



FACT SHEET

Summary of terms and conditions

The Jobs and Skills WA Employer Incentive (the 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**.

Eligibility

Employers, including group training organisations, are eligible for the incentive when they employ an apprentice or new entrant trainee who lives in WA, as outlined below.

Trainees

The trainee must be a new entrant trainee. This means the trainee must not have been employed with the same employer continuously for more than three months full time or 12 months casual or part time, or a combination of both, immediately prior to the commencement date of the training contract.

Apprentices

Employers are eligible for the incentive for both new entrant and existing worker employees undertaking apprenticeships, with the following exceptions:

- if the employer is liable for payroll tax, then a payroll tax exemption can be claimed for any apprentice employed by that employer (the employer may be eligible for the Incentive for trainees); or
- if the employer is a State or Commonwealth Government agency; or
- if the employer eligible to claim an incentive from the Construction Training Fund (CTF).

Employers may be eligible for a partial incentive payment if their liability for payroll tax changes or their eligibility to receive a CTF payment changes during the period of the training contract.

Claiming incentive payments

Employers can claim incentive payments at milestone points, if the apprentice or trainee is still employed and in training. Claims can be made via the WA Apprenticeship Management System (WAAMS) online portal at:

- commencement (available six months after commencement);
- mid-point (for apprenticeships only); and
- completion (the incentive is claimed at completion only for traineeships with a six or nine month duration).

Terms and conditions

To claim incentives, employers will be need to agree to the [*Jobs and Skills WA Employer Incentive – Terms and conditions*](#).

An employer may need to repay incentive monies if information provided is non-genuine, the incentive has been overpaid, or the employer has not met their workplace obligations to the apprentice or trainee.

Further information

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