



Submitting an Apprenticeship and Traineeship Reengagement Incentive claim

Employers participating in the Apprenticeship and Traineeship Reengagement 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 web application interface. The top navigation bar includes tabs for Organisation, Contracts, Incoming Training Contracts, Employer Incentive, and Reengagement Incentive. The main content area is titled 'Noticeboard' and contains a table with columns for Subject, Created On, Status, Training Contract, and Full Name. The table is currently empty, displaying 'No records available.' A dropdown menu is open, showing 'My Permissions' with the following roles: Financial Admin (marked with a red X), Organisation Admin (checked), Employer Incentive (EIS) User (checked), and Training Contract Change (TCC) User (checked). The right sidebar contains an 'Organisation' section with links for Bulk Contract Change, Enrolment Evidence Upload, Organisation Details, Submitted Contract Changes, and Training Plan Uploads.

Submitting a claim

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

The screenshot shows the WAAMS landing page with the following elements:

- Top navigation bar: Organisation, Contracts, Incoming Training Contracts, Employer Incentive, **Reengagement Incentive** (highlighted with a red box), Log out.
- Breadcrumb: Home / Organisation (with a red 'A' over it).
- Noticeboard: A table with columns: Subject, Created On..., Status, Training Contract..., Full Name. The table is empty with the message "No records available." Below the table, it shows "50 items per page" and "No items to display".
- My Permissions: A list of permissions with status indicators: Financial Admin (red X), Organisation Admin (green check), Employer Incentive (EIS) User (green check), Training Contract Change (TCC) User (green check).
- Organisation menu: Bulk Contract Change, Enrolment Evidence Upload, Organisation Details, Submitted Contract Changes, Training Plan Uploads.

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

The screenshot shows the 'Apprenticeship and Traineeship Reengagement Incentive' page with the following elements:

- Top navigation bar: Organisation, Contracts, Incoming Training Contracts, Employer Incentive, **Reengagement Incentive**, Log out.
- Breadcrumb: Home / Reengagement Incentive (with a red 'B' over it).
- Section Header: Apprenticeship and Traineeship Reengagement Incentive.
- Text: The Apprenticeship and Traineeship Reengagement Incentive (the Reengagement Incentive) provides financial assistance to Western Australian businesses when they employ an apprentice or trainee whose training contract was terminated by a previous employer on or after 1 March 2020 and on or before 30 June 2021.
- Text: Eligible employers (including group training organisations) will receive a one off payment of \$6,000 for reengaging an apprentice and \$3,000 for reengaging a trainee (subject to the Reengagement Incentive Terms and Conditions).
- Text: The incentive is payable after the apprentice or trainee's probation period has passed. Incentives can be claimed by an eligible employer under the 'View and claim Reengagement Incentives' hyperlink on the right side of this page.
- Section Header: Portal user roles for the Reengagement Incentive.
- Text: **To view and claim the Reengagement Incentive**, your organisation needs to have Employer Incentive **and** Financial Administrator access in WAAMS.
- Text: Your organisation's nominated Financial Administrator is able to enter bank account details into WAAMS, and Employer Incentive user access enables you to claim the Reengagement Incentive.
- Section Header: User Guides.
- Text: If your organisation does not currently have the required user access levels in WAAMS, the following user guides can assist you in the process of setting up this access:
- List of User Guides:
 - User guide for WAAMS access levels
 - User guide for Appointing a Financial Administrator
 - User guide for creating bank account details in WAAMS
- Button: **View and claim Reengagement Incentives** (highlighted with a red box and pointed to by a red arrow).

Your Reengagement Incentives will appear in one of the following tables:

- a) **Pending Reengagement Incentives:** Incentives that have not yet reached the claim open date (when the probation period expires).

If your **Claim Status** refers to **Task Incomplete**, you will need to add bank account details or Unique Student ID (USI). Select the **Fix it** icon to complete your following tasks.

Pending Reengagement 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 Reengagement Incentives** table below.

