



Employer incentives for group training organisations

Group training organisations (GTOs) registered with the Department are eligible to claim the WA Jobs and Skills Employer Incentive (the incentive). GTOs are required to pass the incentive on to host employers.

GTOs will be required to provide (and update) details of the host employers via the Western Australian Apprenticeship Management System (WAAMS) online client portal (see pages 1-6). WAAMS will allocate and display the payment amounts each host employer is entitled to during a milestone period (see pages 7-9).

GTOs can reflect periods of time where the apprentice or trainee is not allocated to a host employer in WAAMS. GTOs are eligible to retain the incentive payment for these periods (see pages 10—11).

Managing host employer details via the Change of Worksite Location on the WAAMS portal

To change the host employer worksite location for a training contract, the new host employer worksite/s must first be created. Where the host employer already exists in the WAAMS online client portal, skip ahead to step 5.

- 1 From the **Home** page select **Organisation Details**.

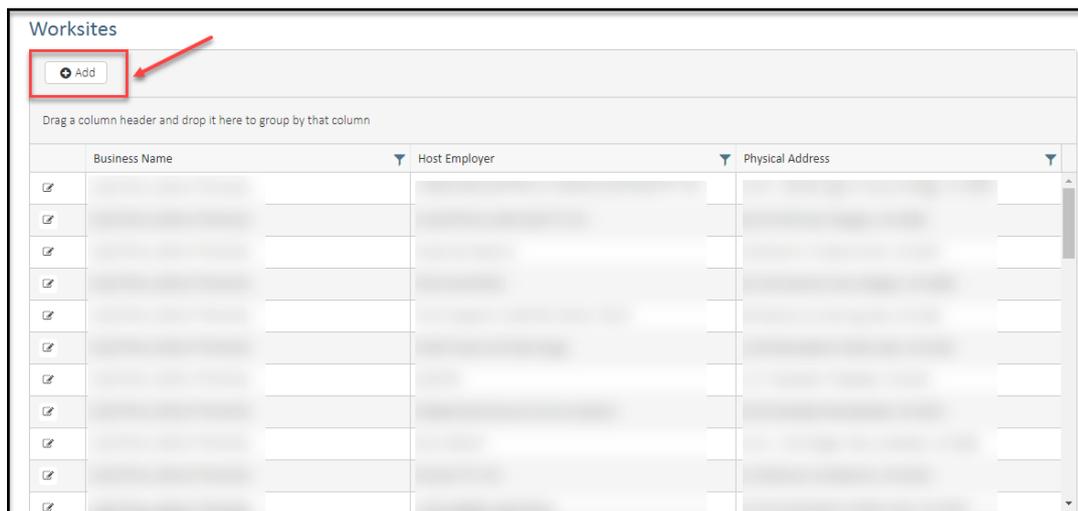
The screenshot shows the WAAMS portal Home page. At the top, there are navigation tabs: Organisation, Contracts, Incoming Training Contracts, and Employer Incentive. Below the navigation is a 'Noticeboard' section with a table of training contracts. The table has columns for Subject, Created On, Status, Training Contract ID, and Full Name. A red arrow points from the 'View contract' link in the first row to the 'Organisation Details' link in the sidebar menu.

Subject	Created On	Status	Training Contract ID	Full Name
Change of worksite location for [redacted] training contract, ID: [redacted]	17 Dec 2019	Received	[redacted]	[redacted]
Change of worksite location for [redacted] training contract, ID: [redacted]	27 Nov 2019	Received	[redacted]	[redacted]
Jobs and Skills WA Employer Incentive eligibility for new	26 Nov 2019	Received	[redacted]	[redacted]

- 2 Select **Edit Organisation Details**.

The screenshot shows the WAAMS portal Organisation Details page. At the top, there are navigation tabs: Organisation, Contracts, Incoming Training Contracts, and Employer Incentive. Below the navigation is a form with fields for Legal Name, Business Name, and ABN. A red arrow points from the 'Edit Organisation Details' button in the sidebar menu to the 'Edit Organisation Details' button in the form.

3 Scroll down to the **Worksites** grid and select **Add**.



4 Complete all the mandatory fields (*) at a minimum and select **Submit**.

Note – GTOs should select the **Business Name** to best reflect which of their office locations is responsible for the host employer worksite.

