



Submitting an incentive claim in WAAMS

Employers participating in the WA Jobs and Skills Employer Incentive can submit their incentive claims in the Western Australian Apprenticeship Management System (WAAMS). If your organisation does not yet have any portal users, create a portal account by selecting 'Don't already have a login?' in the WAAMS client portal: waamsportal.dtwd.wa.gov.au.

Getting started – Setting up Employer Incentive user roles

To manage employer incentives, confirm you are setup with the appropriate user roles. To submit an incentive, **EIS user** access is required. For assistance setting up your user roles, view the user guide on access level in WAAMS, available at jobsandskills.wa.gov.au/employerincentive or contact Apprenticeship Office on 13 19 54 (for callers outside WA, please call 08 6551 5499), and press option 1 to speak to the employer incentive team.

1 Check **My Permissions** to verify you have EIS user access

Note: Users with the financial administrator role can view incentive records and manage financial information, however the **EIS User access is required to submit claims**.

Submitting a claim

1 From the WAAMS landing page, select the **Employer Incentive** tab.

The screenshot shows the WAAMS interface with the 'Employer Incentive' tab selected. A red box highlights the 'Employer Incentive' tab in the top navigation bar, with a red arrow pointing to it. A large red letter 'A' is overlaid on the 'Noticeboard' section. The 'Noticeboard' contains a table with two rows of training contracts, both with a status of 'Received'. The table has columns for Subject, Created On..., Status, Training Contract..., and Full Name. To the right, there is a 'My Permissions' section listing 'Financial Admin', 'Organisation Admin', 'EIS User', and 'TCC User'. Below that is an 'Organisation' section with links for 'Bulk Contract Change', 'Enrolment Evidence Upload', 'Organisation Details', 'Submitted Contract Changes', and 'Training Plan Uploads'. At the bottom, there is a pagination control showing '1' of 2 items per page.

2 From the **Employer Incentive** page, select **View Entitlements**.

The screenshot shows the 'Jobs and Skills WA Employer Incentive' page. A red box highlights the 'View Entitlements' link in the right-hand sidebar, with a red arrow pointing to it. A large red letter 'B' is overlaid on the page. The page content includes a heading 'Jobs and Skills WA Employer Incentive', a paragraph about the incentive introduced on 1 July 2019, and links for 'View Training Contract Eligibility & Estimates' and 'View Entitlements'. The sidebar also contains a link for 'View Training Contract Eligibility & Estimates'.

Your entitlements for eligible contracts will appear in one of the following tables:

- Pending entitlements:** entitlements that have not reached the relevant milestone date.
- Active entitlements:** entitlements that have reached their milestone date.

To submit a claim, the claim status must be **Ready to Claim**. Before an entitlement is ready to claim you must complete all outstanding tasks. Refer to the user guides on completing outstanding tasks in WAAMS, available at jobsandskills.wa.gov.au/employerincentive or contact Apprenticeship Office for more information.

- Once the claim status is **Ready to Claim**, select the **Details** icon to complete your claim.

Active entitlements

The table below shows incentive milestone payments that have reached a milestone payment point. Payment for training contracts with a green tick in the status column can be claimed by selecting the Details heading. Following the prompts. For training contracts with a yellow tick in the status column, outstanding tasks need to be completed before a payment can be claimed. Details of these tasks for each training contract are displayed when you select the corresponding icon in the Details column.

Status	Learner	TC id	Type	App Open Date	App Close Date	Amount	Claim Status	Details
▶ ✓			Commencement	27 Nov 2019	27 Nov 2020	\$1,912.50	Ready to Claim	📄
▶ ✓			Commencement	27 Nov 2019	27 Nov 2020	\$1,912.50	Ready to Claim	📄
▶ ✓			Commencement	27 Nov 2019	27 Nov 2020	\$2,550.00	Ready to Claim	📄
▶ ✓			Commencement	27 Nov 2019	27 Nov 2020	\$1,912.50	Ready to Claim	📄
▶ ✓			Commencement	27 Nov 2019	27 Nov 2020	\$1,912.50	Ready to Claim	📄

1 - 5 of 5 items

- From the **Employer incentive claim** page, navigate to the **Payment Details** and expand the heading for the relevant entitlement type.

Employer incentive claim

The Employer Incentive Claim is calculated based on information in the Training Contract lodged with the Apprenticeship Office. Please review the below information to ensure it is correct before submitting.

Training Contract (TC)

Apprentice/Trainee	TC id	TC Start Date	TC Status	Traineeship/Apprenticeship	Total Est. Incentive
		28 May 2019	Active	TR09990 LEADERSHIP AND MANAGEMENT (LEVEL 4)	\$3,825.00

Base Entitlement

Contract Type	Nominal Term (Months)
Traineeship	18

Eligibility criteria

The tables that follow provide detail about the status of eligibility criteria and detailed information about estimated incentive payments for each training contract.

- + Assessment eligibility criteria
- + Incentive eligibility criteria
- + Entitlement eligibility criteria
- + Incentive task criteria
- + Loadings

Payment Details

Payment details listed below include claim dates, entitlement status, entitlement type and payment estimates.

