

USER GUIDE

How to view 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 'View training contract'

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 'View training contract'.

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 – View the training contract

Once the training contract page is loaded you will be able to view the latest information about your traineeship or apprenticeship.

To make changes to your traineeship or apprenticeship, click on the 'Make changes' button on the page.