Jobs and Skills WA Employer Incentive

Overview of WAAMS functionality for employers

Jobs and Skills WA Employer Incentive

The Jobs and Skills WA Employer Incentive (the incentive) provides financial assistance to Western Australian businesses who employ an apprentice or new entrant trainee and who have lodged the training contract for registration on or after 1 July 2019.

The aim of the incentive is to increase apprenticeship and traineeship commencements by providing employers with assistance to meet the costs of employing an apprentice or trainee.

How do employers access the incentive?

All employer incentive application must be made through the Western Australian Apprenticeships Management System (WAAMS) online client portal.

Your organisation will require an existing WAAMS portal user in order to setup your financial administrator and your employer incentive users.

If you do not already have a representative from your organisation using the portal, please visit the WAAMS homepage at waamsportal.dtwd.wa.gov.au and select *Don't already have a login?* to create a new account:

For further information on setting up your organisation's financial administrator, please view our instruction sheet *Setting up a financial administrator*. Find out more about applying for the incentive in the *Employer incentive – How to apply* fact sheet .

Viewing your eligible/ineligible training contracts in WAAMS

An employer can view their eligible training contract by simply selecting the *Employer Incentive* tab, then selecting *Training Contracts* to view all the eligible and ineligible training contracts.

Eligible Training Contracts

	Status	Learner	TC Id	TC Start Date	Traineeship/Apprenticeship	Total Est. Incentive	Details
▶	⚠	Andrew		05 Mar 2019	TR11030: EXTRACTIVE INDUSTRIES (OPERATOR) (LEVEL 3)	$4,675.00	↗
▶	⚠			11 Feb 2019	TR03410: BUSINESS (LEVEL 4)	$2,125.00	↗
▶	✓			29 Nov 2018	TR11030: EXTRACTIVE INDUSTRIES (OPERATOR) (LEVEL 3)	$4,250.00	↗

Status column

⚠ This training contract is notionally eligible. There may be some outstanding validations checks the employer will need to provide, or that the Department need to assess, before an application can be made by the employer.

✓ This training contract is eligible based on the information stored within the record.

By selecting the arrow to the left of your training contract, you will be able to view:
- an incentive breakdown and;
- the contract's employer incentive eligibility

Eligible Training Contracts

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▶	⚠			05 Mar 2019	TR11030: EXTRACTIVE INDUSTRIES (OPERATOR) (LEVEL 3)	$4,675.00	⬏
◢	⚠			11 Feb 2019	TR03410: BUSINESS (LEVEL 4)	$2,125.00	⬏

Incentive Breakdown

Entitlement	Est. Amount	App Open Date
Commencement	$1062.50	13 Aug 2019
Completion	$1062.50	11 Feb 2020

EIS Incentive Eligibility

Eligibility Requirement	Status	Action
School Based Learners can only have one Entitlement	ⓘ Incomplete	
USI validated	ⓘ Incomplete	

From here, you can scroll down the page to view your ineligible training contracts.

By selecting the arrow next to your ineligible training contract, you will be able to view why this training contract is ineligible. In the example pictured below, the trainee is not a new entrant, and therefore does not meet the requirements of the incentive.

Ineligible Training Contracts

	Learner	TC Id	TC Start Date	Traineeship/Apprenticeship	TC Expiry Date	TC Status
◢			15 Feb 2019	TR11030: EXTRACTIVE INDUSTRIES (OPERATOR) (LEVEL 3)	15 Feb 2021	Active

EIS Entitlement Eligibility:

Is Trainee a New Entrant?   ✕ Fail

|◀ ◀ 1 ▶ ▶| 50 ▼ items per page   1- 1 of 1 items ↻

Viewing your entitlements in WAAMS

Go to the *Employer Incentive* tab on the top of your navigation bar and select *View Training Contract Eligibility & Estimates.*

Here you will be able to view your pending, active and submitted entitlements.

Entitlement status	
Pending entitlements	Your upcoming payments that are not yet within their application period.
Active entitlements	Your training contracts that are within the application period of that milestone. These are the application that can be submitted.
Submitted entitlements	Submitted applications.

Payment breakdowns

The details icon to the right of the entitlement will show the full details of the incentive payment.

Select the *Details* icon to view your payment breakdown, relevant loadings (if applicable) and eligibility rules.

Updating your banking details in WAAMS

Only your organisation's portal user with the financial administrator role will be able to edit, remove or add bank details within WAAMS.

Select the *Organisation Details* tab on the right side of the page to create and edit your bank account information.

Editing bank account details

Now select the *Edit Bank Account Details* option.


You can now update/edit the information here, as needed.

Editing your payroll tax status in WAAMS

The financial administrator of your organisation will be able to update your organisation's payroll tax status in WAAMS. All employers will need to complete this task before any employer incentive applications can be made.

