



Upload and submit a training plan in WAAMS

Employers who are eligible for the Jobs and Skills WA Employer Incentive are required to provide the Apprenticeship Office with a copy of the training plan signed by all parties to the training contract (and endorsed by the school if the contract is school based, and signed by the parent/guardian if the apprentice/trainee is under 18 years of age).

Employers with a training contract eligible for the incentive can upload a copy of the signed training plan via the WAAMS online portal. The training plan must be uploaded before the employer can submit a claim for an entitlement.

Uploading training plans

To upload the training plan and satisfy the requirements of the employer incentive, an employer must first log on to the WAAMS portal.

WA Apprenticeship Management System

The Western Australian Apprenticeship Management System (WAAMS) online client portal provides a quick and easy way to view training contract details, request changes to the training contract, and update personal or organisational details. Employers can also view information about the Jobs and Skills WA Employer Incentive and submit incentive claims for eligible training contracts that have reached their payment milestones.

You may be eligible for a portal account if you are:

- a current or former apprentice or trainee;
- an owner or staff member of a business that employs a current or former apprentice or trainee;
- working for a registered training organisation that currently delivers training to apprentices or trainees; or
- working for an Australian Apprenticeship Support Network (AASN) provider who is managing active Western Australian training contracts.

Organisation users can read the [WAAMS FAQ – Creating a portal account for organisation users](#) for more information on creating portal accounts. There are also a series of [instructional videos](#) to assist you to use the portal. These videos are available on the Apprenticeship Office website at dtwd.wa.gov.au/apprenticeship-office.

Eligible employers who do not already have access will be invited to register to use the WAAMS online client portal. If you have not yet received a portal invitation via email, please contact your organisation's WAAMS portal administrator in the first instance. If your organisation's administrator is unable to generate an invitation for you, please contact the Apprenticeship Office on 13 19 54.

Login

Email
Please enter your email@

Password
Please enter your password

Remember me

Portal conditions of use

I agree to the Western Australian Apprenticeship Management (WAAMS) Terms and Conditions of Use, and acknowledge that without limitation to those terms and conditions, it is my responsibility to ensure that:

- I do not provide access to data in the portal to any person otherwise than as authorised by the terms and conditions;
- my organisation has authorised my level of access to the portal; and
- When I cease to be a representative or employee of my organisation, my organisation access is deactivated.

The Department is therefore entitled to assume that any transaction occurring in the Portal from an authorised user account, originates from that authorised user and is a valid transaction or instruction which may not be reversed.

However, the Department understands that there may be a submission

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

The screenshot shows the WAAMS homepage. At the top, there is a navigation bar with tabs: Organisation, Contracts, Incoming Training Contracts, and Employer Incentive. The 'Employer Incentive' tab is highlighted with a red box, and a red arrow points to it. Below the navigation bar, there is a 'Noticeboard' section with a table of training contracts. The table has columns for Subject, Created On..., Status, Training Contract..., and Full Name. The 'Status' column is highlighted in orange. To the right of the table, there is a 'My Permissions' section with a list of permissions: Financial Admin (checked), Organisation Admin (checked), EIS User (checked), and TCC User (checked). Below the permissions, there is an 'Organisation' section with a list of actions: Bulk Contract Change, Enrolment Evidence Upload, Organisation Details, Submitted Contract Changes, and Training Plan Uploads.

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

Note: If you have multiple training plans to upload, you may wish to load the training plans via the Training Plan Uploads page (refer to page 8).



Loading training plans 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

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 / Pending 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	10 Apr 2021	10 Apr 2022	\$2,125.00	Awaiting Milestone	ⓘ
ⓘ			Completion	27 Jun 2022	27 Jun 2023	\$2,337.50	Tasks Incomplete	ⓘ

Incentive Eligibility

Eligibility Requirement	Status	Action
Softcopy of the Training Plan - Employer	Incomplete	Fix it

✓			Completion	29 May 2022	29 May 2023	\$2,125.00	Awaiting Milestone	ⓘ
✓			Completion	15 Apr 2022	15 Apr 2023	\$2,125.00	Awaiting Milestone	ⓘ

1 - 50 of 70 items



3. If the softcopy of the training plan is still required from the employer, the **fix it** icon will appear for you to action.

