



Government of **Western Australia**  
Department of **Training**  
and **Workforce Development**



# **Jobs and Skills WA Employer Incentive**

Overview of WAAMS functionality  
for employers

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## Jobs and Skills WA Employer Incentive

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.

The aim of the incentive is to increase apprenticeship and traineeship commencements by providing employers with assistance to meet the costs of employing an apprentice or trainee.

### How do employers access the incentive?

All employer incentive application must be made through the [Western Australian Apprenticeships Management System \(WAAMS\) online client portal](#).

Your organisation will require an existing WAAMS portal user in order to setup your financial administrator and your employer incentive users.

If you do not already have a representative from your organisation using the portal, [please visit the WAAMS homepage at waamsportal.dtwd.wa.gov.au](#) and select *Don't already have a login?* to create a new account:

For further information on setting up your organisation's financial administrator, please view our instruction sheet *Setting up a financial administrator*. Find out more about applying for the incentive in the [Employer incentive – How to apply fact sheet](#).

### Viewing your eligible/ineligible training contracts in WAAMS

An employer can view their eligible training contract by simply selecting the *Employer Incentive* tab, then selecting *Training Contracts* to view all the eligible and ineligible training contracts.

Eligible Training Contracts							
Status	Learner	TC Id	TC Start Date	Traineeship/Apprenticeship	Total Est. Incentive	Details	
▶ ⓘ	Andrew [REDACTED]	[REDACTED]	05 Mar 2019	TR11030: EXTRACTIVE INDUSTRIES (OPERATOR) (LEVEL 3)	\$4,675.00	🔗	
▶ ⓘ	[REDACTED]	[REDACTED]	11 Feb 2019	TR03410: BUSINESS (LEVEL 4)	\$2,125.00	🔗	
▶ ✓	[REDACTED]	[REDACTED]	29 Nov 2018	TR11030: EXTRACTIVE INDUSTRIES (OPERATOR) (LEVEL 3)	\$4,250.00	🔗	

#### Status column



This training contract is notionally eligible. There may be some outstanding validations checks the employer will need to provide, or that the Department need to assess, before an application can be made by the employer.



This training contract is eligible based on the information stored within the record.

By selecting the arrow to the left of your training contract, you will be able to view:

- an incentive breakdown and;
- the contract's employer incentive eligibility

The screenshot shows a table titled "Eligible Training Contracts" with columns: Status, Learner, TC Id, TC Start Date, Traineeship/Apprenticeship, Total Est. Incentive, and Details. Two contracts are listed. The first contract has a right-pointing arrow and an information icon. The second contract has a left-pointing arrow and an information icon. Below the table, two panels are expanded:

- Incentive Breakdown:** A table with columns Entitlement, Est. Amount, and App Open Date.

Entitlement	Est. Amount	App Open Date
Commencement	\$1062.50	13 Aug 2019
Completion	\$1062.50	11 Feb 2020
- EIS Incentive Eligibility:** A table with columns Eligibility Requirement, Status, and Action.

Eligibility Requirement	Status	Action
School Based Learners can only have one Entitlement	Incomplete	
USI validated	Incomplete	

From here, you can scroll down the page to view your ineligible training contracts.

By selecting the arrow next to your ineligible training contract, you will be able to view why this training contract is ineligible. In the example pictured below, the trainee is not a new entrant, and therefore does not meet the requirements of the incentive.

The screenshot shows a table titled "Ineligible Training Contracts" with columns: Learner, TC Id, TC Start Date, Traineeship/Apprenticeship, TC Expiry Date, and TC Status. One contract is listed with a left-pointing arrow. Below the table, the "EIS Entitlement Eligibility" section is expanded, showing a question "Is Trainee a New Entrant?" with a red "Fail" status. Two black arrows point to the left-pointing arrow on the contract row and the "Fail" status.

At the bottom of the page, there is a pagination control showing "1" of 1 items, "50" items per page, and "1- 1 of 1 items".

## Viewing your entitlements in WAAMS

Go to the *Employer Incentive* tab on the top of your navigation bar and select *View Training Contract Eligibility & Estimates*.

