



Upload and submit a training plan in WAAMS

Employers who are eligible for the Jobs and Skills WA Employer Incentive are required to provide the Apprenticeship Office with a copy of the training plan signed by all parties to the training contract (and endorsed by the school if the contract is school based).

Employers with a training contract eligible for the incentive can upload a copy of the signed training plan via the WAAMS online portal. The training plan must be uploaded before the employer can submit a claim for an entitlement.

Uploading training plans

To upload the training plan and satisfy the requirements of the employer incentive, an employer must first log on to the WAAMS portal.

Government of Western Australia Department of Training and Workforce Development	VAAMS	We're working for Western Australia
		Login
WA Apprenticeship Management System	Login	
The Western Australian Apprenticeship Management System (WAAMS) online cl portal provides a quick and easy way to view training contract details, request changes to the training contract, and update personal or organisational details. Employers can also view information about the Jobs and Skills WA Employer Ince and submit incentive claims for eligible training contracts that have reached their payment milestones.	ient Email Please enter your email@ Please enter your password Please enter your password	
You may be eligible for a portal account if you are:		
 a current or former apprentice or trainee; an owner or staff member of a business that employs a current or former apprentice or trainee; working for a registered training organisation that currently delivers traini apprentices or trainees; or working for an Australian Apprenticeship Support Network (AASN) provide is managing active Western Australian training contracts. 	Remember me Portal conditions of use I agree to the Western Austral Terms and Conditions of Use, ar who those terms and conditions, it • I do not provide access 1	ian Apprenticeship Management (WAAMS) and acknowledge that without limitation to is my responsibility to ensure that: to data in the portal to any person otherwise
Organisation users can read the WAAMS FAQ – Creating a portal account for organisation users for more information on creating portal accounts. There are series of instructional videos to assist you to use the portal. These videos are available on the Apprenticeship Office website at dtwd.wa.gov.au/apprenticeshi office.	than as authorised by th also a • my organisation has aut • When I cease to be a re p my organisation access	e terms and conditions; horised my level of access to the portal; and presentative or employee of my organisation, is deactivated.
Eligible employers who do not already have access will be invited to register to u the WAAMS online client portal. If you have not yet received a portal invitation v email, please contact your organisation's WAAMS portal administrator in the firs instance. If your organisation's administrator is unable to generate an invitation	The Department is therefore a occurring in the Portal from ar authorised user and is a valid to reversed. for However, the Department unc	intitled to assume that any transaction a uthorised user account, originates from that iransaction or instruction which may not be derstands that there may be a submission

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

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8	Extension to Charles Rubanathan's training contract, ID: 1119628T1	09 Mar 2020	Received	1119628T1	Charles Rubanathan	View contract		Organisation Details Submitted Contract Changes Training Plan Uploads	
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Note: If you have **multiple training plans to upload**, you may wish to load the training plans via the Training Plan Uploads page (refer to page 8).





Loading training plans 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.

	Home / En	nployer Incentive /	/Tev	v Entitlements										Employer	00	Profile	
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3. If the softcopy of the training plan is still required from the employer, the **fix it** icon will appear for you to action.

Click on the fix it icon.

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You will now be on the **Edit Training Plan Uploads** page to submit the signed copy of the training plan.

Organisation Contracts Incoming Training Contracts		🛔 julininilining 🕞 Log out
Home / Organisation / Training Plan Uploads / Edit Training Plan Uploads	8	Employer Ø ⁶ ₆ Profile
Туре		
Commencement		Contract Information
Response To Requested Training Plan		Contract Parties
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Training Plan Requested Date	~	N N
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04 Sep 2019	Er	mployer
Learner Signature Date		
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Employer Signature Date		
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4. Scroll down the page to the upload signed training plan section.

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2. the training plan has	been signed by the releva	int pa	rties, including:					Attendance
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Note: Before uploading, check the training plan has been signed by the RTO, employer, apprentice, parent/guardian and (where applicable) and a school representative if the training contract is for a school-based apprenticeship or traineeship. The training plan must also contain the same qualification as stated on the training contract.





5. Select **Browse** to attach the softcopy of the training plan saved on your computer or device.

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rior to uploading the training	g pian, please ensure tha	t it includes the following	; information.	Employment
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6. Locate the training plan you wish to upload.

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File name: v	All Files (*.*) Open Cancel	, ,		ID		

Note: WAAMS will accept attachments in formats including .doc, docx, xls, PDF, JPG. The maximum size of attachments I 15MB per attachment.





If you attach the wrong document by mistake, just select the **Browse** button next to the document and locate then attach its replacement.

	Prior to uploading the training plan, please ensure that it includes the following information.	Er
	 the qualification is the same as stated on training contract; and the training plan has been signed by the relevant parties, including: apprentice/trainee; the parent/guardian where applicable; a school representative if the training contract is for a school-based apprenticeship or traineeship; the employer; and the registered training organisation (RTO). 	Ai Pa Is
2	Upload Signed Training Plan •	ID
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1. Now all you need to do is select the **Upload** button.