Click on the **fix it** icon.

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.

Status	Learner	TC Id	Type	App Open Date	App Close Date	Amount	Claim Status	Details
✔			Completion	10 Apr 2021	10 Apr 2022	\$2,125.00	Awaiting Milestone	
✔			Completion	27 Jun 2022	27 Jun 2023	\$2,337.50	Tasks Incomplete	

Incentive Eligibility

Eligibility Requirement	Status	Action
Softcopy of the Training Plan - Employer	Incomplete	Fix it

✔		1:	Completion	29 May 2022	29 May 2023	\$2,125.00	Awaiting Milestone	
✔		on 1:	Completion	15 Apr 2022	15 Apr 2023	\$2,125.00	Awaiting Milestone	

1 - 50 of 70 items

You will now be on the **Edit Training Plan Uploads** page to submit the signed copy of the training plan.

Organisation Contracts Incoming Training Contracts

Home / Organisation / Training Plan Uploads / **Edit Training Plan Uploads**

Type
Commencement

Response To Requested Training Plan
Produced

Training Plan Requested Date
24 Jul 2019

Due Date
04 Sep 2019

Learner Signature Date
03/09/2019

Employer Signature Date
03/09/2019

RTO Signature Date
03/09/2019

PG Signed Date

Contract Information

Contract Parties

Apprentice/Trainee
w

Parent/Guardian

Employer

Worksite

Registered Training Organisation

AASN Provider
A



4. Scroll down the page to the **upload signed training plan** section.

Upload signed training plan

Prior to uploading the training plan, please ensure that it includes the following information.

1. the qualification is the same as stated on training contract; and
2. the training plan has been signed by the relevant parties, including:
 - apprentice/trainee; the parent/guardian where applicable; a school representative if the training contract is for a school-based apprenticeship or traineeship;
 - the employer; and
 - the registered training organisation (RTO).