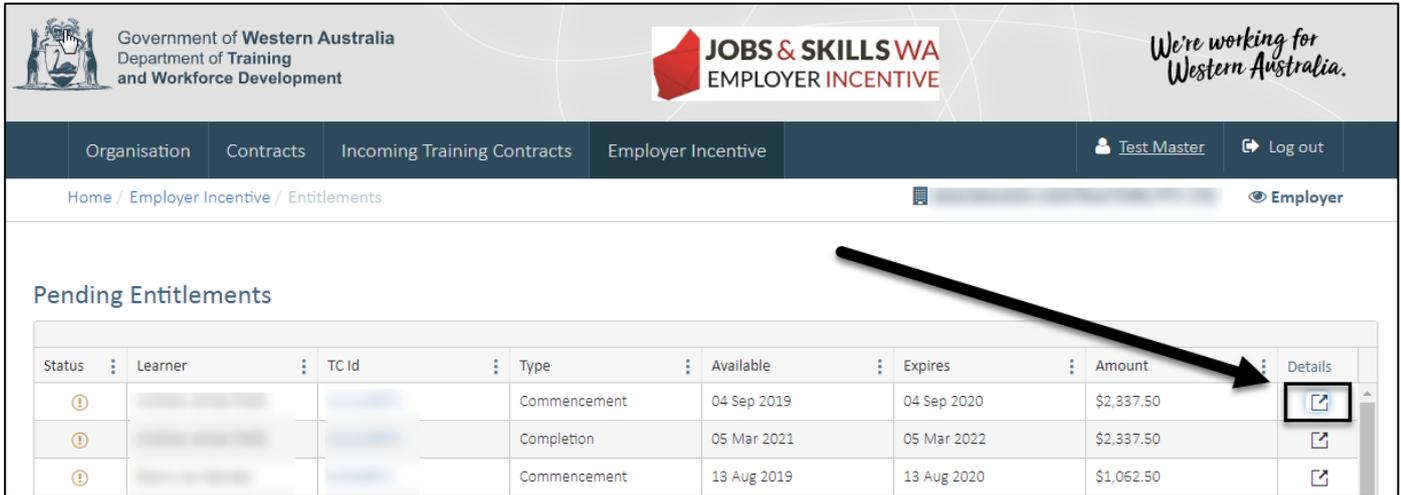
The screenshot shows the top navigation bar with tabs for Organisation, Contracts, Incoming Training Contracts, and Employer Incentive. The Employer Incentive tab is active. Below the navigation bar, there is a breadcrumb trail: Home / Employer Incentive. The main content area displays the title 'Jobs and Skills WA Employer Incentive' and a large block of placeholder text. On the right side, there is a button labeled 'View Training Contract Eligibility & Estimates' with a sub-link 'View Entitlements' below it. A black arrow points to this button.

Here you will be able to view your pending, active and submitted entitlements.

Entitlement status	
Pending entitlements	Your upcoming payments that are not yet within their application period.
Active entitlements	Your training contracts that are within the application period of that milestone. These are the application that can be submitted.
Submitted entitlements	Submitted applications.

## Payment breakdowns

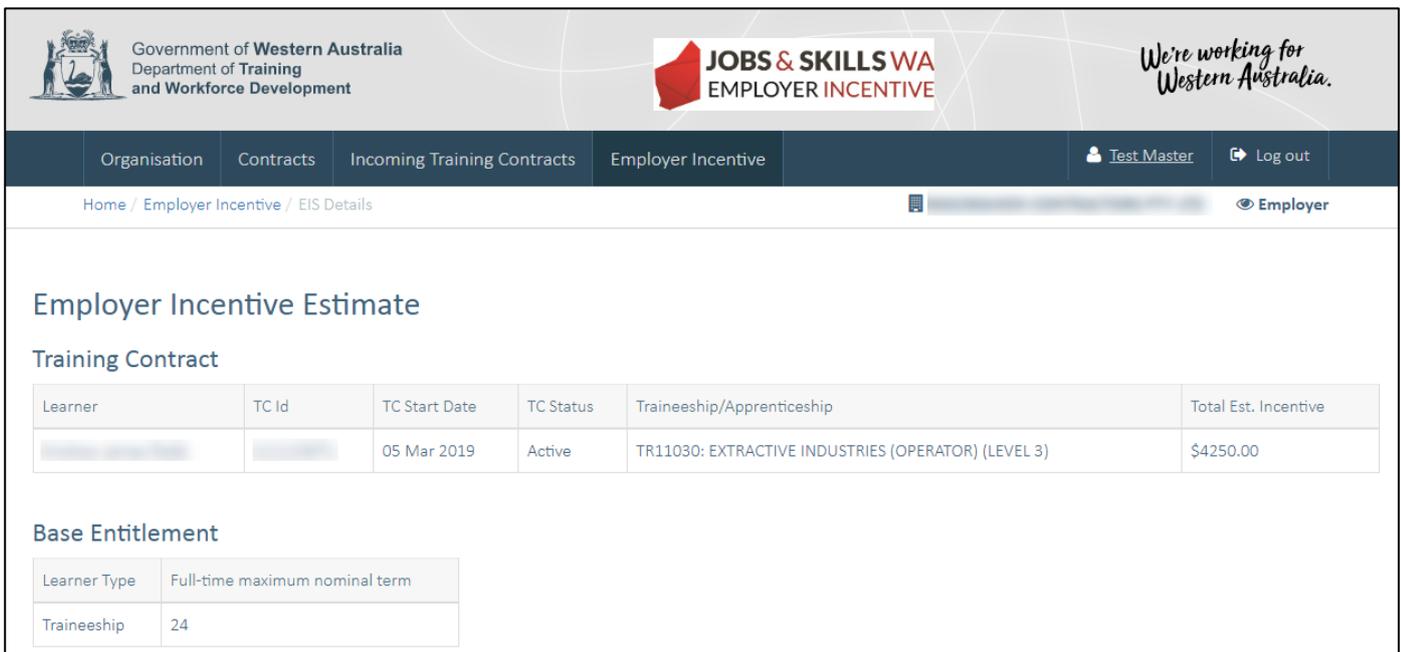
The details icon to the right of the entitlement will show the full details of the incentive payment.



