



## Declare the USI for an apprentice/trainee

Employers who are eligible for the Jobs and Skills WA Employer Incentive must declare the Unique Student Identifier (USI) for the apprentice or trainee. The USI is a reference number that creates an online record of training and qualifications attained in Australia.

The USI is used to verify that there is a valid enrolment to undertake the qualification, as stated on the training contract, with the nominated RTO. This information must be provided before you can submit a claim for an entitlement.

### Declaring the USI

The USI can be declared at any time, you do not need to wait until the next milestone payment point.

1. To declare the USI and satisfy the requirements of the employer incentive, an employer must first log on to the WAAMS portal.

*\*Employers who do not have a WAAMS portal account should contact 13 19 54 and press 1 to speak to an employer incentive representative.*

After successfully logging in, you will land on the WAAMS homepage.

2. Select the **Employer Incentives** tab.



Government of Western Australia  
Department of Training  
and Workforce Development

WAAMS

We're working for Western Australia.

Organisation Contracts Incoming Training Contracts **Employer Incentive** Scott Radici Log out

Home / Organisation

Noticeboard

Column options and reports

Drag a column header and drop it here to group by that column

Subject	Created On...	Status	Training Contract...	Full Name	
Extension to Annette Robson's training contract, ID: 1119698T1	09 Mar 2020	Received	1119698T1	Annette Robson	View contract
Extension to Charles Rubanathan's training contract, ID: 1119628T1	09 Mar 2020	Received	1119628T1	Charles Rubanathan	View contract
Extension to CARLY BIANCA JONES's training contract, ID: 443659A2	09 Mar 2020	Received	443659A2	CARLY BIANCA JONES	View contract
Extension to Paul					

My Permissions

- Financial Admin
- Organisation Admin
- EIS User
- TCC User

Organisation

- Bulk Contract Change
- Enrolment Evidence Upload
- Organisation Details
- Submitted Contract Changes
- Training Plan Uploads

1 50 items per page 1 - 14 of 14 items

Note: If you have **multiple USIs to declare**, you may wish to declare these via the Contract Details page (refer to page 5).

## Declaring the USI via the Employer Incentives page

1. From the Employer Incentives landing page, Select **View Entitlements**

Home / Employer Incentive

Jobs and Skills WA Employer Incentive

On 1 July 2019 the Western Australian Government introduced the Jobs and Skills WA Employer Incentive (the incentive), which aims to help Western Australian businesses meet the costs of employing apprentices and new entrant trainees. Information about the incentive is available at [jobsandskills.wa.gov.au/employerincentive](http://jobsandskills.wa.gov.au/employerincentive)

Employer eligibility to receive the incentive and preliminary incentive estimates are available under 'View training contract eligibility and estimates'.

Entitlements that can be claimed are listed under 'View entitlements'.

Portal user roles for the incentive

Your organisation's portal users with Financial Administrator or Employer Incentive access can view incentive eligibility and preliminary incentive estimates. Access can be managed by your Organisation Administrator via the Edit Organisation Contact option.

View Entitlements

View Training Contract Eligibility & Estimates

From the View Entitlements page, you can locate your entitlement via the **pending** grid or the **active** grid. (Pending = Milestone in future, Active = Milestone date has been reached).

2. Locate the apprentice/trainee and expand the details in the grid by clicking the **icon** to the left of the apprentice/trainee name.



Home / Employer Incentive / **View Entitlements**

### Pending Entitlements

The table below shows future estimated incentive entitlements where the milestone has not been reached. A green tick in the Status column indicates all eligibility criteria are notionally met. A yellow tick indicates that further information or action is required prior to the milestone falling due.

Column options and reports

Status	Learner	TC Id	Type	App Open Date	App Close Date	Amount	Claim Status	Details
✓			Completion	18 Jun 2021	18 Jun 2022	\$2,125.00	Tasks Incomplete	

#### Incentive Eligibility

Eligibility Requirement	Status	Action
Enrolment Evidence Required for Non-Publically funded RTOs	Incomplete	Fix it
Valid USI must be provided	Incomplete	Fix it

✓			Midpoint	19 Jun 2021	19 Jun 2022	\$3,060.00	Tasks Incomplete	
---	--	--	----------	-------------	-------------	------------	------------------	--

1 - 50 of 406 items

3. If the apprentice/trainee USI is still required from the employer, the **fix it** icon will appear in the **Incentive Eligibility** table for you to action.

## Action – Provide a valid USI for an apprentice or trainee

1. Click on the **fix it** icon to provide the USI.

Pending Entitlements

The table below shows future estimated incentive entitlements where the milestone has not been reached. A green tick in the Status column indicates all eligibility criteria are notionally met. A yellow tick indicates that further information or action is required prior to the milestone falling due.

Column options and reports

Status	Learner	TC Id	Type	App Open Date	App Close Date	Amount	Claim Status	Details
✓			Completion	18 Jun 2021	18 Jun 2022	\$2,125.00	Tasks Incomplete	

#### Incentive Eligibility

Eligibility Requirement	Status	Action
Enrolment Evidence Required for Non-Publically funded RTOs	Incomplete	Fix it
Valid USI must be provided	Incomplete	Fix it

✓			Midpoint	19 Jun 2021	19 Jun 2022	\$3,060.00	Tasks Incomplete	
---	--	--	----------	-------------	-------------	------------	------------------	--

1 - 50 of 406 items

You will now be on the **Associated Parties** page.



