



Submitting Defence Industry Incentive claim

Employers participating in the Defence Industry Incentive can submit their incentive claims in the Western Australian Apprenticeship Management System (WAAMS).

Getting started – Setting up employer incentive user roles

To manage employer incentives, confirm you are set up with the appropriate user roles. To submit an incentive, Employer Incentive Scheme (EIS) and/or Financial Admin user access is required. For assistance setting up your user roles, **view the user guide on access levels in WAAMS**, available at waamsportal.dtwd.wa.gov.au/ or contact Apprenticeship Office on 13 19 54 (for callers outside of WA, please call 08 6551 5499).

Check **My Permissions** to verify you have EIS user access or Financial Administrator access.

The screenshot shows the WAAMS portal interface. The top navigation bar includes tabs for Organisation, Contracts, Incoming Training Contracts, Employer Incentive, Reengagement Incentive, and Defence Industry Incentive. The main content area is titled 'Noticeboard' and contains a table with the following data:

Subject	Created On...	Status	Training Contrac...	Full Name	
Jobs and Skills WA Employer Incentive eligibility for new training contract	18 Nov 2020	Received			View contract

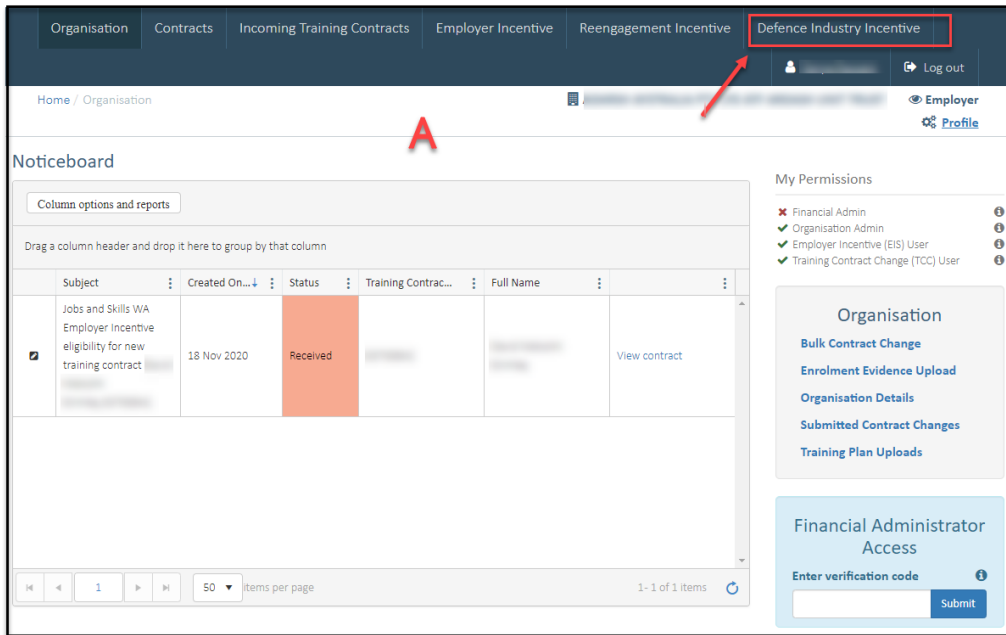
The 'My Permissions' section is highlighted in red and lists the following permissions:

- Financial Admin (with a red 'x' icon)
- Organisation Admin (with a green checkmark icon)
- Employer Incentive (EIS) User (with a green checkmark icon)
- Training Contract Change (TCC) User (with a green checkmark icon)