The screenshot shows the 'Pending Entitlements' section of the Jobs & Skills WA Employer Incentive portal. The table lists three entitlements with columns for Status, Learner, TC Id, Type, Available, Expires, Amount, and Details. A black arrow points to the 'Details' icon in the first row.

Status	Learner	TC Id	Type	Available	Expires	Amount	Details
ⓘ	[Redacted]	[Redacted]	Commencement	04 Sep 2019	04 Sep 2020	\$2,337.50	
ⓘ	[Redacted]	[Redacted]	Completion	05 Mar 2021	05 Mar 2022	\$2,337.50	
ⓘ	[Redacted]	[Redacted]	Commencement	13 Aug 2019	13 Aug 2020	\$1,062.50	

Select the *Details* icon to view your payment breakdown, relevant loadings (if applicable) and eligibility rules.



The screenshot shows the 'Employer Incentive Estimate' page. It displays details for a Training Contract and a Base Entitlement.

### Employer Incentive Estimate

#### Training Contract

Learner	TC Id	TC Start Date	TC Status	Traineeship/Apprenticeship	Total Est. Incentive
[Redacted]	[Redacted]	05 Mar 2019	Active	TR11030: EXTRACTIVE INDUSTRIES (OPERATOR) (LEVEL 3)	\$4250.00

#### Base Entitlement

Learner Type	Full-time maximum nominal term
Traineeship	24

Payment Breakdown					
<b>- Commencement Payment Details</b>					
Entitlement Type	Application Open Date	Application Close Date	Entitlement Status		
Commencement	04 Sep 2019	04 Sep 2020	Notionally Eligible		
Payment Type	Start Date	End Date	Applicable Days	Percentage	Amount
Base amount	05 Mar 2019	04 Sep 2019	183	-	\$2125.00
Person with disability	05 Mar 2019	04 Sep 2019	183	10.00%	\$212.50
<b>Estimated total payment</b>					<b>\$2337.50</b>
<b>- Completion Payment Details</b>					
Entitlement Type	Application Open Date	Application Close Date	Entitlement Status		
Completion	05 Mar 2021	05 Mar 2022	Notionally Eligible		
Payment Type	Start Date	End Date	Applicable Days	Percentage	Amount
Base amount	04 Sep 2019	05 Mar 2021	548	-	\$2125.00
Person with disability	04 Sep 2019	05 Mar 2021	548	10.00%	\$212.50
<b>Estimated total payment</b>					<b>\$2337.50</b>