- + Commencement Payment Details
- + Completion Payment Details
- + Incentive Change History

- Once you have expanded the entitlement type, you can upload your employment proof documentation (or completion evidence for completion entitlements). **A payslip which includes the period of the claim open date** could be used as an example of employment evidence. If you provide a payslip that does not cover the claim open the assessment of your claim might be delayed.

Payment Details

Payment details provided below include claim dates, entitlement status, entitlement type and payment estimates.

- Commencement Payment Details

Entitlement Type	Claim Open Date	Claim Close Date	Claim Status
Commencement	27 Nov 2019	27 Nov 2020	Ready to Claim

Payment Type	Start Date	End Date	Applicable Days	Percentage	Amount
Base amount	28 May 2019	27 Nov 2019	183	-	\$1,593.75
Region 2-Pilbara	28 May 2019	27 Nov 2019	183	20%	\$318.75
Estimated total payment					\$1,912.50

Employment proof documentation is required, click here to upload employment confirmation

+ Completion Payment Details

6 From the **Upload Entitlement Evidence** page, select **Browse** to locate the relevant entitlement and submit.

Organisation Contracts Incoming Training Contracts Employer Incentive Scott Radici Log out

Home / Employer Incentive / Upload Entitlement Evidence

Name

Total Amount
\$3,825,000

Milestone
Commencement

Amount
\$1,912,500

Proof of Employment *

Browse

Submit

7 Once you have successfully uploaded your evidence, navigate back to the relevant entitlement type (see image D and E).

You must agree to the **Jobs and Skills WA Employer Incentive Terms and Conditions** before you can submit your claim.

Payment Details

Payment details provided below include claim dates, entitlement status, entitlement type and payment estimates.

- Commencement Payment Details

Entitlement Type	Claim Open Date	Claim Close Date	Claim Status
Commencement	27 Nov 2019	27 Nov 2020	Ready to Claim

Payment Type	Start Date	End Date	Applicable Days	Percentage	Amount
Base amount	28 May 2019	27 Nov 2019	183	-	\$1,593.75
Region 2-Pilbara	28 May 2019	27 Nov 2019	183	20%	\$318.75
Estimated total payment					\$1,912.50

Employment proof documentation has been uploaded

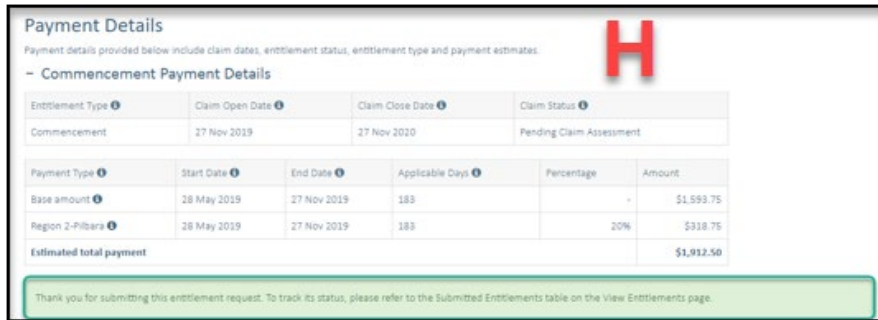
I agree to the Jobs and Skills WA Employer Incentive Terms and Conditions (view Summary of terms and conditions), and acknowledge that without limitation to those terms and conditions, incentive payments may be recovered where the employer:

- becomes liable for payroll tax;
- becomes eligible for a Construction Training Fund incentive;
- fails to act in good faith, for example by making a non-genuine claim, or manipulating the incentive as evidenced by their retrenchment or recruitment patterns;
- has no basis for claiming, or entitlement to, the payment;
- has provided to the Department incorrect, misleading or deceptive information under or in connection with the incentive;
- has withheld from the Department information relevant to the employer's entitlement, if any, under the incentive;
- is not providing a genuine or appropriate employment and training opportunity for the apprentice or trainee;
- is not meeting their workplace obligations to the apprentice or trainee;
- or
- is otherwise in breach of the terms and conditions.

*Please note, if a representative from this organisation updates the organisation's bank account details before this claim is approved, the payment will be sent to the updated account.

Claim

8 You will receive a success message once the claim has been submitted.



Payment Details

Payment details provided below include claim dates, entitlement status, entitlement type and payment estimates.

- Commencement Payment Details

Entitlement Type	Claim Open Date	Claim Close Date	Claim Status
Commencement	27 Nov 2019	27 Nov 2020	Pending Claim Assessment

Payment Type	Start Date	End Date	Applicable Days	Percentage	Amount
Base amount	28 May 2019	27 Nov 2019	183	-	\$1,593.75
Region 2-Pilbara	28 May 2019	27 Nov 2019	183	20%	\$318.75
Estimated total payment					\$1,912.50

Thank you for submitting this entitlement request. To track its status, please refer to the Submitted Entitlements table on the View Entitlements page.

Claims are normally processed within 28 days of submission. If you require any assistance with WAAMS, please contact Apprenticeship Office on 13 19 54 or email at rai.projects@dtwd.wa.gov.au.