



FACT SHEET

Eligibility for the Jobs and Skills WA Employer Incentive

The Jobs and Skills WA Employer Incentive

The Jobs and Skills WA Employer Incentive (the Employer Incentive) provides financial assistance to Western Australian businesses who employ an apprentice or new entrant trainee, and who have lodged the training contract for registration, on or after 1 July 2019.

The aim of the Incentive is to increase apprenticeship and traineeship commencements by assisting employers to meet the costs of employing an apprentice or trainee.

Accessing the Incentive

Employers do not need to apply for the Incentive. When a training contract is registered, employers will receive an automated notification if they have been assessed as eligible to receive the Employer Incentive, through the Western Australian Apprenticeship Management System (WAAMS) online client portal.

Information about the Incentive and estimated payments to be made to each employer is also available through WAAMS and the *Jobs and Skills WA Employer Incentive – Incentive payments fact sheet*.

Training contract information

Australian Apprenticeships Support Network (AASN) providers work with the employer and the apprentice/trainee to establish the apprenticeship/traineeship. Once the training contract is signed, the AASN provider lodges it with the Department of Training and Workforce Development Apprenticeship Office for registration.

The information in the training contract is uploaded to WAAMS and is used to assess employer eligibility and to calculate Employer Incentive payments. It is therefore important that the information provided in the training contract is accurate.

The Department also undertakes additional checks at each Employer Incentive milestone payment point before employers are able to claim payments. Detailed information about these checks can be found in the *Jobs and Skills WA Employer Incentive – Terms and Conditions*.

Eligibility criteria

Employers who **are eligible** to access the Employer Incentive are:

- employers of new entrant trainees;
- employers of apprentices with assessable wages below the current payroll tax threshold ([see Office of the State Revenue for details](#));
- group training organisations (GTOs);
- Local Government and Government Trading Enterprises (GTEs) (see approved list of eligible Local Government Agencies and GTEs); and
- not for profit organisations.

Employers who **are not eligible** for the Employer Incentive are:

- employers of existing worker trainees;
- State and Commonwealth government agencies (see list of ineligible State and Commonwealth Government Agencies);
- employers of apprentices and trainees who live outside of Western Australia;
- employers of apprentices with assessable wages above the current payroll tax threshold;
- employing entities who do not pay wages directly to their apprentices/trainees but have these wages paid by a related subsidiary entity within a larger corporate group; and
- employers who are eligible to receive incentive payments for their apprentices or trainee from the Construction Training Fund (CTF).

Employers **may be eligible for partial payment** if:

- they are employing apprentices and their liability for payroll tax changes during the training contract;
- the apprentice or trainee moves in and out of WA during the course of their training contract;
- they employ an apprentice/trainee who commenced their training with another employer; and/or
- their eligibility to receive CTF grants changes during the period of the training contract.

Part time apprentices and trainees

Employers of part-time apprentices and new entrant trainees who meet all of the eligibility criteria, are eligible for the Employer Incentive. The employer is entitled to the same total incentive payment as for full-time apprentices/trainees, paid over the extended part-time nominal term of the training contract.

School-based apprentices and/or trainees (SBAT)

Employers of school-based apprentices and/or trainees (SBATs) are eligible for the Employer Incentive. Please note that students may undertake more than one SBAT however second and subsequent SBATs will not attract Incentive payments.

Temporary adjustment to eligibility for employers who re-engage a former trainee

Temporary adjustments have been made to eligibility settings to support employers to re-engage with their former trainees.

This temporary adjustment is applicable to training contracts that were terminated or cancelled between 1 March 2020 and 30 June 2021.

If an employer enters into a new training contract with their former trainee within six months of the termination of the former training contract, the trainee will continue to be recognised as a new entrant.

As a result of this temporary adjustment, and if all other eligibility requirements outlined above are met, the employer may be eligible to receive the Employer Incentive.



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Further information

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