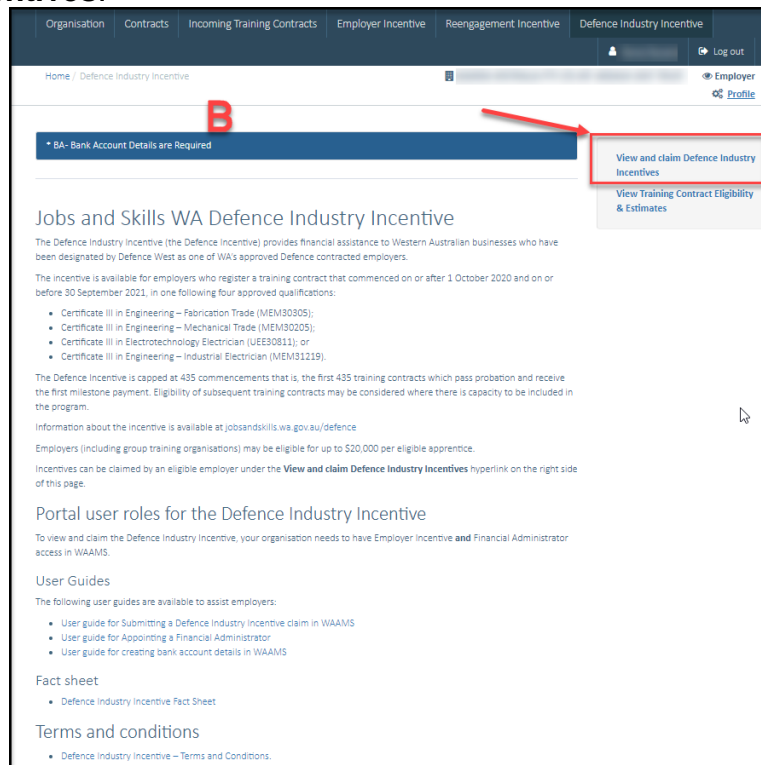
Below the permissions list, there are sections for 'Organisation' and 'Financial Administrator Access'. The 'Organisation' section includes links for Bulk Contract Change, Enrolment Evidence Upload, Organisation Details, Submitted Contract Changes, and Training Plan Uploads. The 'Financial Administrator Access' section includes a field for 'Enter verification code' and a 'Submit' button.

Submitting a claim

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



2. From the **Defence Industry Incentive** page, select **View and claim Defence Industry Incentives**.



Your Defence Industry Incentives will appear in one of the following tables:

- a) **Pending Defence Industry Incentives:** Incentives that have not yet reached the claim open date.

If your **Claim Status** refers to **Task Incomplete**, you may need to add bank account details, Unique Student ID (USI) or to upload a copy of the signed training plan.

Select the **Fix it** icon to complete required tasks.

Pending Defence Industry Incentives

The table below shows incentives with a future claim open date that is, when the probation period expires.

The amber tick indicates that the incentive is pending until the contract reaches the claim open date, when it will move down to the **Active Defence Industry Incentives** table below.

Column options and reports

Status	Learner	TC Id	Type	App Open Date	App Close Date	Amount	Claim Status	Details
Amber Tick			Commencement	14 Jan 2021	14 Jan 2022	\$9,933.38	Tasks Incomplete	Fix it

Incentive Eligibility

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

Status	Learner	TC Id	Type	App Open Date	App Close Date	Amount	Claim Status	Details
Green Tick			Midpoint	14 Oct 2021	14 Oct 2022	\$6,000.00	Not Ready	Fix it
Green Tick			Completion	14 Oct 2022	14 Oct 2023	\$4,000.00	Not Ready	Fix it
Amber Tick			Commencement	05 Jan 2021	05 Jan 2022	\$2,912.04	Tasks Incomplete	Fix it

1- 50 of 52 items

b) **Active Defence Industry Incentives:** Incentives that have reached their milestone date (claim open date).

To submit a claim, the claim status must be showing as **Ready to Claim**.

3. Once the claim status is showing as **Ready to Claim**, select the **Submit Claim** icon to complete your claim.

The claim remains open for twelve months from the claim open date.

Active Defence Industry Incentives

The table below shows active incentives that is, the incentives that have reached the claim open date and are ready to be claimed. The claim remains open for 3 months from the end date of the probation period.

The amber tick in the **Status** column, indicates that there are tasks to be completed before you can submit your claim. To action outstanding tasks, expand the incentive by selecting the arrow that can be found next to the amber tick. Once you have completed the outstanding tasks, the **Claim Status** will change to **Ready to claim**.

A green tick in the **Status** column and a **Claim Status** of **Ready to claim**, indicates that all tasks have been completed and the claim can be submitted. Click on the icon in the **Submit Claim** column to submit your claim.

Column options and reports

Status	Learner	TC Id	Type	Claim Open Date	Claim Close Date	Amount	Claim Status	Submit Claim
Amber Tick		1105663A2	Commencement	03 Nov 2020	03 Nov 2021	\$10,000.00	Tasks Incomplete	Fix it
Green Tick			Commencement	15 Oct 2020	15 Oct 2021	\$10,000.00	Ready to Claim	Submit Claim
Amber Tick			Commencement	22 Oct 2020	22 Oct 2021	\$10,000.00	Tasks Incomplete	Fix it
Amber Tick			Commencement	22 Oct 2020	22 Oct 2021	\$10,000.00	Tasks Incomplete	Fix it
Amber Tick			Commencement	22 Oct 2020	22 Oct 2021	\$10,000.00	Tasks Incomplete	Fix it

1- 7 of 7 items

- From the Defence Industry Incentive (DII) Details claim page, navigate to the **Defence Industry Incentive Payment Details (TC)** and click the **Browse** icon to upload the employment evidence (eg payslip).