If the contract displays a red cross, the contract is out of scope. When the contract passes its probation period, the incentive will move down to the **Out of Scope Reengagement Incentives** table at the bottom of this page. To view the reason why the contract is out of scope, select the arrow in the status column to expand the incentive details.

| Column options and reports | | | | | | | |
|----------------------------|---------|-------|-----------------|------------------|------------|------------------|---------|
| Status | Learner | TC Id | Claim Open Date | Claim Close Date | Amount | Claim Status | Details |
| | | | 03 Oct 2020 | 02 Jan 2021 | \$6,000.00 | Tasks Incomplete | |

Incentive Eligibility

| Eligibility Requirement | Status | Action |
|---|------------|--------|
| Bank Account is Required | Incomplete | Fix it |
| Employer must not be in the same group as previous employer | Incomplete | |
| Training Plan Notification - RTO | Incomplete | |

1 - 2 of 2 items

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

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

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


The claim remains open for three months from the end date of probation period.

Active Reengagement Incentives D

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 | Claim Open Date | Claim Close Date | Amount | Claim Status | Submit Claim |
| ▶ | ✓ | | | 28 Aug 2020 | 27 Nov 2020 | \$6,000.00 | Ready to Claim |  |

50 items per page 1 - 1 of 1 items

- From the Apprenticeship and Traineeship Reengagement Incentive (ATRI) Details claim page, navigate to the **Reengagement 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.

Home / Reengagement Incentive / ATRI Details

Employer Profile

Reengagement Incentive

An employer's eligibility for the Reengagement Incentive is assessed using the details provided in the training contract at the date the probation period has expired.

Training Contract (TC)

| Apprentice/Trainee | TC Id | TC Start Date | Probation Period End Date | TC Status | Traineeship/Apprenticeship |
|--------------------|-------|---------------|---------------------------|-----------|------------------------------|
| | | | 26 Aug 2020 | Active | AP00660 ELECTRICAL MECHANICS |

Reengagement Incentive Payment Details (TC)

| Apprentice/Trainee | TC Id | Incentive Amount | Claim Open Date | Claim Close Date | Eligibility Status | Claim Status |
|--------------------|-------|------------------|-----------------|------------------|--------------------|----------------|
| | | \$6,000.00 | 27 Aug 2020 | 26 Nov 2020 | In Scope | Ready to Claim |

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 1/3/2020. The employer is submitting their claim on the 1/5/2020. The payslip must include the date range that incorporates 1/3/2020. A payslip including the 1/5/2010 is not required.

Upload

Note: If the apprentice or trainee completes within their probation period, you will need to provide a copy of the Training Contract Completion form (TCC) rather than providing employment evidence (eg.payslip). You can obtain a copy of the completion document from your registered training organisation.

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

Home / Reengagement Incentive / ATRI Details

Employer Profile

F

View Reengagement Incentive

Reengagement Incentive

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Reengagement Incentive Payment Details (TC)

| Apprentice/Trainee | TC Id | Incentive Amount | Claim Open Date | Claim Close Date | Eligibility Status | Claim Status |
|--------------------|-------|------------------|-----------------|------------------|--------------------|----------------|
| | | \$6,000.00 | 27 Aug 2020 | 26 Nov 2020 | In Scope | Ready to Claim |

Employment proof documentation has been uploaded

I agree to the Apprenticeship and Traineeship Reengagement Incentive Terms and Conditions and acknowledge that incentive payments may be recovered where:

- the employer or GTO has provided incorrect, misleading or deceptive information to the Department under or in connection with, the Re-engagement Incentive;
- the employer or GTO has, under or in connection with the Re-engagement Incentive, withheld relevant information from the Department; or
- there is no lawful basis for, or entitlement to, the Reengagement Incentive payment.

*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 / Reengagement Incentive / ATRI Details Employer Profile

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

 [View Reengagement Incentive](#)

Reengagement Incentive


An employer's eligibility for the Reengagement Incentive is assessed using the details provided in the training contract at the date the probation period has expired.

Training Contract (TC)

| Apprentice/Trainee | TC Id | TC Start Date | Probation Period End Date | TC Status | Traineeship/Apprenticeship |
|--------------------|-------|---------------|---------------------------|-----------|--|
| | | | 25 Aug 2020 | Active | TR09890 HOSPITALITY OPERATIONS (LEVEL 3) |

Reengagement Incentive Payment Details (TC)

| Apprentice/Trainee | TC Id | Incentive Amount | Claim Open Date | Claim Close Date | Eligibility Status | Claim Status |
|--------------------|-------|------------------|-----------------|------------------|--------------------|--------------------------|
| | | \$3,000.00 | 26 Aug 2020 | 25 Nov 2020 | In Scope | Pending Claim Assessment |

 Employment proof documentation has been uploaded

Eligibility criteria

The tables that follow provide details regarding an employer's eligibility status for the Reengagement 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 ⓘ

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