

# myApprenticeship

Self-service website

[www.training.qld.gov.au/myapprenticeship](http://www.training.qld.gov.au/myapprenticeship)



Photography: Tony Phillips

The **myApprenticeship** website is the easiest way to manage your apprenticeship or traineeship with the Department of Employment, Small Business and Training.

**myApprenticeship** allows you to securely view information and complete a range of tasks relating to your apprenticeship or traineeship.

You can:

- access your training contract details
- update your personal information
- initiate formal processes
- view official correspondence between you and the department
- view your training results
- monitor the progress of your apprenticeship or traineeship
- lodge a general enquiry or request with the department
- access previous requests you may have made through the website
- apply for travel and accommodation subsidies.

Other useful information is available at:

[www.training.qld.gov.au/skillsgateway](http://www.training.qld.gov.au/skillsgateway)  
[www.desbt.qld.gov.au/training/apprentices/  
manage/myapprenticeship](http://www.desbt.qld.gov.au/training/apprentices/manage/myapprenticeship)

For assistance with accessing and using the **myApprenticeship** self-service website, contact the department:

Email [myApprenticeship@desbt.qld.gov.au](mailto:myApprenticeship@desbt.qld.gov.au)  
Phone 1800 210 210

Accessing and using the myApprenticeship website is easy. Just follow these steps to get started:

### Step 1

Visit [www.training.qld.gov.au/myapprenticeship](http://www.training.qld.gov.au/myapprenticeship) and log in using your allocated username and password.

If you have not yet received your username and password or you have misplaced this information, please contact the department on 1800 210 210.

### Step 2

Once you have logged in for the first time, you will be prompted to change your password and confirm an email address. The email address you provide will be used for resetting your password.

### Step 3


Once you have logged in you will see your landing page. Here you can complete a range of tasks using the action bar on the left hand side.

### Step 4

Use the My Details tab to view and amend your contact details.

### Step 5

You can also view detailed information about your training arrangement by clicking on the My Training tab.

Queensland Government

myApprenticeship

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Department of Education, Training and Employment

My Details

My Training

First Name  
JOHN

Middle Name

Last Name  
CITIZEN

Date Of Birth  
01 Jan 1997

Home Phone:  
1800 210 210

Email Address\*  
myApprenticeship@qld.gov.au

Mobile Phone

Home Address  
Line 1: \*  
30 Mary Street

Suburb: \*  
BRISBANE

Postal Address  
☐ Same as home address?  
Line 1: \*  
30 Mary Street

Suburb: \*  
BRISBANE

My Details

My Training

Funding Program: User Choice

Total Funded Amount: \$12,730.00

Contract Number: 201339384

Apprenticeship Name: Automotive Salesperson (Parts Interpretin

Qualification: AUR31012 - Certificate III in Automotive Sales

Commencement Date: 29 Oct 2012

Nominal Completion Date: 06 May 2016

Nominal Days Worked: 50

Actual Days Worked:

Termination Date:

Employer Name: DEPARTMENT OF EDUCATION, TRAINING AND E

Phone: 07 000 000

Supervising RTO: Queensland

Phone: 1800 000 000

AAC: Queensland

School:

Phone:

Status: Active

Sub Status:

Mode: Full-time

Contract Type: Apprenticeship

I Want To:

- View/Edit My Details
- View Previous Requests
- Change my Name or Date of Birth
- Change my Training details
- Extend my Probation Period
- What should I be paid?
- Lodge Travel/Accommodation Claim
- Are there any Incentives?
- Release my Info to a nominated 3rd Party
- Change my training provider
- Extend Apprenticeship/Traineeship
- Temporarily Transfer of my Apprenticeship/Traineeship
- Permanently Transfer my Apprenticeship/Traineeship
- Complete my Apprenticeship/Traineeship
- Suspend my Apprenticeship/Traineeship
- Cancel my Apprenticeship/Traineeship
- Notification of Days Worked
- Make a Complaint Enquiry
- Completed Competencies
- View Correspondence
- Change Password
- Sign Out

Other Resources

- Information Sheets
- Policy and Procedure Document

Support

Please contact the

Update Details