Upload Signed Training Plan

Browse

Browse

Browse

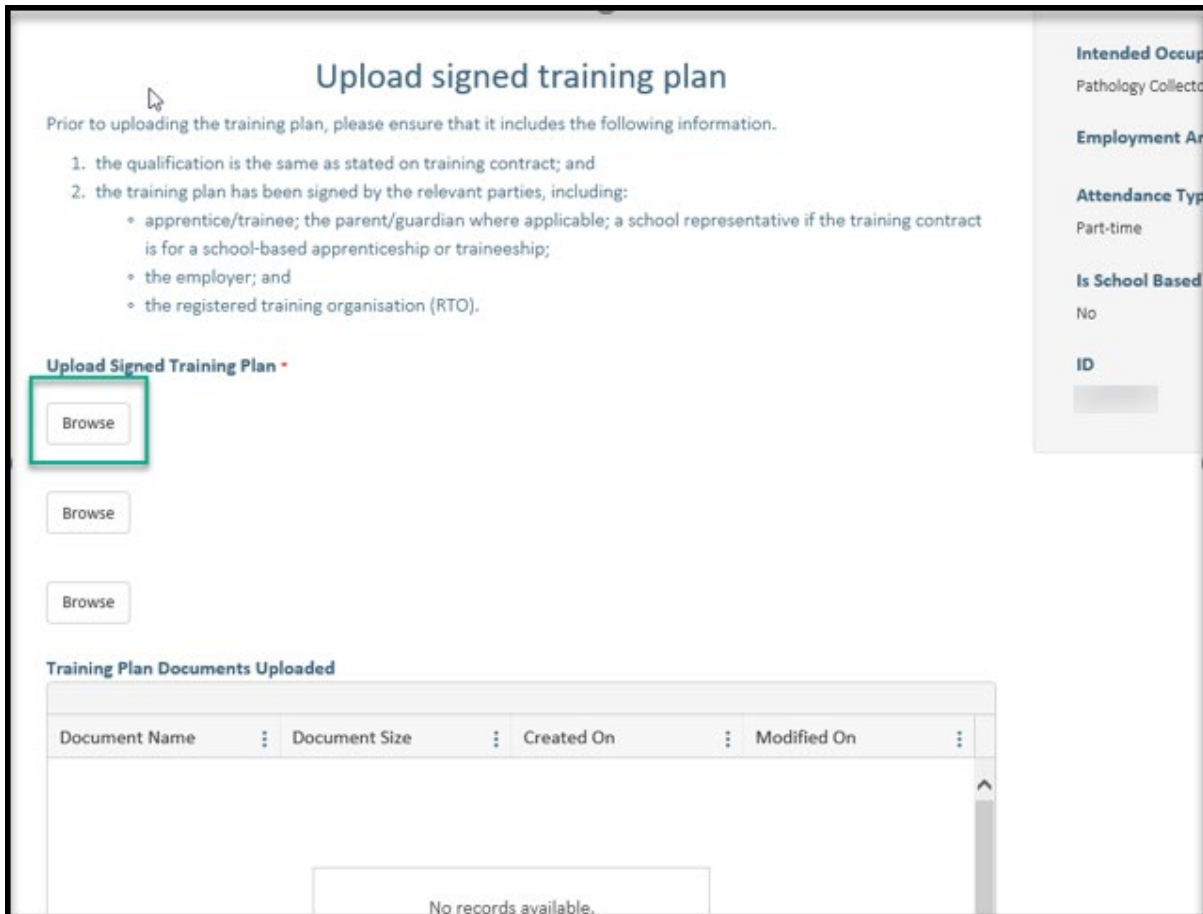
Training Plan Documents Uploaded

Document Name	Document Size	Created On	Modified On
No records available.			

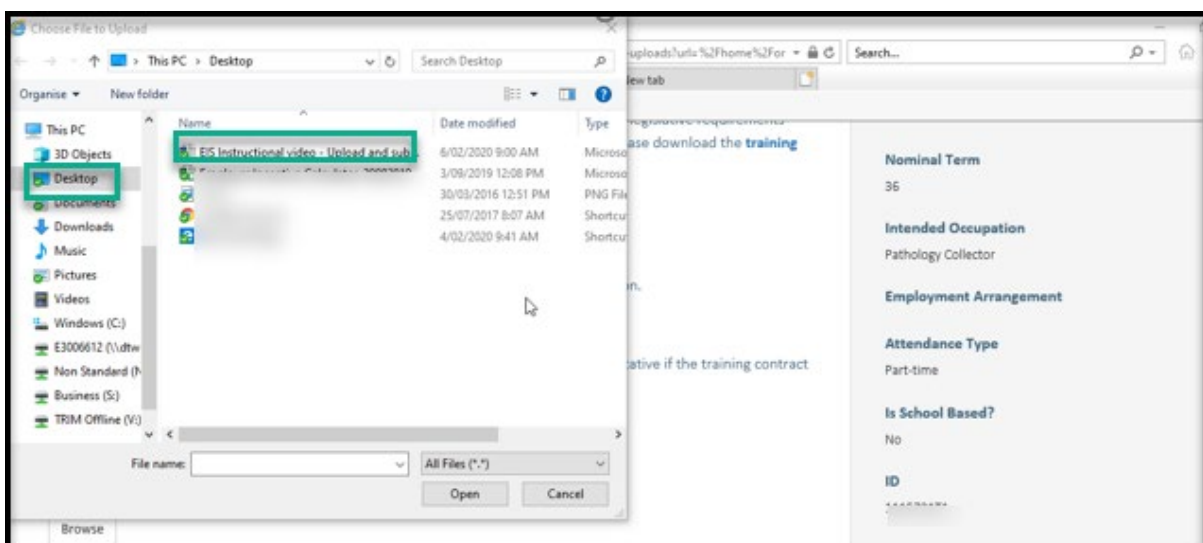
Note: Before uploading, check the training plan has been signed by the RTO, employer, apprentice/trainee, and (where applicable) the parent/guardian and a school representative if the training contract is for a school-based apprenticeship or traineeship. The training plan must also contain the same qualification as stated on the training contract.