The screenshot shows a form for adding a worksite. The form is titled 'Worksites' and is part of the 'Edit Organisation Details' section for 'AAA GTO Pty Ltd'. The form contains several fields, some of which are mandatory (indicated by an asterisk *). Red arrows point to the mandatory fields: 'Business Name', 'Host Employer ABN', 'Host Employer', and 'Primary Contact'. The 'Business Name' field has a dropdown arrow. The 'Host Employer' field also has a dropdown arrow. The 'Physical Address' section consists of three text input fields. The 'Suburb' and 'Postcode' fields are also text input fields.

If the host employer worksite is construction-related and CTF claims will be made for this host employer, then you can declare “Yes”. Alternatively, you can declare “No” if CTF claims are not going to be made for this host employer’s worksite.

You can also declare if the host employer is a state of commonwealth government agency, which will help to assess the eligibility of related incentives.

Primary Email

Total Number of Supervisors

Total Number of Apprentices / Trainees

Principal Activity (ANZSIC)

2431 + Electric Cable and Wire Manufacturing

Host Employers that are eligible for Construction Training Fund payments
This host employer worksite is construction-related and CTF claims will be made for eligible apprentices/trainees that are placed here. (This will make this worksite out of scope of the EIS).
For information about CTF eligibility please see <https://ctf.wa.gov.au/industry/funding-support/>

Not Answered

Host Employers that are Government entities
The host employer is a State or Commonwealth government agency. (This will make the worksite out of scope of the EIS).
For a list of government agencies please see <https://www.jobsandskills.wa.gov.au/employerincentive>

Submit

Once all details on this page are completed, select **Submit**.

How to process a change of worksite location

To create the training contract change, navigate to the apprentice/trainee **Contract Details** page. Select **Change of Worksite Location** under the **Contract Changes** menu.