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





Loading training plans via Upload Training Plans

Training plans can be uploaded from the **Training Plan Uploads**, providing convenience for employers who need to load multiple training plans.

1. From the WAAMS Portal **home** page, select **Training Plan Uploads** from the menu on the right.

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		Subject 🚦	Created On4	Status	÷	Training Contrac	Full Name		1	
0	œ	Change of hours for Jacqueline Tan's training contract, ID:	20 Jan 2020	Received			Jacqueline Tan	View contract	~	Organisation Bulk Contract Change Enrolment Evidence Upload
	æ	Termination of Bethany Cherokee Theodora Clifford's training contract, ID: 2	04 Dec 2019	Received			Bethany Cherokee Theodora Clifford	View contract		Organisation Details Submitted Contract Changes Training Plan Uploads
	œ	Registration of Eve Mary Hampson's training contract, training contract ID:	22 Nov 2019	Received			Eve Mary Hampson	View contract	~	
	н	4 1 F H	50 💌 items p	er page				1 - 8 of 8 items	ø	

2. You are now on the Training Plan Uploads page.

On the training plan uploads page, you will see a list of training contracts:

- With an eligible or notionally eligible employer incentive; and
- Where the training plan copy has not been provided by employer and verified by the Department.

Home / Organ	isation T	i di i	ring Plan Uploads									@ Em	ployer (C Profi	ile
ligible employer	rs are requ	ire	d to provide a cop	py c	of the training plan s	igned by all parties	to th	e training contr	ract	(employer, apprei	stice/traine	re and RTO).			
aining contract	ts with an e	olig	ible or notionally	olig	pible entitlement wh	ich have outstand	ng tra	ining plans will	be	indicated in the ta	ble below.	Once a train	ing plan is u	ploade	d, i
a change is ma	de to the t	rai	ning contract, the	n ti	he associated trainin	ng plan may need t	o be u	pdated and sig	theo	f again by all partie	Hs. The upd	ated training	g plan must	be	
ploaded prior to	o the next (mil	estone payment p	poir	nt, and before a clair	m application can l	oe sub	mitted.			even ouserne				
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3. You can use the filters on each column to locate a particular apprentice/trainee.

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Home	/ Organisation / Trai	ining Plan Uploads			📕 CU	INIPATH PATHOLOG	r PTY LTD @ Em	player OS <u>Profile</u>		
Eligible employers are required to provide a copy of the training plan signed by all parties to the training contract (employer, apprentice/trainee and RTO).										
Training contracts with an eligible or notionally eligible entitlement which have outstanding training plans will be indicated in the table below. Once a training plan is uploaded, it will be assessed by the Apprenticeship Office. Training plans verified by the Apprenticeship Office will no longer appear in this table.										
If a change is made to the training contract, then the associated training plan may need to be updated and signed again by all parties. The updated training plan must be uploaded prior to the next milestone payment point, and before a claim application can be submitted.										
	Apprentice T	Гуре Т	Qualification	RTO notified	Is Softcopy R 🍸	is Softcopy V 🍸	TC Status 🕇	Training Contil		
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н	4 1 Э Н	50 💌 tems per pa	pe					1 - 41 of 41 items 🛛 🔿		

You can select from a couple of columns to search for the apprentice/trainee, such as **Apprentice** and **Training Contract ID and use filters such as "contains"**.

	Apprentice	т Туре Т	203 rlication 🔻	RTO notified 🝸	Is Softcopy R 🍸	Is Softcopy V 🍸	TC Status	Training Cont T			
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	Rekhaben		MSL40118:					~			
н	H 4 1 + H 50 + Items per page 1-41 of 41 Items 🔿										

Note: only training contracts **eligible** or **notionally eligible** for the incentive will appear in this grid.





To move through the list, use the **page number buttons** along the bottom to go forward or back through the pages, or use the **items per page** to change the way the list of entitlements display.

Act	Active entitlements										
The clain payr	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 and 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	Туре	App Open Date	App Close Date	Amount	Claim Status	Details	
•	~	E T		5	Commencement	12 Oct 2019	12 Oct 2020	\$2,337.50	Tasks Incomplete		^
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H Sul The	Image: Submitted entitlement Submitted entitlement The table below displays submitted 10 All All										

4. To upload and submit any of the training plans listed here, select the **edit** (pencil) icon to the left of the relevant contract.

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			MSL40118:					~		
н	H 4 1 + H 50 + tems per page 1-41 of 41 items 🔿									

You are now on the **Edit Training Plan Uploads** page, refer to page 5 for instructions on loading the training plan.

The training plan you uploaded will be assessed by the Apprenticeship Office, **once it has been verified** it will no longer appear in the training plan uploads grid.