



# Declare the USI for an apprentice/trainee

Employers who are eligible for the Jobs and Skills WA Employer Incentive must declare the Unique Student Identifier (USI) for the apprentice or trainee. The USI is a reference number that creates an online record of training and qualifications attained in Australia.

The USI is used to verify that there is a valid enrolment to undertake the qualification, as stated on the training contract, with the nominated RTO. This information must be provided before you can submit a claim for an entitlement.

#### **Declaring the USI**

The USI can be declared at any time, you do not need to wait until the next milestone payment point.

1. To declare the USI and satisfy the requirements of the employer incentive, an employer must first log on to the WAAMS portal.



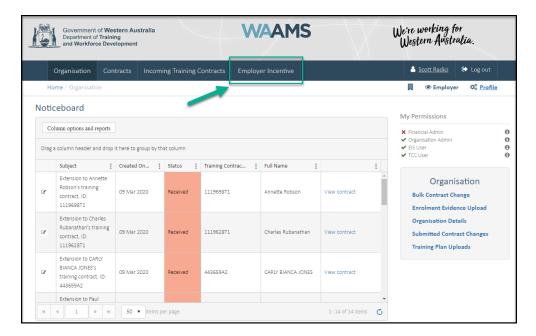
\*Employers who do not have a WAAMS portal account should contact 13 19 54 and press 1 to speak to an employer incentive representative.

After successfully logging in, you will land on the WAAMS homepage.

2. Select the **Employer Incentives** tab.







Note: If you have **multiple USIs to declare**, you may wish to declare these via the Contract Details page (**refer to page 5**).

## Declaring the USI via the Employer Incentives page

1. From the Employer Incentives landing page, Select View Entitlements

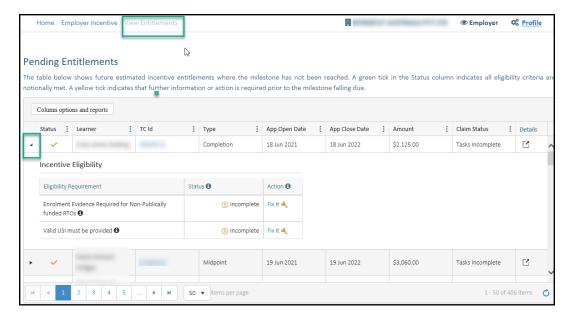


From the View Entitlements page, you can locate your entitlement via the **pending** grid or the **active** grid. (Pending = Milestone in future, Active = Milestone date has been reached).

2. Locate the apprentice/trainee and expand the details in the grid by clicking the **icon** to the left of the apprentice/trainee name.







3. If the apprentice/trainee USI is still required from the employer, the **fix it** icon will appear in the **Incentive Eligibility** table for you to action.

### Action - Provide a valid USI for an apprentice or trainee

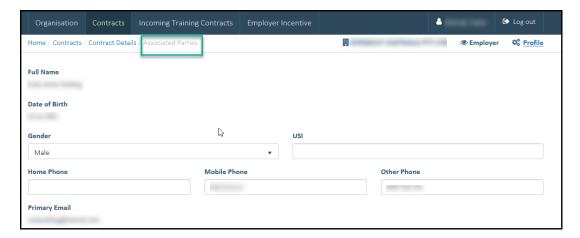
1. Click on the fix it icon to provide the USI.



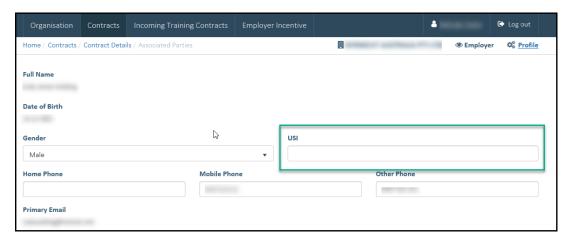
You will now be on the **Associated Parties** page.



