

## USER GUIDE

# How to make changes 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 – Click 'Make changes'

Once you've successfully signed in, you will be directed to the Home page where you will find a summary of your training contract.

This summary is located under the 'Traineeships or apprenticeships' section.

Click on the 'Select actions' drop-down button and select 'Make changes'. You will be re-directed to the 'Make changes' page.

#### Traineeships and apprenticeships

Certificate III in Plumbing - 1024124\1

**Status**

Active

**Occupation**

Plumbing And/Or Gasfitting

**Course code**

CPC32420

**Start date**

24/02/2026

**Nominal completion date**

23/02/2030

**Employer**

EMPLOYER PLUMBING PTY LTD

**Nominated training organisation**

TAFE SA

▼ Select actions

### Step three – Select an application form

As a trainee, apprentice, parent or guardian, you can apply to make the following changes via mySkillsSA to the training contract:

- extend traineeship or apprenticeship
- change hours
- change qualification
- suspend traineeship or apprenticeship
- request training credit
- substitute nominated training organisation
- change name
- termination
- completion.

The South Australian Skills Commission will assess your application in accordance to the South Australian Skills Standards. For more information, contact the South Australian Skills Commission.

Select the application you would like to initiate.

### Step four – Read the ‘Before you get started’ page

To ensure you’ve selected the correct application or to understand what’s required as part of the application, read the ‘Before you get started’ page and select ‘Continue’.

### Step five – Provide details

Provide all the mandatory details, including supporting evidence if required.

Click ‘Continue’ button.

### Step six – Review details and submit

Review details provided and agree to any terms required.

Once you’re ready to submit the application, simply click the ‘Submit’ button.