Once you have uploaded your employment evidence, click on the blue **Upload** button.

Organisation Contracts Incoming Training Contracts Employer Incentive Reengagement Incentive Defence Industry Incentive

Home / Defence Industry Incentive Incentive Details

Employer Profile

View and claim Entitlements View Eligible Training Contracts GTO Reporting

Defence Industry Incentive Claim

An employer's eligibility for the Defence Industry Incentive is assessed using the details provided in the training contract.

Training Contract (TC)

Apprentice/Trainee	TC Id	TC Start Date	Probation Period End Date	TC Status	Traineeship/Apprenticeship
		15 Jul 2020	15 Oct 2020	Active	AP01400 ENGINEERING TRADESPERSON FABRICATION (MARINE)

Eligibility criteria

The tables that follow provide details regarding an employer's eligibility status for the Defence Industry Incentive, and the incentive tasks required in order to successfully submit a claim. Click the headers below to view each set of criteria.

- + Assessment eligibility criteria ⓘ
- + Incentive eligibility criteria ⓘ
- + Incentive task criteria ⓘ

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	15 Oct 2020	15 Oct 2021	Ready to Claim

Payment Type ⓘ	Start Date ⓘ	End Date ⓘ	Pro Rata Days ⓘ	Percentage	Amount
Base amount ⓘ	15 Jul 2020	15 Oct 2020	92	-	\$10,000.00
Estimated total payment					\$10,000.00

Employment evidence is required. Click the Browse to upload employment evidence (e.g. payslip) *

Browse

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.png;.jpg;.bmp;.jpeg;.xls;.xlsx;.zip

Payslips (or other employment evidence) must cover the claim open date of the incentive.

For example, the apprentice's claim open date is 15/10/2020. The employer is submitting their claim on the 26/11/2020. The payslip must include the date range that incorporates 15/10/2020. A payslip including the 26/11/2020 is not required.

Upload

- Once you have successfully uploaded your employment evidence (eg payslip), you must agree to the **Defence Industry Incentive Terms and Conditions** before you can submit the claim.

Home / Defence Industry Incentive / Incentive Details

Employer Profile

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Defence Industry Incentive Claim

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Training Contract (TC)

Apprentice/Trainee	TC Id	TC Start Date	Probation Period End Date	TC Status	Traineeship/Apprenticeship
		15 Jul 2020	15 Oct 2020	Active	AP01400 ENGINEERING TRADESPERSON FABRICATION (MARINE)

Eligibility criteria

The tables that follow provide details regarding an employer's eligibility status for the Defence Industry Incentive, and the Incentive tasks required in order to successfully submit a claim. Click the headers below to view each set of criteria.

- + Assessment eligibility criteria
- + Incentive eligibility criteria
- + Incentive task criteria

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	15 Oct 2020	15 Oct 2021	Ready to Claim

Payment Type	Start Date	End Date	Pro Rata Days	Percentage	Amount
Base amount	15 Jul 2020	15 Oct 2020	92	-	\$10,000.00
Estimated total payment					\$10,000.00

Employment proof documentation has been uploaded

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

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

The claim status should reflect **Pending Claim Assessment**. Your incentive will be assessed by the Department and you will be notified of the outcome.

Home / Defence Industry Incentive / Incentive Details

Employer Profile

View and claim Entitlements View Eligible Training Contracts GTO Reporting

Defence Industry Incentive Estimate

An employer's eligibility for the Defence Industry Incentive is assessed using the details provided in the training contract.

Training Contract (TC)

Apprentice/Trainee	TC Id	TC Start Date	Probation Period End Date	TC Status	Traineeship/Apprenticeship
		15 Jul 2020	15 Oct 2020	Active	APD1400 ENGINEERING TRADESPERSON FABRICATION (MARINE)

Eligibility criteria

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- + Incentive eligibility criteria ⓘ
- + Incentive task criteria ⓘ

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	15 Oct 2020	15 Oct 2021	Pending Claim Assessment

Payment Type ⓘ	Start Date ⓘ	End Date ⓘ	Pro Rata Days ⓘ	Percentage	Amount
Base amount ⓘ	15 Jul 2020	15 Oct 2020	92		\$10,000.00
Estimated total payment					\$10,000.00

Employment proof documentation has been uploaded

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

- + Midpoint Payment Details
- + Completion Payment Details

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