Organisation Contracts Incoming Training Contracts Employer Incentive Log out

Home / Contracts **Contract Details**

Employer Profile

Contract Parties

Apprentice/Trainee

Employer

Worksite

Registered Training Organisation

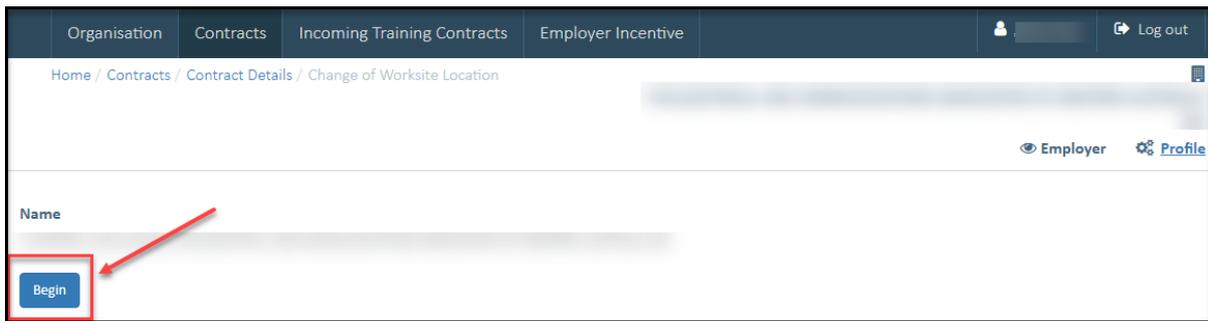
AASN Provider

Parent/Guardian

Contract Changes

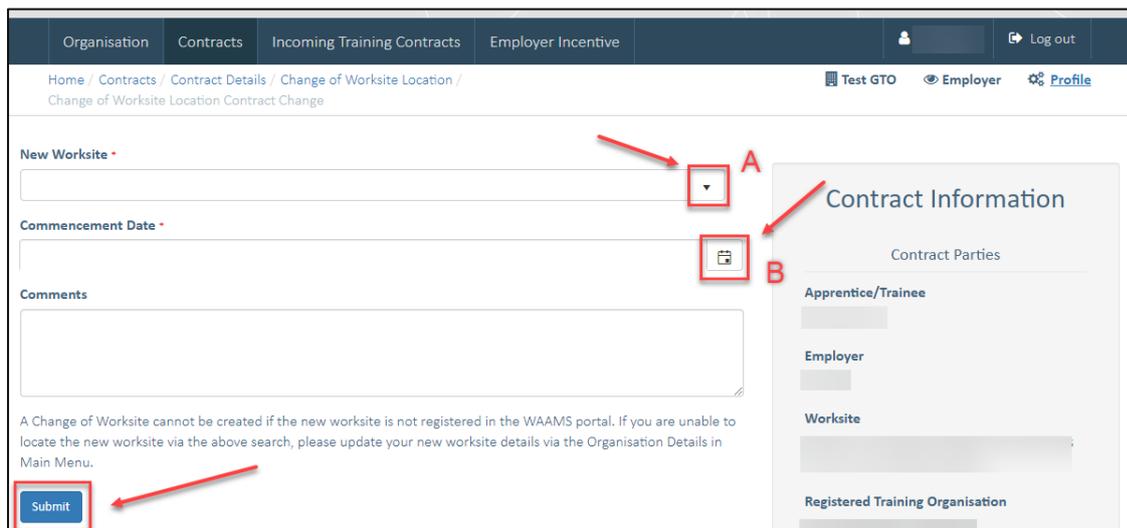
- Assignment of Contract
- Change of Apprentice/Trainee Name
- Change of Attendance Type and Hours
- Change of Qualification and RTO
- Change of Worksite Location**
- Contract and Probation Extension
- Employment Arrangement
- Notice To Terminate
- Other Contract Information
- Suspension and Lifting of Suspension

1 Select **Begin** to start the change of worksite location.

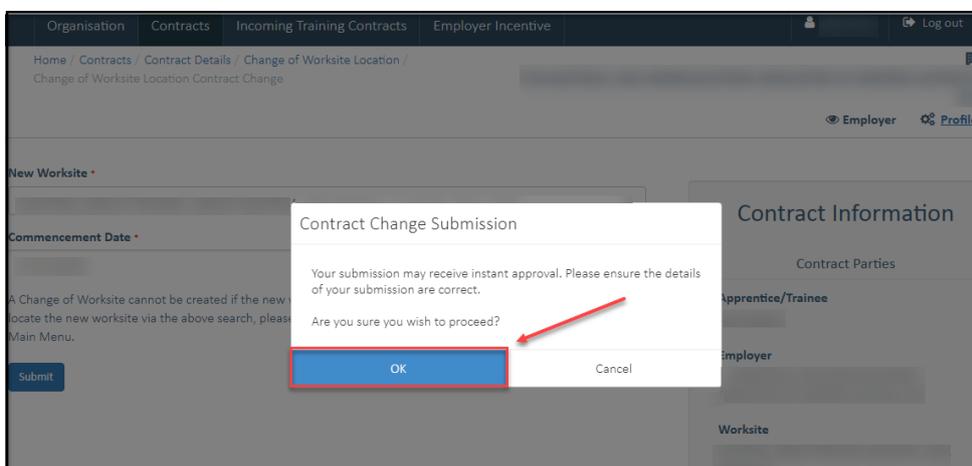


- 2 Select the new host employer from the **New Worksite** drop down menu.
 - a Select the calendar icon and enter or select the date the change of worksite location occurred.
 - b Select **Submit**.

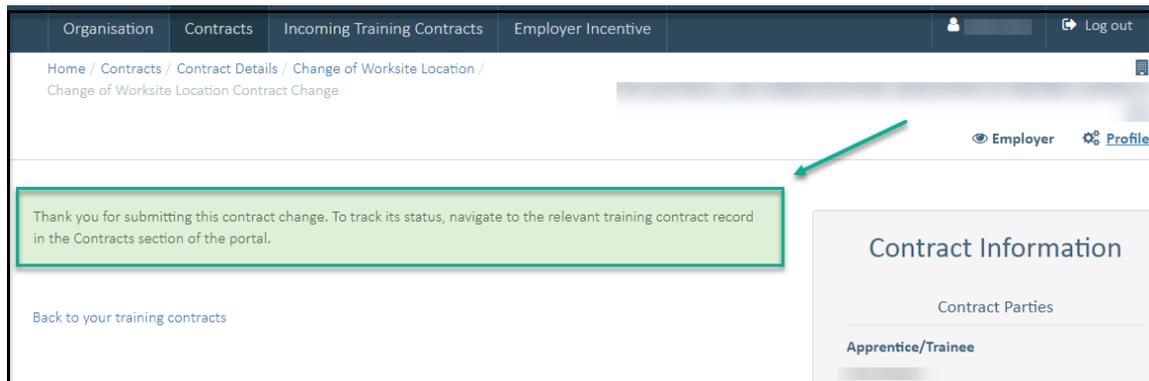
Note: Commencement dates in the future are not permitted for change of worksite locations.