5. Select **Browse** to attach the softcopy of the training plan saved on your computer or device.



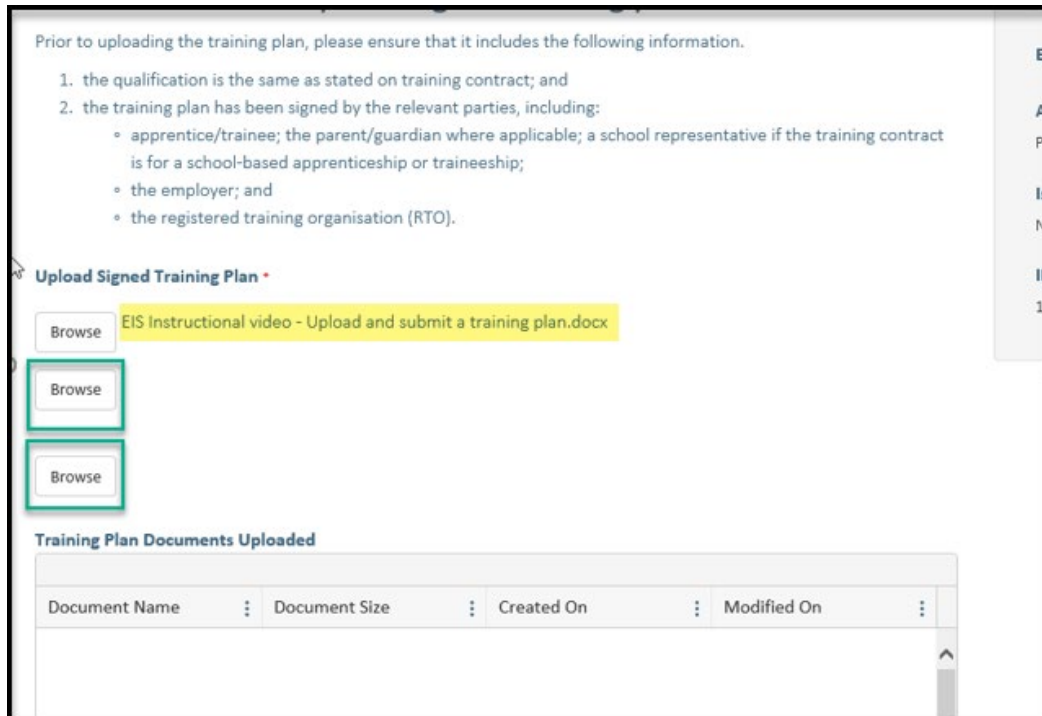
6. Locate the training plan you wish to upload.



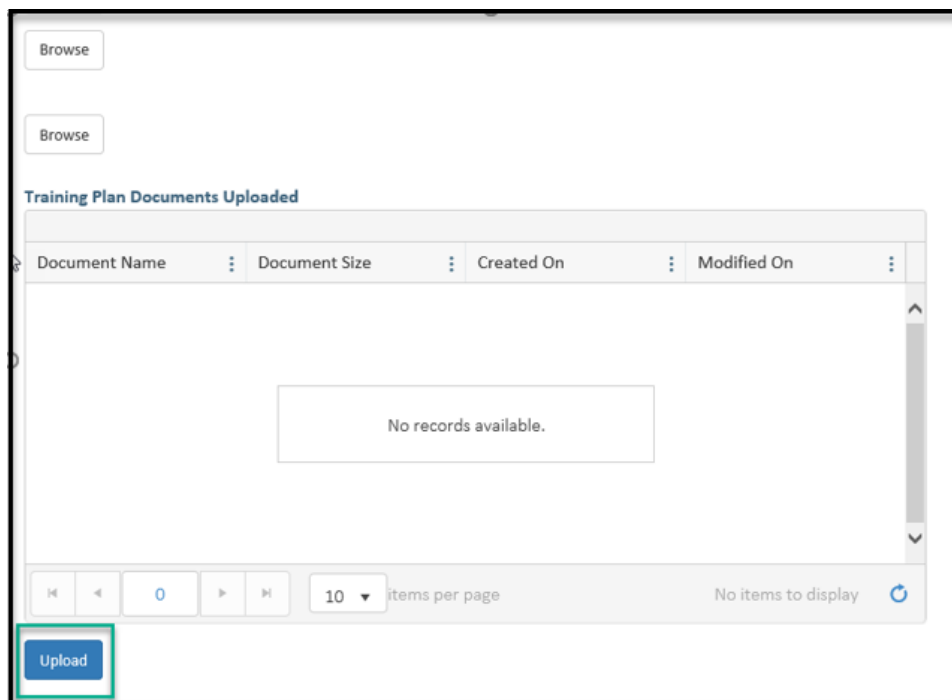
Note: WAAMS will accept attachments in formats including .doc, docx, .xls, .pdf, and .jpg. The maximum size of attachments is 15MB per attachment.



