

USER GUIDE

How to find and view a training contract

Step one – Sign in and navigate to trainees and apprentices

After you've signed in and landed on the homescreen of mySkillsSA navigate to the 'Trainees and apprentices' screen.

Simply click on 'View trainees or apprentices' under 'What would you like to do today?' or click on 'Trainees and apprentices' in the menu.

Step two – View current or past trainees or apprentices

Depending on how many trainees or apprentices you've trained or supported, a summary will be provided for 'Current trainees or apprentices', 'Past trainees or apprentices' and 'Pending training contracts'.

If the trainee or apprentice is listed in the summary, simply click on their training contract number to open their training contract.

If they're not listed, click the 'View all' button at the bottom of the table. Once you have been navigated to the full list, you will be able to search for the trainee or apprentice and click on their training contract number to open their training contract.

New training contracts will display in the right column under 'Pending training contracts'. This is because the training contract has not yet been finalised.

Step three – View their training contract

Once you've navigated to the trainee or apprentice's training contract, there are a number of things you'll be able to do.

You can take action, including changing the qualification or exporting the training contract to a PDF.

You can view the training contract, including:

- the trainee or apprentice's information
- their traineeship or apprenticeship, and
- their employment details.

You can also view all applications associated with the training contract.