



Submitting an incentive claim in WAAMS

Employers participating in the WA Jobs and Skills Employer Incentive can submit their incentive claims in the Western Australian Apprenticeship Management System (WAAMS).

Getting started – Setting up Employer Incentive user roles

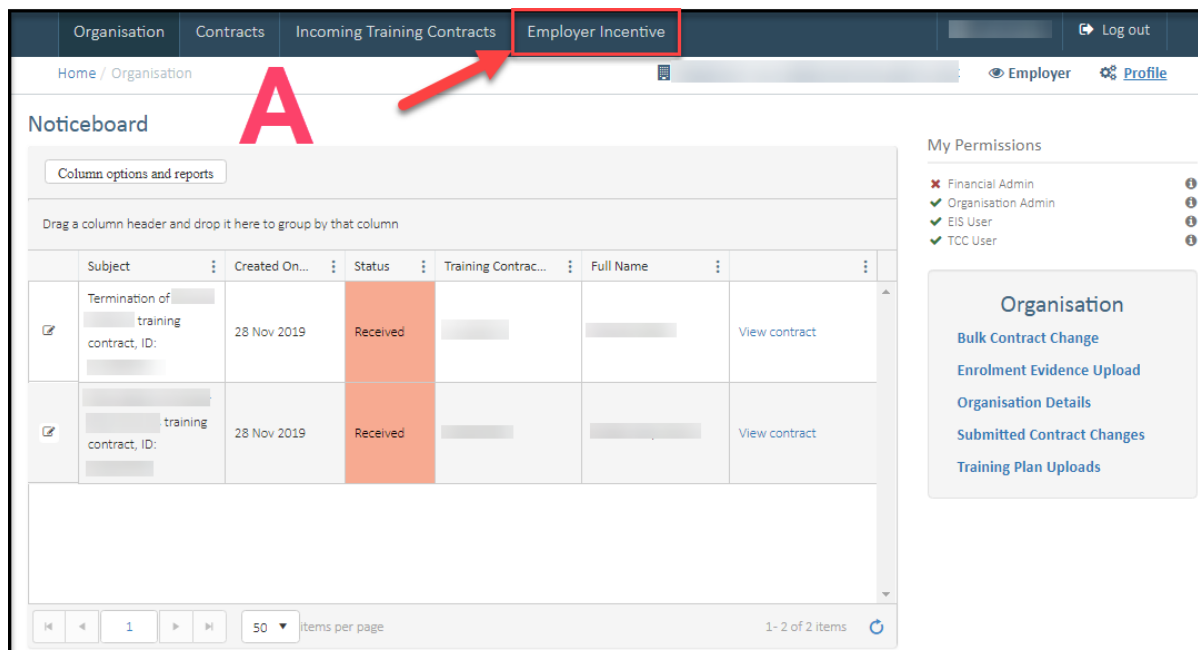
To manage employer incentives, confirm you are setup with the appropriate user roles. To submit an incentive, **EIS user** access is required. For assistance setting up your user roles, view the user guide on access level in WAAMS, available at jobsandskills.wa.gov.au/employerincentive or contact Apprenticeship Office on 13 19 54 (for callers outside WA, please call 08 6551 5499).

1 Check **My Permissions** to verify you have EIS user access

Note: Users with the financial administrator role can view incentive records and manage financial information, however the EIS User access is required to submit claims.

