* online client portal. An extract provides an overview of the key dates, parties and other information associated with the training contract.

Completed apprentices can also request an electronic copy of their trade certificate to be automatically sent to the email address associated with their account.

- 1 Go to the WAAMS login page at waamsportal.dtwd.wa.gov.au/home and log in to your account.

Updating your email address

- 2 Select **your name** at the top right of the screen.



- 3 Update your **primary email**, then scroll down to the bottom of the page and select **Submit**.

Primary Email

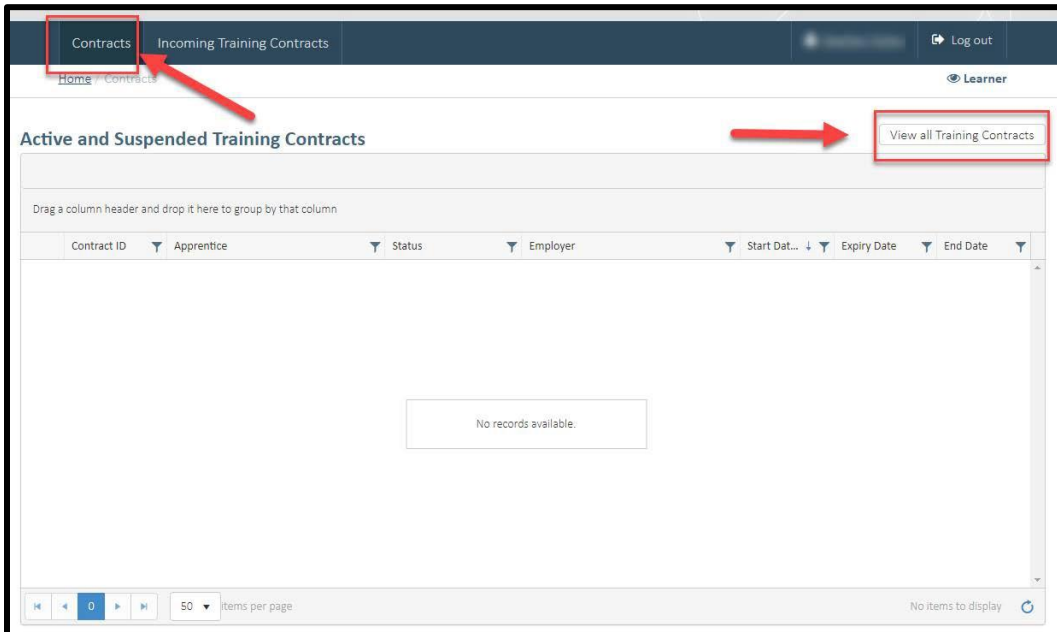
Submit

- 4 You will see this message appear confirming your email has been updated. This email will be your username to log in to the WAAMS portal in the future.

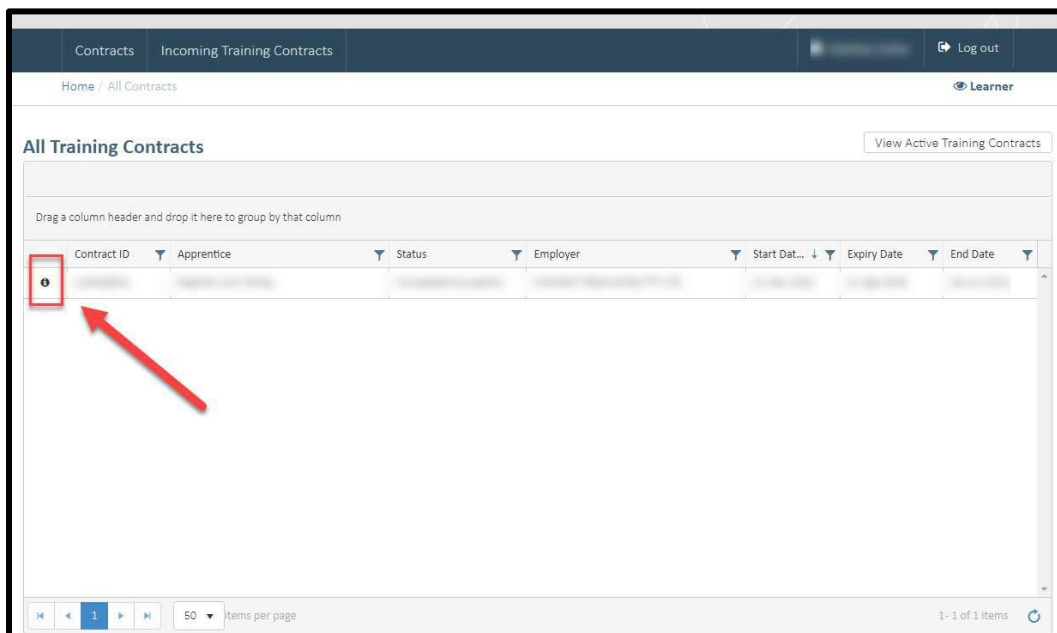
Success! Thanks for filling out our form!

Requesting a trade certificate softcopy/training contract extract

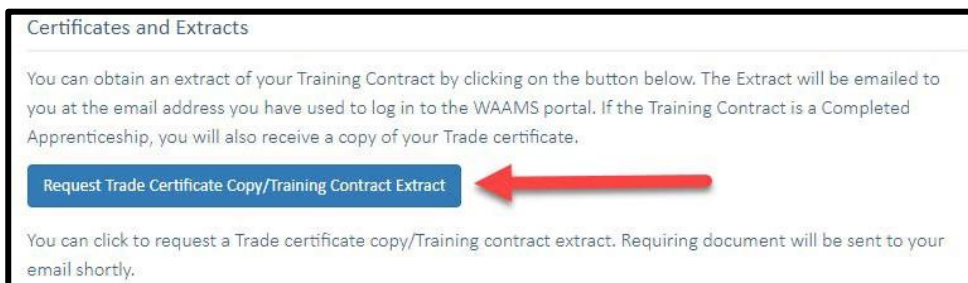
1 Select the **Contracts** tab and then select **View all Training Contracts**.



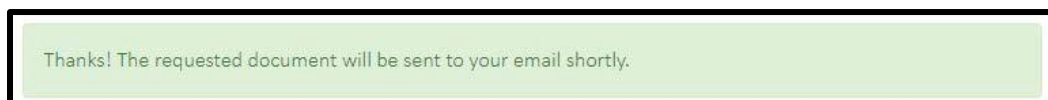
2 Select the "i" information symbol next to the appropriate training contract.



- 3 Scroll down to the bottom of the page and select **Request Trade Certificate Copy/Training Contract Extract**.



- 4 You will see this message appear, confirming the requested document/s will be sent to the email address associated with your WAAMS portal account.



If your training contract is a completed apprenticeship

You will receive a trade certificate softcopy and a training contract extract via email.

If your training contract is not a completed apprenticeship

You will receive a training contract extract only via email.

Further information

T: 13 19 54

E: apprenticeshipoffice@dtwd.wa.gov.au

W: dtwd.wa.gov.au/apprenticeship-office