If you attach the wrong document by mistake, just select the **Browse** button next to the document and locate then attach its replacement.



1. Now all you need to do is select the **Upload** button.



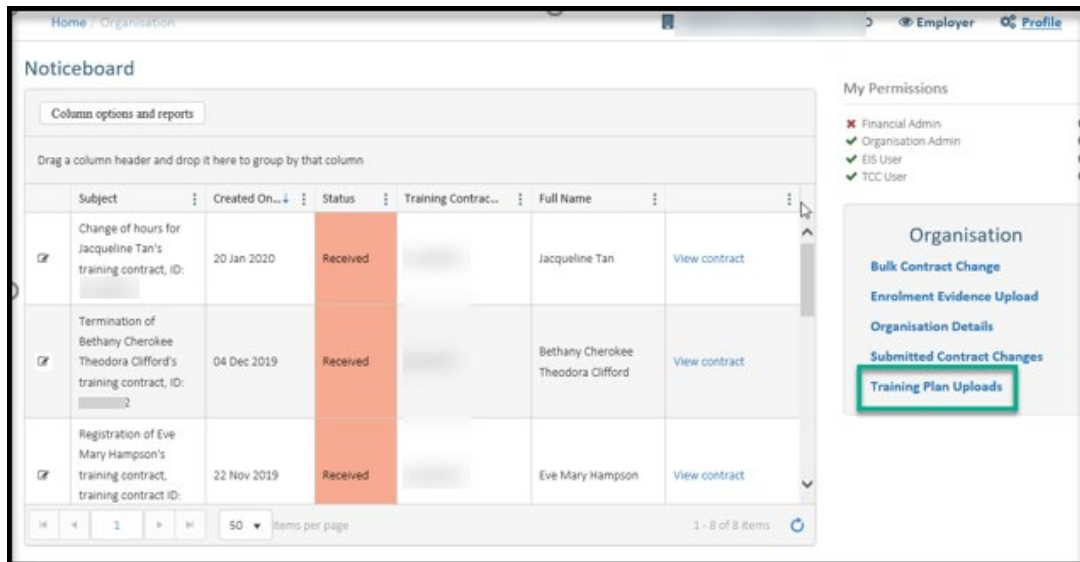
If you require any assistance with WAAMS, please contact Apprenticeship Office on 13 19 54 or email at rai.projects@dtwd.wa.gov.au.



Loading training plans via Upload Training Plans

Training plans can be uploaded from the **Training Plan Uploads**, providing convenience for employers who need to load multiple training plans.