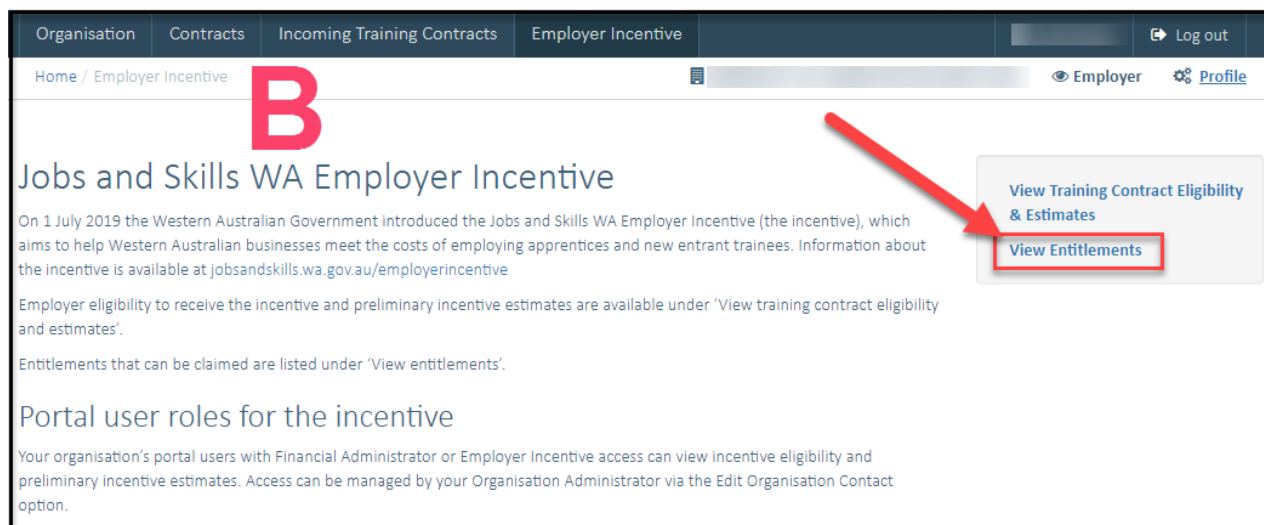
Submitting a claim

1 From the WAAMS landing page, select the **Employer Incentive** tab.



The screenshot shows the WAAMS landing page with the 'Employer Incentive' tab selected in the top navigation bar. A red box highlights the 'Employer Incentive' tab, and a red arrow points to it. A large red letter 'A' is overlaid on the page. The main content area displays a 'Noticeboard' with a table of training contracts. The table has columns for Subject, Created On..., Status, Training Contract..., and Full Name. Two rows are visible, both with a status of 'Received'. A 'View contract' link is present for each row. On the right side, there is a 'My Permissions' section listing 'Financial Admin', 'Organisation Admin', 'EIS User', and 'TCC User'. Below that is an 'Organisation' section with links for 'Bulk Contract Change', 'Enrolment Evidence Upload', 'Organisation Details', 'Submitted Contract Changes', and 'Training Plan Uploads'. At the bottom, there is a pagination control showing '1' of 2 items per page.

2 From the **Employer Incentive** page, select **View Entitlements**.



The screenshot shows the 'Jobs and Skills WA Employer Incentive' page. A red box highlights the 'View Entitlements' link in the right-hand navigation menu, and a red arrow points to it. A large red letter 'B' is overlaid on the page. The main content area contains text about the incentive, including the date 'On 1 July 2019' and the website 'jobsandskills.wa.gov.au/employerincentive'. There are also sections for 'Employer eligibility to receive the incentive and preliminary incentive estimates' and 'Entitlements that can be claimed'. At the bottom, there is a section for 'Portal user roles for the incentive'.

Your entitlements for eligible contracts will appear in one of the following tables:

- Pending entitlements:** entitlements that have not reached the relevant milestone date.
- Active entitlements:** entitlements that have reached their milestone date.

To submit a claim, the claim status must be **Ready to Claim**.

- Once the claim status is **Ready to Claim**, select the **Details** icon to complete your claim.

Active entitlements C

The table below shows incentive milestone payments that have reached a milestone payment point. Payment for training contracts with a green tick in the status column can be claimed by selecting the Details heading following the prompts. For training contracts with a yellow tick in the status column, outstanding tasks need to be completed before a payment can be claimed. Details of these tasks for each training contract are displayed when you select the corresponding icon in the Details column.

| Status | Learner | TC id | Type | App Open Date | App Close Date | Amount | Claim Status | Details |
|--------|---------|-------|--------------|---------------|----------------|------------|----------------|---------|
| ▶ ✓ | | | Commencement | 27 Nov 2019 | 27 Nov 2020 | \$1,912.50 | Ready to Claim | 📄 |
| ▶ ✓ | | | Commencement | 27 Nov 2019 | 27 Nov 2020 | \$1,912.50 | Ready to Claim | 📄 |
| ▶ ✓ | | | Commencement | 27 Nov 2019 | 27 Nov 2020 | \$2,550.00 | Ready to Claim | 📄 |
| ▶ ✓ | | | Commencement | 27 Nov 2019 | 27 Nov 2020 | \$1,912.50 | Ready to Claim | 📄 |
| ▶ ✓ | | | Commencement | 27 Nov 2019 | 27 Nov 2020 | \$1,912.50 | Ready to Claim | 📄 |

1 - 5 of 5 items

- From the **Employer incentive claim** page, navigate to the **Payment Details** and expand the heading for the relevant entitlement type.