## Updating your banking details in WAAMS

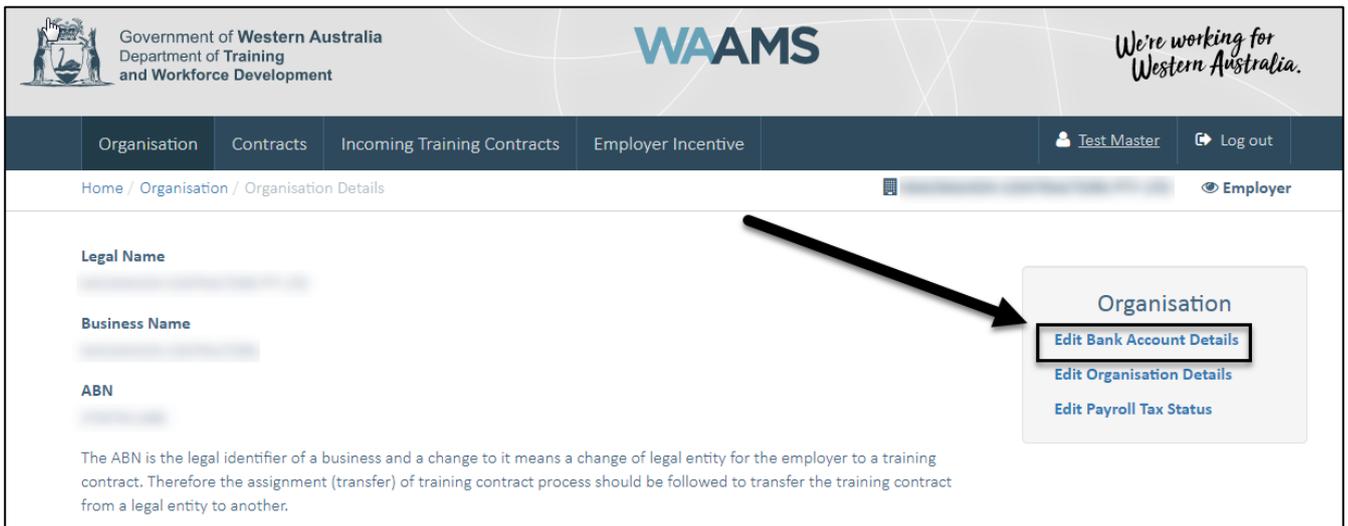
Only your organisation's portal user with the financial administrator role will be able to edit, remove or add bank details within WAAMS.

Select the *Organisation Details* tab on the right side of the page to create and edit your bank account information.

The screenshot shows the WAAMS portal interface. At the top, there is a header with the Government of Western Australia logo, the WAAMS logo, and the slogan "We're working for Western Australia." Below the header is a navigation bar with tabs for "Organisation", "Contracts", "Incoming Training Contracts", and "Employer Incentive". On the right side of the navigation bar, there are links for "Test Master" and "Log out". Below the navigation bar is a breadcrumb trail "Home / Organisation" and a user profile icon labeled "Employer". The main content area is titled "Noticeboard" and contains a table with columns for "Subject", "Created On", "Status", "Training Contract ID", and "Full Name". A table row is visible with "Training contract expiry" in the "Subject" column. On the right side of the main content area, there is a sidebar menu titled "Organisation" with three items: "Bulk Contract Change", "Organisation Details" (which is highlighted with a red box and an arrow), and "Submitted Contract Changes".