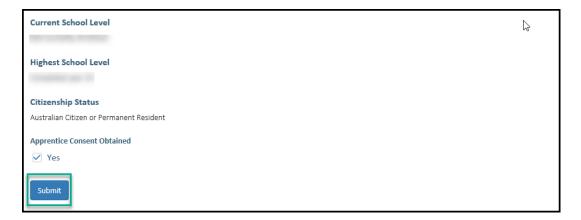




2. Enter the **USI** in the field provided.



3. Scroll down the page and click **Submit**.

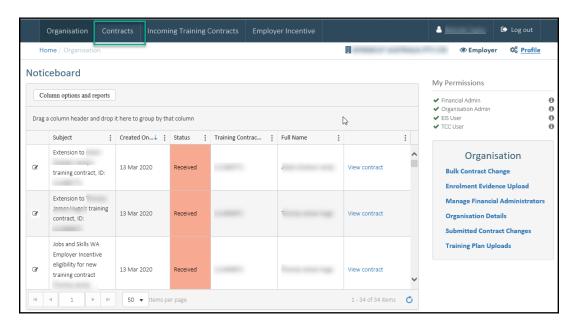




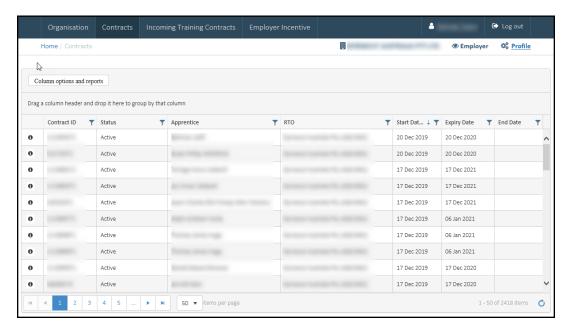


## **Declaring the USI via Contract Details**

1. From the **Home** page select the **Contracts** tab from the navigation ribbon.



You will now be on the Contracts page.

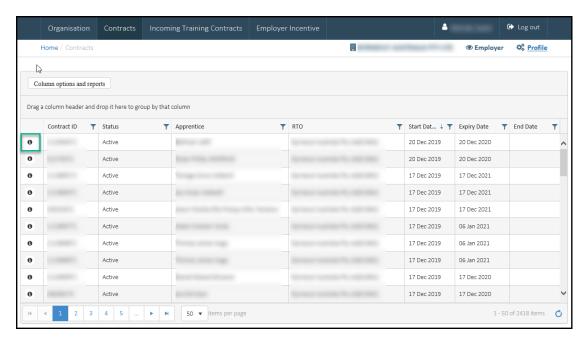


You can use the filters on each column to locate a particular apprentice/trainee.

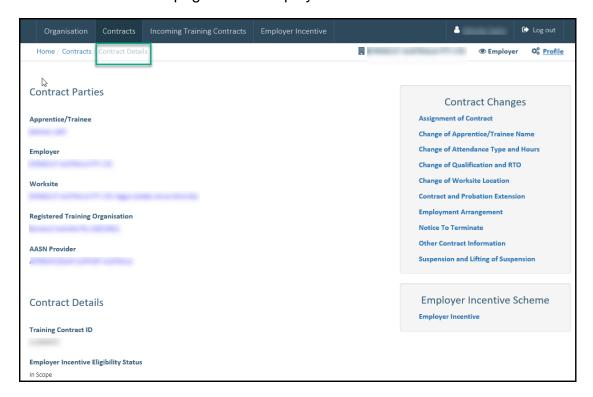
Once you have located the training contract, select the **information icon** in the column on the far left of the grid.







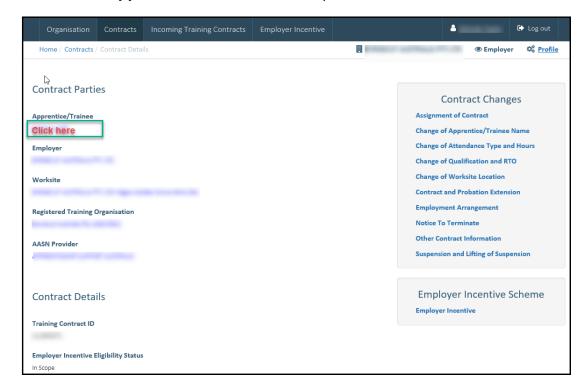
The contract details page is now displayed.







Click on the apprentice/trainee name to open their contact details.



You are now viewing the **Associated Parties** page. Refer to page 4 for instructions on how to submit the USI.

If you require any assistance with WAAMS, please contact Apprenticeship Office on 13 19 54 menu option 1 or email at <a href="mailto:rai.projects@dtwd.wa.gov.au">rai.projects@dtwd.wa.gov.au</a>.