

USER GUIDE

How to accept or decline a change to my training contract

Step one – Sign up or sign in


To sign up, view the 'How to sign up as a trainee or apprentice' instructions and by clicking on the sign up link: <https://skills-sa.my.site.com/mySkillsSA/s/login/SelfRegister>

Already signed up? Simply sign in using this link: <https://skills-sa.my.site.com/mySkillsSA/s/login>

Step two – Find the outstanding task

Once you've navigated to the Home page, in the right-hand column, find the response request positioned under the 'Outstanding tasks' section and click 'Response request form' to launch the form (see example below).

Outstanding tasks



Party response request - learner
Trainee or apprentice: Katherine Ford
[Response request form](#)
Due date: 11-03-2026

Don't see the task or can't click on the task? Contact the South Australian Skills Commission.

Step three – Provide response

Once the form has launched, review the information provided, including the proposed changes to your traineeship or apprenticeship.

Once you've decided on your response, select 'Approve' or 'Decline' from the drop-down options. Leave comments to support your response.

Step four – Submit

Once you've provided your response, simply click 'Submit' and the application will be updated.