



FACT SHEET

Claiming the Defence Industry Existing Worker Incentive

The *Defence Industry Existing Worker Incentive* (DIEWI) provides financial assistance to Western Australian businesses who provide existing workers with the opportunity to complete a traineeship in the defence industry, and who have an active training contract registered with the Department of Training and Workforce Development (the Department) on or after 1 July 2022.

Employers, including group training organisations (GTOs), are able to review their eligibility for the DIEWI, and claim payments at each milestone payment point; by accessing the Department's Western Australian Apprenticeship Management System (WAAMS) online client portal.

Calculation of payments

Training contracts are assessed at the point of registration and again at each milestone payment point. If the contract is found to be eligible for the DIEWI, a payment estimate will be determined and displayed for viewing by the employer in the WAAMS online client portal.

Viewing milestone payments

By accessing WAAMS, employers are able to view the following information about eligible training contracts:

- details of each payment milestone including payment amounts;
- claim open and end dates; and
- any incomplete tasks that require the employer's attention before they can make an application. For example, the uploading of proof of employment documentation, submission of an enrolment form and so on.

Incentive payment milestones are termed 'entitlements' in the WAAMS portal. Eligible employers may receive up to two entitlements, this is dependent on the employer reaching the milestone payment points and demonstrating eligibility for an entitlement at these points (see the *Defence Industry Existing Worker Incentive – Incentive payments fact sheet* for detailed information about milestone payments/entitlements).

If a change has been made to the training contract before or after a milestone payment point has been reached, incentive payments may be recalculated and the employer may be entitled to a pro-rata payment. For more information about the impact of training contract changes on Incentive payments, please see the *Defence Industry Existing Worker Incentive – Incentive payments fact sheet*.

Employers are able to view recalculated payments in the WAAMS online client portal.

Claiming incentive payments

Employers must demonstrate eligibility for an entitlement at each milestone payment point. If the milestone has been reached and all eligibility criteria have been met, then the employer is eligible to submit a claim for the entitlement in the WAAMS portal. Claims for entitlements must be made within 12 months of the claim open date of each milestone.

To claim incentive payments once the claim open date has been reached, eligible employers must upload the following documentation to WAAMS at each payment milestone point:

- a training plan which has been signed by all parties to the training contract and the nominated registered training organisation (RTO) (commencement only);
- an enrolment form or proof of enrolment that shows the apprentice's enrolment has been confirmed/is active; and
- proof of employment documentation eg a payslip; showing that the employment date matches the claim open date.

Using WAAMS to access DIEWI payments

To view eligibility for the DIEWI, review entitlement payments, make claims and have payments made to their nominated bank account; employers require the following WAAMS access levels.

- **WAAMS online client portal login** (waamsportal.dtwd.wa.gov.au)
This gives employers access to view their training contracts and make approved changes as required
- **Employer Incentive User**
This gives employers the ability to claim incentives and view incentive payments that have been calculated in the system for their organisation
- **Financial Administrator**
The organisation's nominated financial administrator can create and edit their organisation's bank details and payroll tax status, and view the incentive payments that have been calculated for their organisation

DIEWI payments cannot be made until all three access levels have been set up by employers in WAAMS. User guides that can assist employers to set up required access levels and make incentive claims can be found at jobsandskills.wa.gov.au/employerincentive.

Training videos to assist employers manage their training contracts in WAAMS for example, submit training contract changes; can be found at dtwd.wa.gov.au/waams.

Further information

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