



## FACT SHEET

# Claiming Employer Incentive payments

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.

Incentive payments reflect the nominal term of the apprenticeship or traineeship as listed on the *Register of Class A and B qualifications* (apprenticeship and traineeship list). Additional loadings provide higher payments for training that is identified as a State priority or training for priority groups. For more information about Incentive payments please see the *Jobs and Skills WA Employer Incentive – Incentive payments fact sheet*.

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

## Calculation of payments

Training contracts are assessed at the point of registration and if found to be eligible for the Incentive, a preliminary payment estimate will be determined and displayed for viewing by the employer in the WAAMS online client portal.

The preliminary estimate will include an estimate of the base payment, any relevant additional loadings and Incentive milestone dates for the training contract.

## 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;
- applicable loadings applied at each milestone payment point; and
- any incomplete tasks that require the employer's attention before they can make an application. For example, the uploading of a payslip, submission of an enrolment form and so on.

Incentive payment milestones are termed 'entitlements' in the WAAMS portal.

Employers may receive up to three entitlements for apprenticeships and two entitlements for traineeships, depending on the nominal duration of the qualification (see the *Jobs and Skills WA Employer Incentive – Incentive payments fact sheet* for detailed information about milestone payments/entitlements for apprenticeships/traineeships).

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 *Jobs and Skills WA Employer 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 milestone date.

To claim Incentive payments once the claim open date has been reached, eligible employers must upload the following.

#### **1 At commencement and mid-point (apprentices only) payment milestones**

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

#### **2 At completion payment milestones**

- A completion agreement signed by the employer, apprentice/trainee and nominated RTO.

### **Using WAAMS to access Incentive payments**

To view eligibility for the Employer Incentive, 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](http://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; and

- **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.

Incentive 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](https://jobsandskills.wa.gov.au/employerincentive).

- [Overview of WAAMS functionality for employers](#)
- [Guide to WAAMS user access](#)
- [Guide to appointing a financial administrator](#)
- [Submitting an incentive claim in WAAMS](#)

Training videos that can assist employers to manage their training contracts in the WAAMS online client portal for example, submit training contract changes; can be found at [dtwd.wa.gov.au/waams](https://dtwd.wa.gov.au/waams).

### **Further information**

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