Select *Edit Payroll Tax Status* from the menu.
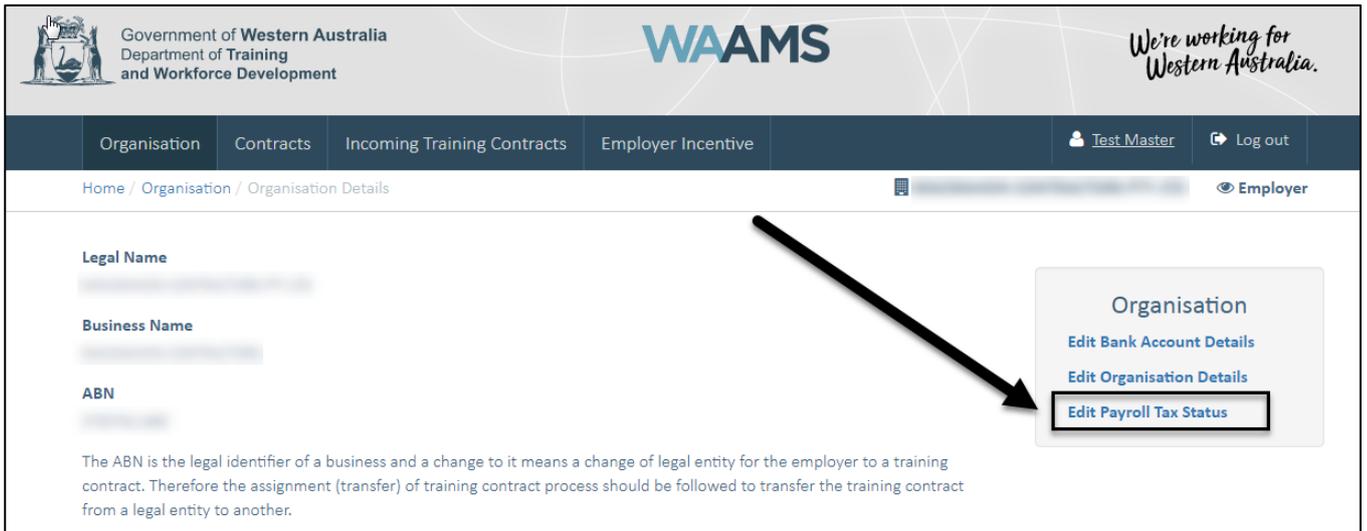
Simply follow the prompts to update your payroll tax status.
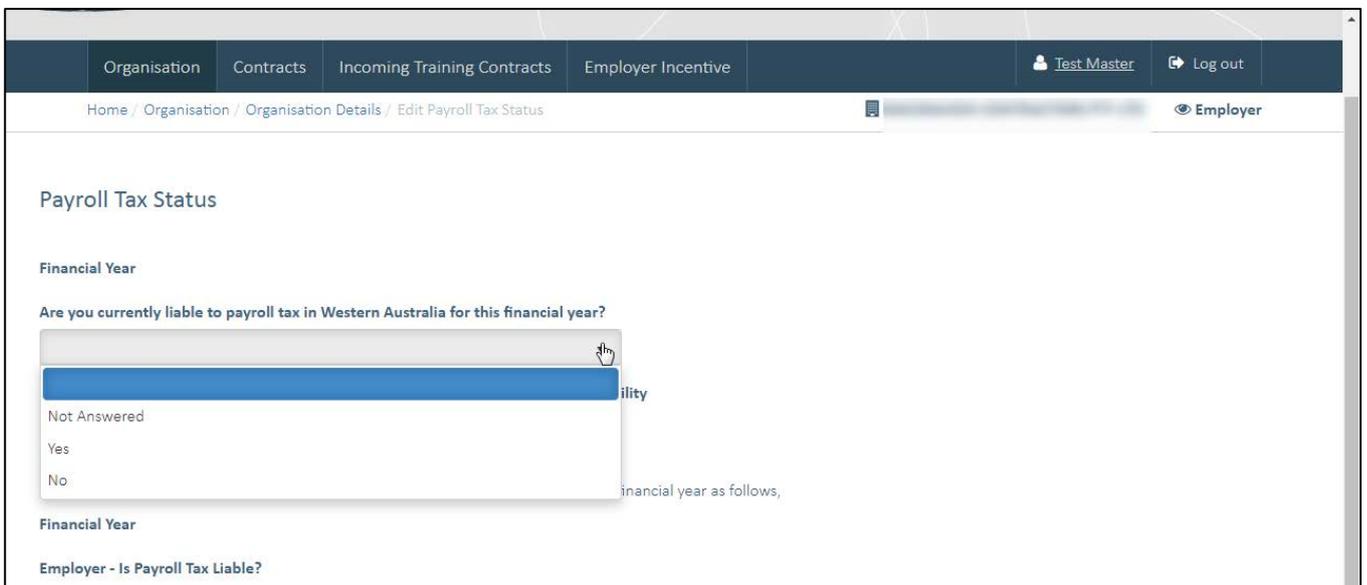
If you require any assistance with WAAMS, please contact the Apprenticeship Office on 13 19 54 or email at rai.projects@dtwd.wa.gov.au