3 You will be prompted to confirm the details of your submission are correct. Select **Cancel** to go back and make amendments or **OK** if you wish to proceed.



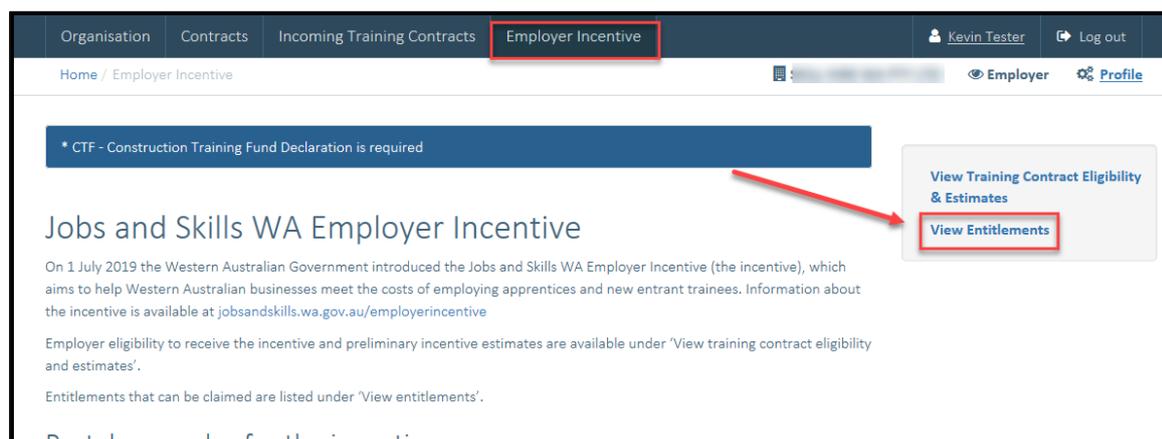
- If the training contract change has been submitted successfully, the following message should appear.



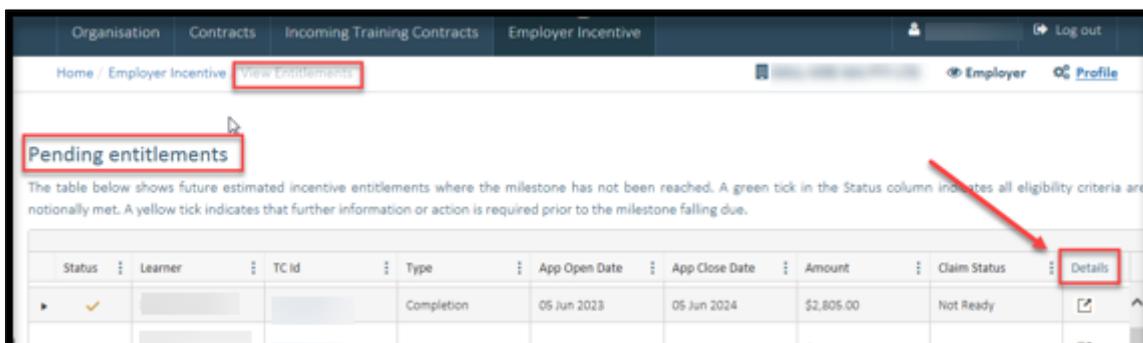
To track the status of your submission, select **Back to your training contracts** or via **Submitted Contract Changes** in the portal.

How to view the entitlement breakdown for hosting employers

To view your entitlements, select the **Employer Incentive** tab from the navigation ribbon and **View Entitlements** from the menu on the right-hand side of the page.



- Locate the entitlement from the relevant entitlement grid and click the pop out icon from the **Details** column. The employer incentive estimate will open in a new window.



- 2 Scroll down to **Payment Details** and select the **Commencement Payment Details tab** (or applicable Milestone Payment) to view the **Entitlement Breakdown for Hosting Employers**.

Payment Details

Payment details provided below include claim dates, entitlement status, entitlement type and payment estimates.