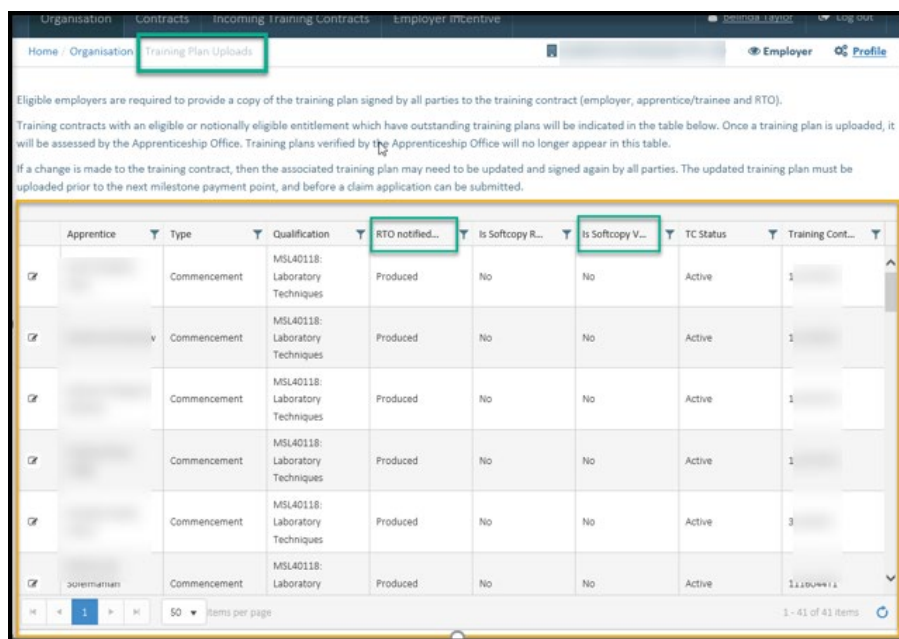
1. From the WAAMS Portal **home** page, select **Training Plan Uploads** from the menu on the right.



2. You are now on the **Training Plan Uploads** page.

On the training plan uploads page, you will see a list of training contracts:

- With an eligible or notionally eligible employer incentive; and
- Where the training plan copy has not been provided by employer and verified by the Department.





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

Apprentice	Type	Qualification	RTO notified...	Is Softcopy R...	Is Softcopy V...	TC Status	Training Contract ID
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]

You can select from a couple of columns to search for the apprentice/trainee, such as **Apprentice** and **Training Contract ID** and use filters such as “contains”.

Apprentice	Type	Qualification	RTO notified...	Is Softcopy R...	Is Softcopy V...	TC Status	Training Contract ID
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]

Note: only training contracts **eligible** or **notionally eligible** for the incentive will appear in this grid.



To move through the list, use the **page number buttons** along the bottom to go forward or back through the pages, or use the **items per page** to change the way the list of entitlements display.

The screenshot shows a table titled "Active entitlements" with columns: Status, Learner, TC Id, Type, App Open Date, App Close Date, Amount, Claim Status, and Details. The table contains five rows of data, all with a status of "Tasks Incomplete". Below the table, there are navigation controls: a "Submitted entitlements" section with a "1" next to it, a "Items per page" dropdown menu with "50" selected, and a "Page 1 of 52 items" indicator. A red box highlights the navigation buttons and the "Items per page" dropdown.

4. To upload and submit any of the training plans listed here, select the **edit (pencil) icon** to the left of the relevant contract.

The screenshot shows a table titled "Edit Training Plan Uploads" with columns: Apprentice, Type, Qualification, RTO notified..., Is Softcopy R..., Is Softcopy V..., TC Status, and Training Cont... The table contains five rows of data, all with a status of "Active". A red box highlights the edit (pencil) icons in the first column of the table.

You are now on the **Edit Training Plan Uploads** page, refer to page 5 for instructions on loading the training plan.



Training plan verification

The training plan you uploaded will be assessed by the Apprenticeship Office. It should take 3 days to be verified, but may take longer depending on circumstances. **Once it has been verified**, you will receive an email notifying you that the training plan has been verified. It will no longer appear in the training plan uploads grid and you will be free to resolve other outstanding tasks, and then submit your claim.

If there are problems with the training plan then the incentive task criteria on the EIS Details page will display a failed rule, as shown below. You will receive an email notifying you of the reason why the training plan failed assessment.

- Incentive task criteria ⓘ	
Status	Criteria
Action Required	
✖ Fail	Training Plan softcopy is pending for Apprenticeship Office to verify ⓘ

If you require any assistance with uploading your training plan to WAAMS, please contact Apprenticeship Office on 13 19 54 or email at rai.projects@dtwd.wa.gov.au.