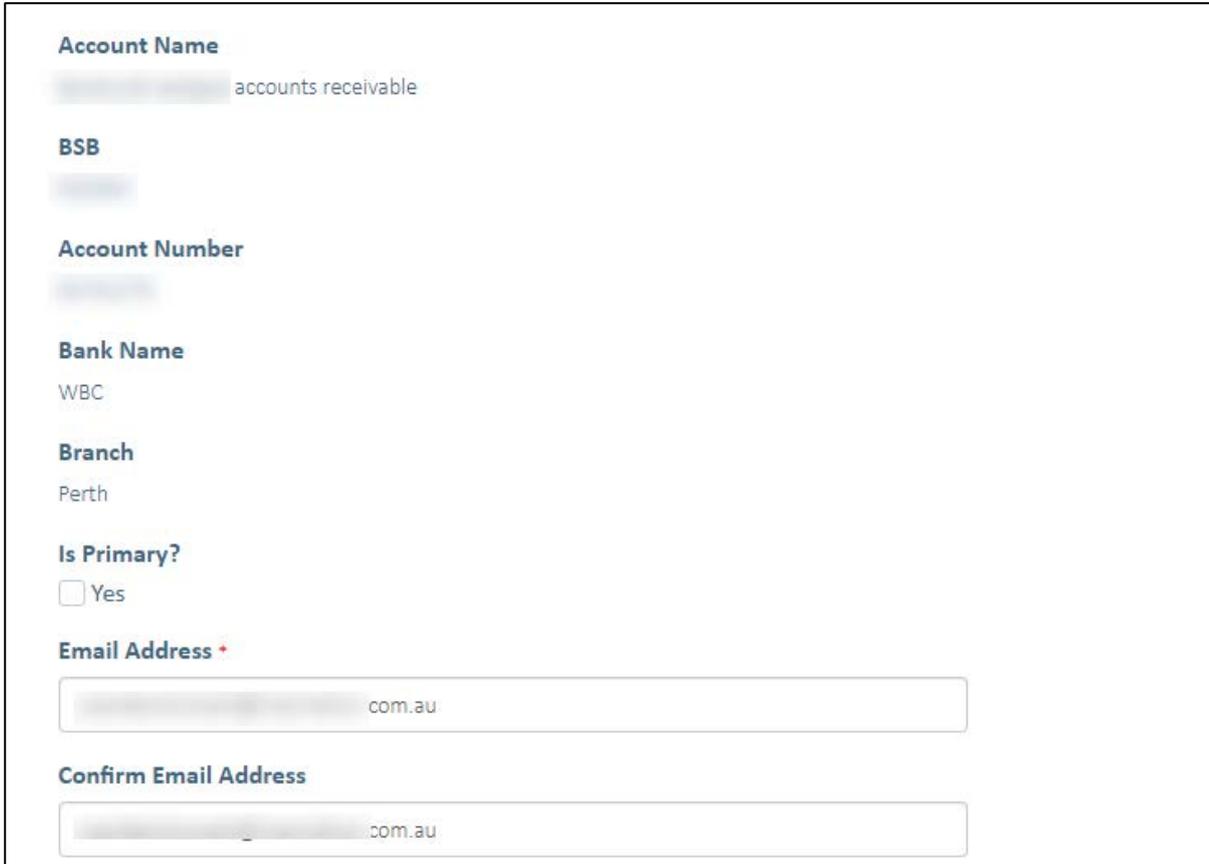
## Editing bank account details

Now select the *Edit Bank Account Details* option.



The screenshot shows the WAAMS web application interface. At the top left is the Government of Western Australia logo and the text 'Government of Western Australia Department of Training and Workforce Development'. The WAAMS logo is in the center, and the slogan 'We're working for Western Australia.' is on the right. The navigation bar includes 'Organisation', 'Contracts', 'Incoming Training Contracts', and 'Employer Incentive'. On the right of the navigation bar are 'Test Master' and 'Log out' buttons. Below the navigation bar is a breadcrumb trail: 'Home / Organisation / Organisation Details'. The main content area shows a form for 'Organisation Details' with fields for 'Legal Name', 'Business Name', and 'ABN'. A black arrow points from the 'Organisation' menu item in the navigation bar to the 'Edit Bank Account Details' option in the 'Organisation' dropdown menu. Other options in the dropdown are 'Edit Organisation Details' and 'Edit Payroll Tax Status'. A note at the bottom explains that the ABN is the legal identifier of a business and a change to it means a change of legal entity for the employer to a training contract.

You can now update/edit the information here, as needed.



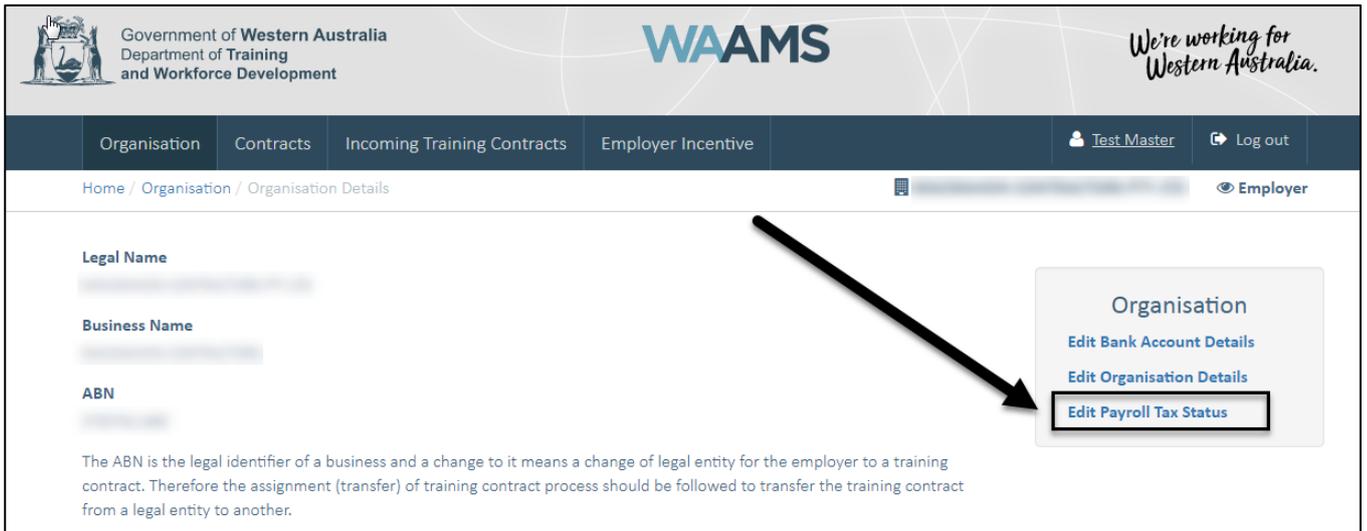
The screenshot shows the 'Edit Bank Account Details' form. The form has the following fields and options:

- Account Name:** A text input field containing 'accounts receivable'.
- BSB:** A text input field.
- Account Number:** A text input field.
- Bank Name:** A text input field containing 'WBC'.
- Branch:** A text input field containing 'Perth'.
- Is Primary?:** A checkbox labeled 'Yes' which is currently unchecked.
- Email Address +:** A text input field containing a domain name ending in '.com.au'.
- Confirm Email Address:** A text input field containing the same domain name as the 'Email Address' field.

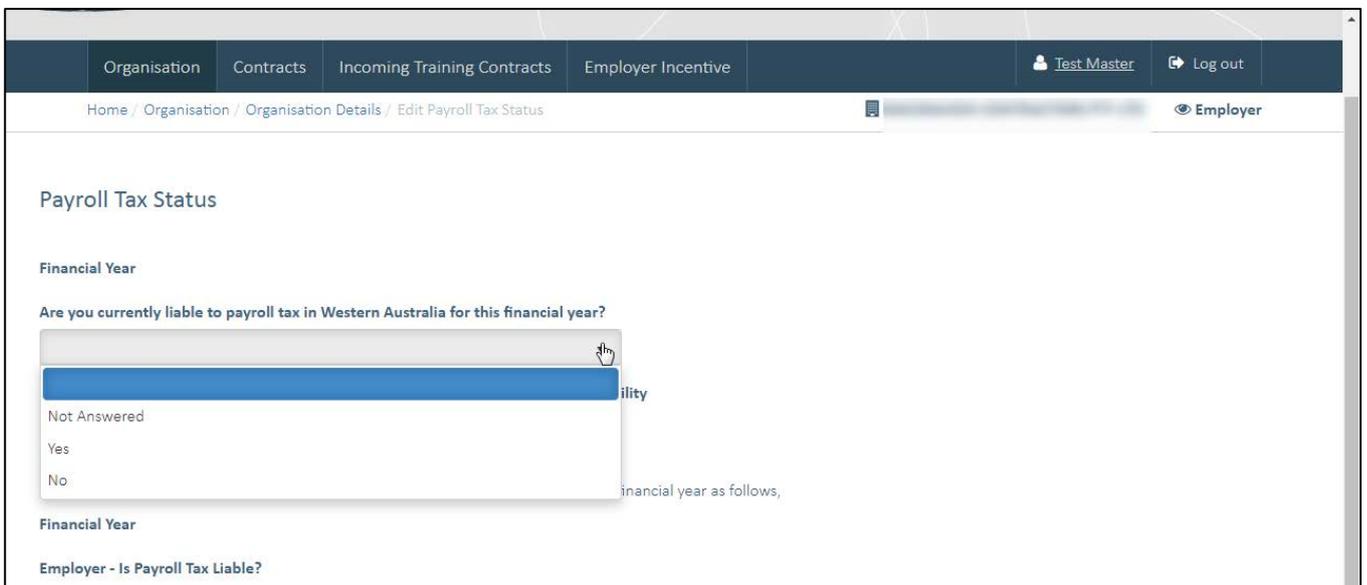
## Editing your payroll tax status in WAAMS

The financial administrator of your organisation will be able to update your organisation's payroll tax status in WAAMS. All employers will need to complete this task before any employer incentive applications can be made.

Select *Edit Payroll Tax Status* from the menu.



Simply follow the prompts to update your payroll tax status.



If you require any assistance with WAAMS, please contact the Apprenticeship Office on 13 19 54 or email at [rai.projects@dtwd.wa.gov.au](mailto:rai.projects@dtwd.wa.gov.au)