– Commencement Payment Details

Entitlement Type ⓘ	Claim Open Date ⓘ	Claim Close Date ⓘ	Claim Status ⓘ
Commencement	09 Apr 2020	09 Apr 2021	Tasks Incomplete

Estimated total payment \$3,740.00

+ Entitlement Breakdown for Hosting Employers 

+ Midpoint Payment Details

+ Completion Payment Details

+ Incentive Change History

The **Entitlement Breakdown for Hosting Employers** provides the estimated total payment for each host employer.

The example below shows the breakdown for an apprentice/trainee with a total of three host employers. The following information is displayed for each host employer.

- Payment type (base amount and any loadings)
- Start and end date
- Applicable days (time spent with host)
- The total payment amount

Host Employer #1

– Commencement Payment Details

Entitlement Type ⓘ	Claim Open Date ⓘ	Claim Close Date ⓘ	Claim Status ⓘ
Commencement	09 Apr 2020	09 Apr 2021	Tasks Incomplete

Estimated total payment \$3,740.00

– Entitlement Breakdown for Hosting Employers

Payment Type ⓘ	Start Date ⓘ	End Date ⓘ	Applicable Days ⓘ	Percentage	Amount
Base amount ⓘ	09 Oct 2019	18 Nov 2019	40	-	\$743.17
SPOL ⓘ	09 Oct 2019	18 Nov 2019	40	10%	\$74.32
Estimated total payment					\$817.49

Host Employer #2

Payment Type <i>i</i>	Start Date <i>i</i>	End Date <i>i</i>	Applicable Days <i>i</i>	Percentage	Amount
Base amount <i>i</i>	18 Nov 2019	19 Nov 2019	1	-	\$18.58
SPOL <i>i</i>	18 Nov 2019	19 Nov 2019	1	10%	\$1.86
Estimated total payment					\$20.44

Host Employer #3

Payment Type <i>i</i>	Start Date <i>i</i>	End Date <i>i</i>	Applicable Days <i>i</i>	Percentage	Amount
Base amount <i>i</i>	19 Nov 2019	03 Dec 2019	14	-	\$260.11
SPOL <i>i</i>	19 Nov 2019	03 Dec 2019	14	10%	\$26.01
Estimated total payment					\$286.12

Before submitting the claim, each entitlement should be checked to ensure the host employer breakdown and the payments are correct. Once a claim has been submitted, no further host employer changes can be made within a milestone period.

How to manage training contracts when the apprentice or trainee is between host employers and is being paid by the GTO

Where a GTO has paid the wages for the apprentice or trainee during periods between host employers or personal leave, the GTO may be entitled to the incentive.

The WAAMS online client portal allows GTOs to manage these periods of downtime by recording a training contract change to the worksite location. Select the **Downtime Site** from the **New Worksite** drop down menu (*refer to step 7*).

Note: Commencement dates in the future are not permitted for change of worksite locations.

Organisation
Contracts
Incoming Training Contracts
Employer Incentive

Home / Contracts / Contract Details / Change of Worksite Location / Change of Worksite Location Contract Change

New Worksite *

AAA GTO Pty Ltd - DOWNTIME SITE - FORRESTFIELD - Unit 3 271 Berkshire Rd

▼

Commencement Date *

20/01/2020

📅

A Change of Worksite cannot be created if the new worksite is not registered in the WAAMS portal. If you are unable to locate the new worksite via the above search, please update your new worksite details via the Organisation Details in Main Menu.

Submit

Pictured below is an example of the hosting employer breakdown where there has been a period of downtime:

- Entitlement Breakdown for Hosting Employers

DOWNTIME SITE

Payment Type ⓘ	Start Date ⓘ	End Date ⓘ	Applicable Days ⓘ	Percentage	Amount
Base amount ⓘ	14 Jan 2020	17 Jan 2020	3	-	\$17.42
SPOL ⓘ	14 Jan 2020	17 Jan 2020	3	10%	\$1.74
Aboriginal person ⓘ	14 Jan 2020	17 Jan 2020	3	10%	\$1.74
Estimated total payment					\$20.90

ABC HOST

Payment Type ⓘ	Start Date ⓘ	End Date ⓘ	Applicable Days ⓘ	Percentage	Amount
Base amount ⓘ	17 Jan 2020	24 Mar 2020	67	-	\$389.00
SPOL ⓘ	17 Jan 2020	24 Mar 2020	67	10%	\$38.90
Aboriginal person ⓘ	17 Jan 2020	24 Mar 2020	67	10%	\$38.90
Estimated total payment					\$466.80

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