Employer incentive claim D

The Employer Incentive Claim is calculated based on information in the Training Contract lodged with the Apprenticeship Office. Please review the below information to ensure it is correct before submitting.

Training Contract (TC)

| Apprentice/Trainee | TC id | TC Start Date | TC Status | Traineeship/Apprenticeship | Total Est. Incentive |
|--------------------|-------|---------------|-----------|---|----------------------|
| | | 28 May 2019 | Active | TRO9990 LEADERSHIP AND MANAGEMENT (LEVEL 4) | \$3,825.00 |

Base Entitlement

| Contract Type | Nominal Term (Months) |
|---------------|-----------------------|
| Traineeship | 18 |

Eligibility criteria

The tables that follow provide detail about the status of eligibility criteria and detailed information about estimated incentive payments for each training contract.

- + Assessment eligibility criteria
- + Incentive eligibility criteria
- + Entitlement eligibility criteria
- + Incentive task criteria
- + Loadings

Payment Details E

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

- + **Commencement Payment Details**
- + Completion Payment Details
- + Incentive Change History

- Once you have expanded the entitlement type, you can upload your employment proof documentation (or completion evidence for completion entitlements).

Payment Details E

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 | 27 Nov 2019 | 27 Nov 2020 | Ready to Claim |

| Payment Type | Start Date | End Date | Applicable Days | Percentage | Amount |
|--------------------------------|-------------|-------------|-----------------|------------|-------------------|
| Base amount | 28 May 2019 | 27 Nov 2019 | 183 | - | \$1,593.75 |
| Region 2-Pilbara | 28 May 2019 | 27 Nov 2019 | 183 | 20% | \$318.75 |
| Estimated total payment | | | | | \$1,912.50 |

① Employment proof documentation is required, click here to upload employment confirmation

+ Completion Payment Details

6 From the **Upload Entitlement Evidence** page, select **Browse** to locate the relevant entitlement and submit.

7 Once you have successfully uploaded your evidence, navigate back to the relevant entitlement type (see image D and E).

You must agree to the **Jobs and Skills WA Employer Incentive Terms and Conditions** before you can submit your claim.

| Entitlement Type | Claim Open Date | Claim Close Date | Claim Status |
|------------------|-----------------|------------------|----------------|
| Commencement | 27 Nov 2019 | 27 Nov 2020 | Ready to Claim |

| Payment Type | Start Date | End Date | Applicable Days | Percentage | Amount |
|--------------------------------|-------------|-------------|-----------------|------------|-------------------|
| Base amount | 28 May 2019 | 27 Nov 2019 | 183 | - | \$1,593.75 |
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| Estimated total payment | | | | | \$1,912.50 |

I agree to the Jobs and Skills WA Employer Incentive Terms and Conditions (view Summary of terms and conditions), and acknowledge that without limitation to those terms and conditions, incentive payments may be recovered where the employer:

- becomes liable for payroll tax;
- becomes eligible for a Construction Training Fund incentive;
- fails to act in good faith, for example by making a non-genuine claim, or manipulating the incentive as evidenced by their retrenchment or recruitment patterns;
- has no basis for claiming, or entitlement to, the payment;
- has provided to the Department incorrect, misleading or deceptive information under or in connection with the incentive;
- has withheld from the Department information relevant to the employer's entitlement, if any, under the incentive;
- is not providing a genuine or appropriate employment and training opportunity for the apprentice or trainee;
- is not meeting their workplace obligations to the apprentice or trainee;

or

- is otherwise in breach of the terms and conditions.

*Please note, if a representative from this organisation updates the organisation's bank account details before this claim is approved, the payment will be sent to the updated account.

8 You will receive a success message once the claim has been submitted.

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