



FACT SHEET

Frequently asked questions

How does an employer access the Jobs and Skills WA Employer Incentive?

When a training contract is registered, employers will receive notification and information about how to claim the Employer Incentive. Eligible employers have access to the Incentive through the Western Australian Apprenticeship Management System (WAAMS) online client portal.

Information about eligibility and estimated entitlements for each incentive milestone payment, will be available through WAAMS. Information about the Incentive is also available by accessing the [Jobs and Skills WA Employer Incentive – Eligibility fact sheet](#) and the [Jobs and Skills WA Employer Incentive – Incentive payments fact sheet](#).

How will employers be notified that they have been assessed as eligible to receive incentive payments?

All notifications relating to the Incentive will be issued through WAAMS. That is, whether an employer is eligible to receive incentive payments or whether further information is required.

WAAMS will also provide an estimate of payments based on information provided in the *Jobs and Skills WA Employer Incentive – Terms and Conditions*.

If an employer is assessed as not eligible for the Incentive, is there an opportunity for a review of the decision?

Yes, employers can request a review of the decision. Information about the review process can be found in the terms and conditions.

What happens if an apprentice or trainee changes employers during their training contract?

Apprentices and trainees often change employers during their training contract. When this happens, each employer may be eligible for a pro-rata payment based on the date the change occurred, upon reaching milestones.

What happens if the payroll tax exemption is less than the incentive payment?

At the completion of an apprenticeship, a top-up payment may be claimed by an employer of an apprentice whose payroll tax exemption is less than the incentive payment.

Employers can apply for a top-up payment at the end of the term of the apprenticeship and will be required to provide sufficient evidence to demonstrate the amount claimed for payroll tax exemption.

The Department of Training and Workforce Development (the Department) will administer the process, through the WAAMS online client portal and consult with the Office of State Revenue (OSR) to validate data and determine the correct top-up payment.

What happens when changes are made to the apprenticeship or traineeship during the term of the training contract?

Incentive payments are validated and paid at each payment milestone. If a change occurs during the course of the training contract for example, transfer of the apprentice or trainee to a new employer, change of qualification and so on; then this may affect incentive payments to the employer. When changes occur, pro-rata incentive payments, including loadings; will be calculated between the incentive milestone payment points. Information about pro-rata payments due to be paid to an employer will be made available to employers in the WAAMS portal.

What happens if an apprentice or trainee completes their training contract earlier than expected?

If an apprentice or trainee completes their training contract earlier than expected then the completion milestone payment will be:

- reduced on a pro-rata basis if **less than** 75% of the nominal term has been reached; or
- paid in full if **more than or equal to** 75% of the nominal term has been reached.

What happens to incentive payments if a training contract is suspended, cancelled or terminated?

If a training contract is suspended, incentive payments will also be suspended. If a training contract is cancelled or terminated, incentive payments will cease.

Does an employer have to repay an incentive payment if an apprentice or trainee leaves their employment after a milestone has been reached?

If the apprentice or trainee leaves after a milestone has been reached, the employer will not need to repay the incentive.

What incentive payments are available to employers of part-time apprentices and trainees?

Employers of part time apprentices and trainees may be eligible to receive the same total incentive payment as that available for full time apprentices and trainees; with payments spread over a longer period reflecting the extended term of training.

What incentive payments are available to employers of school-based apprentices or trainees?

Incentive payments will be applied to one school-based apprenticeship (SBA) or traineeship (SBT). Students may undertake more than one SBA or SBT, however, second and subsequent school-based apprenticeships and traineeships will not attract incentive payments.

Is there a limit to the number of claims an employer can make per financial year, or for an individual apprentice or trainee?

An employer may be entitled to claim incentive payments for each apprentice or new entrant trainee they employ. There is no limit on the number of apprentices or new entrant trainees an employer takes on.

Further information

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