Organisation Contracts Incoming Training Contracts Employer Incentive Log out

Home / Contracts / Contract Details / Associated Parties

Full Name

Date of Birth

Gender Male USI

Home Phone Mobile Phone Other Phone

Primary Email

2. Enter the **USI** in the field provided.

Organisation Contracts Incoming Training Contracts Employer Incentive Log out

Home / Contracts / Contract Details / Associated Parties

Full Name

Date of Birth

Gender Male USI

Home Phone Mobile Phone Other Phone

Primary Email

3. Scroll down the page and click **Submit**.

Current School Level

Highest School Level

Citizenship Status  
Australian Citizen or Permanent Resident

Apprentice Consent Obtained  
 Yes

Submit



## Declaring the USI via Contract Details

1. From the **Home** page select the **Contracts** tab from the navigation ribbon.

Subject	Created On	Status	Training Contract	Full Name	
Extension to training contract, ID:	13 Mar 2020	Received			View contract
Extension to training contract, ID:	13 Mar 2020	Received			View contract
Jobs and Skills WA Employer Incentive eligibility for new training contract	13 Mar 2020	Received			View contract

You will now be on the **Contracts** page.

Contract ID	Status	Apprentice	RTO	Start Date	Expiry Date	End Date
	Active			20 Dec 2019	20 Dec 2020	
	Active			20 Dec 2019	20 Dec 2020	
	Active			17 Dec 2019	17 Dec 2021	
	Active			17 Dec 2019	17 Dec 2021	
	Active			17 Dec 2019	17 Dec 2021	
	Active			17 Dec 2019	06 Jan 2021	
	Active			17 Dec 2019	06 Jan 2021	
	Active			17 Dec 2019	06 Jan 2021	
	Active			17 Dec 2019	17 Dec 2020	
	Active			17 Dec 2019	17 Dec 2020	

2. You can use the filters on each column to locate a particular apprentice/trainee.

Once you have located the training contract, select the **information icon** in the column on the far left of the grid.



Organisation Contracts Incoming Training Contracts Employer Incentive

Home / Contracts

Column options and reports

Drag a column header and drop it here to group by that column

Contract ID	Status	Apprentice	RTO	Start Date	Expiry Date	End Date
1	Active			20 Dec 2019	20 Dec 2020	
2	Active			20 Dec 2019	20 Dec 2020	
3	Active			17 Dec 2019	17 Dec 2021	
4	Active			17 Dec 2019	17 Dec 2021	
5	Active			17 Dec 2019	17 Dec 2021	
6	Active			17 Dec 2019	06 Jan 2021	
7	Active			17 Dec 2019	06 Jan 2021	
8	Active			17 Dec 2019	06 Jan 2021	
9	Active			17 Dec 2019	17 Dec 2020	
10	Active			17 Dec 2019	17 Dec 2020	

50 items per page 1 - 50 of 2418 items

The **contract details** page is now displayed.

Organisation Contracts Incoming Training Contracts Employer Incentive

Home / Contracts **Contract Details**

### Contract Parties

**Apprentice/Trainee**  
[Link]

**Employer**  
[Link]

**Worksite**  
[Link]

**Registered Training Organisation**  
[Link]

**AASN Provider**  
[Link]

### Contract Details

**Training Contract ID**  
[Link]

**Employer Incentive Eligibility Status**  
In Scope

#### Contract Changes

- [Assignment of Contract](#)
- [Change of Apprentice/Trainee Name](#)
- [Change of Attendance Type and Hours](#)
- [Change of Qualification and RTO](#)
- [Change of Worksite Location](#)
- [Contract and Probation Extension](#)
- [Employment Arrangement](#)
- [Notice To Terminate](#)
- [Other Contract Information](#)
- [Suspension and Lifting of Suspension](#)

#### Employer Incentive Scheme

- [Employer Incentive](#)



Click on the **apprentice/trainee** name to open their contact details.

The screenshot shows the 'Contract Details' page in the WAAMS Employer Incentive system. The breadcrumb trail is 'Home / Contracts / Contract Details'. The page is divided into several sections:

- Contract Parties:** This section lists various roles associated with the contract. The 'Apprentice/Trainee' role is highlighted with a red box and a 'Click here' link. Other roles listed include Employer, Worksite, Registered Training Organisation, and AASN Provider.
- Contract Changes:** A list of actions that can be performed on the contract, such as 'Assignment of Contract', 'Change of Apprentice/Trainee Name', 'Change of Attendance Type and Hours', 'Change of Qualification and RTO', 'Change of Worksite Location', 'Contract and Probation Extension', 'Employment Arrangement', 'Notice To Terminate', 'Other Contract Information', and 'Suspension and Lifting of Suspension'.
- Employer Incentive Scheme:** A section containing the 'Employer Incentive' link.
- Contract Details:** This section includes the 'Training Contract ID' and the 'Employer Incentive Eligibility Status', which is currently 'In Scope'.

You are now viewing the **Associated Parties** page. Refer to page 4 for instructions on how to submit the USI.

If you require any assistance with WAAMS, please contact Apprenticeship Office on 13 19 54 menu option 1 or email at [rai.projects@dtwd.wa.gov.au](mailto:rai.projects@dtwd.wa.gov.au).