Video transcript

Find and view a training contract

0:09 Welcome to the mySkillsSA view a training contract tutorial.

0:14 This tutorial is for organisations supporting trainees or apprentices.

0:20 In this video, you'll learn how to:

- find a training contract, and
- view the training contract.

0:25 So let's get started.

0:33 After you've signed in and navigated to the homescreen, there are two ways that you can access a trainee or apprentice's training contract.

0:40 You can click on the 'View trainees or apprentices' button under 'What would you like to do today?' or you can click on 'Trainees and apprentices' in the menu navigation.

0:51 Once you've landed on the Trainees or apprentices page, there are three lists available.

0:57 Current trainees or apprentices, which are those that have an active training contract.

1:03 Past trainees or apprentices, which are training contracts that have been terminated, withdrawn or completed.

1:11 And pending training contracts, which are those that are new and are new and are awaiting finalisation.

1:16 If you would like to view a training contract and the person is shown in the summary table, simply click on the training contract number.

1:27 If the person is not shown on the summary table, click the 'View all' button at the bottom of the table and this will open the full list for your organisation.

1:38 Once on this page, you can click on the drop-down list to view past training contracts.

1:43 If you know the trainee or apprentice's training number, you can enter that into the search to find their details.

1:51 Once you've located the trainee or apprentice, simply click on their 'Training contract number'. This will open their training contract.

1:59 The training contract provides you with a summary of their details, the actions you can take, including changing their qualification and exporting their information to a PDF.

2:11 In the right column, you'll also be able to see any applications created against this training contract.