



## 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

**WAAMS**

We're working for  
Western Australia.

Login

### WA Apprenticeship Management System

The Western Australian Apprenticeship Management System (WAAMS) online client 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 Incentive and submit incentive claims for eligible training contracts that have reached their payment milestones.

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 training to apprentices or trainees; or
- working for an Australian Apprenticeship Support Network (AASN) provider who is managing active Western Australian training contracts.

Organisation users can read the [WAAMS FAQ – Creating a portal account for organisation users](#) for more information on creating portal accounts. There are also a 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/apprenticeship-office](http://dtwd.wa.gov.au/apprenticeship-office).

Eligible employers who do not already have access will be invited to register to use the WAAMS online client portal. If you have not yet received a portal invitation via email, please contact your organisation's WAAMS portal administrator in the first instance. If your organisation's administrator is unable to generate an invitation for

**Login**

**Email**  
Please enter your email@

**Password**  
Please enter your password

Remember me

**Portal conditions of use**  
I agree to the Western Australian Apprenticeship Management (WAAMS) Terms and Conditions of Use, and acknowledge that without limitation to those terms and conditions, it is my responsibility to ensure that:

- I do not provide access to data in the portal to any person otherwise than as authorised by the terms and conditions;
- my organisation has authorised my level of access to the portal; and
- When I cease to be a representative or employee of my organisation, my organisation access is deactivated.

The Department is therefore entitled to assume that any transaction occurring in the Portal from an authorised user account, originates from that authorised user and is a valid transaction or instruction which may not be reversed.

However, the Department understands 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.

The screenshot shows the WAAMS homepage. The top navigation bar includes 'Organisation', 'Contracts', 'Incoming Training Contracts', and 'Employer Incentive'. The 'Employer Incentive' tab is highlighted with a red box and a red arrow. Below the navigation bar, there is a 'Noticeboard' section with a table of training contracts. The table has columns for Subject, Created On..., Status, Training Contrac..., and Full Name. The 'Status' column is highlighted in orange. To the right of the table, there is a 'My Permissions' section with a list of permissions: Financial Admin (checked), Organisation Admin (checked), EIS User (checked), and TCC User (checked). Below the permissions, there is an 'Organisation' section with links for Bulk Contract Change, Enrolment Evidence Upload, Organisation Details, Submitted Contract Changes, and Training Plan Uploads.

Subject	Created On...	Status	Training Contrac...	Full Name
Extension to Annette Robson's training contract, ID: 1119698T1	09 Mar 2020	Received	1119698T1	Annette Robson
Extension to Charles Rubanathan's training contract, ID: 1119628T1	09 Mar 2020	Received	1119628T1	Charles Rubanathan
Extension to CARLY BIANCA JONES's training contract, ID: 443659A2	09 Mar 2020	Received	443659A2	CARLY BIANCA JONES
Extension to Paul				

*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**

Home / Employer Incentive Employer Profile

### Jobs and Skills WA Employer Incentive

On 1 July 2019 the Western Australian Government introduced the Jobs and Skills WA Employer Incentive (the incentive), which aims to help Western Australian businesses meet the costs of employing apprentices and new entrant trainees. Information about the incentive is available at [jobsandskills.wa.gov.au/employerincentive](http://jobsandskills.wa.gov.au/employerincentive)

Employer eligibility to receive the incentive and preliminary incentive estimates are available under 'View training contract eligibility and estimates'.

Entitlements that can be claimed are listed under 'View entitlements'.

**Portal user roles for the incentive**

Your organisation's portal users with Financial Administrator or Employer Incentive access can view incentive eligibility and preliminary incentive estimates. Access can be managed by your Organisation Administrator via the Edit Organisation Contact option.

[View Entitlements](#)  
[View Training Contract Eligibility & Estimates](#)

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 / Employer Incentive / **View Entitlements** Employer Profile

### Pending Entitlements

The table below shows future estimated incentive entitlements where the milestone has not been reached. A green tick in the Status column indicates all eligibility criteria are notionally met. A yellow tick indicates that further information or action is required prior to the milestone falling due.

Column options and reports

Status	Learner	TC Id	Type	App Open Date	App Close Date	Amount	Claim Status	Details
✓	[Redacted]	[Redacted]	Completion	10 Apr 2021	10 Apr 2022	\$2,125.00	Awaiting Milestone	[Icon]
✓	[Redacted]	[Redacted]	Completion	27 Jun 2022	27 Jun 2023	\$2,337.50	Tasks Incomplete	[Icon]

**Incentive Eligibility**

Eligibility Requirement	Status	Action
Softcopy of the Training Plan - Employer	Incomplete	Fix it

✓	[Redacted]	[Redacted]	Completion	29 May 2022	29 May 2023	\$2,125.00	Awaiting Milestone	[Icon]
✓	[Redacted]	[Redacted]	Completion	15 Apr 2022	15 Apr 2023	\$2,125.00	Awaiting Milestone	[Icon]

1 - 50 of 70 items



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.

**Pending Entitlements**

The table below shows future estimated incentive entitlements where the milestone has not been reached. A green tick in the Status column indicates all eligibility criteria are notionally met. A yellow tick indicates that further information or action is required prior to the milestone falling due.

Status	Learner	TC Id	Type	App Open Date	App Close Date	Amount	Claim Status	Details
✔			Completion	10 Apr 2021	10 Apr 2022	\$2,125.00	Awaiting Milestone	
⚠			Completion	27 Jun 2022	27 Jun 2023	\$2,337.50	Tasks Incomplete	

**Incentive Eligibility**

Eligibility Requirement	Status	Action
Softcopy of the Training Plan - Employer	Incomplete	<b>Fix it</b>

✔		1:	Completion	29 May 2022	29 May 2023	\$2,125.00	Awaiting Milestone	
✔		1:	Completion	15 Apr 2022	15 Apr 2023	\$2,125.00	Awaiting Milestone	

1 - 50 of 70 items

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

Home / Organisation / Training Plan Uploads **Edit Training Plan Uploads**

Type: Commencement

Response To Requested Training Plan: Produced

Training Plan Requested Date: 24 Jul 2019

Due Date: 04 Sep 2019

Learner Signature Date: 03/09/2019

Employer Signature Date: 03/09/2019

RTO Signature Date: 03/09/2019

PG Signed Date

**Contract Information**

Contract Parties

Apprentice/Trainee: [Redacted]

Parent/Guardian: [Redacted]

Employer: [Redacted]

Worksite: [Redacted]

Registered Training Organisation: [Redacted]

AASN Provider: A [Redacted]



4. Scroll down the page to the **upload signed training plan** section.

**Upload signed training plan**

Prior to uploading the training plan, please ensure that it includes the following information.

1. the qualification is the same as stated on training contract; and
2. 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).

**Upload Signed Training Plan**

Browse

Browse

Browse

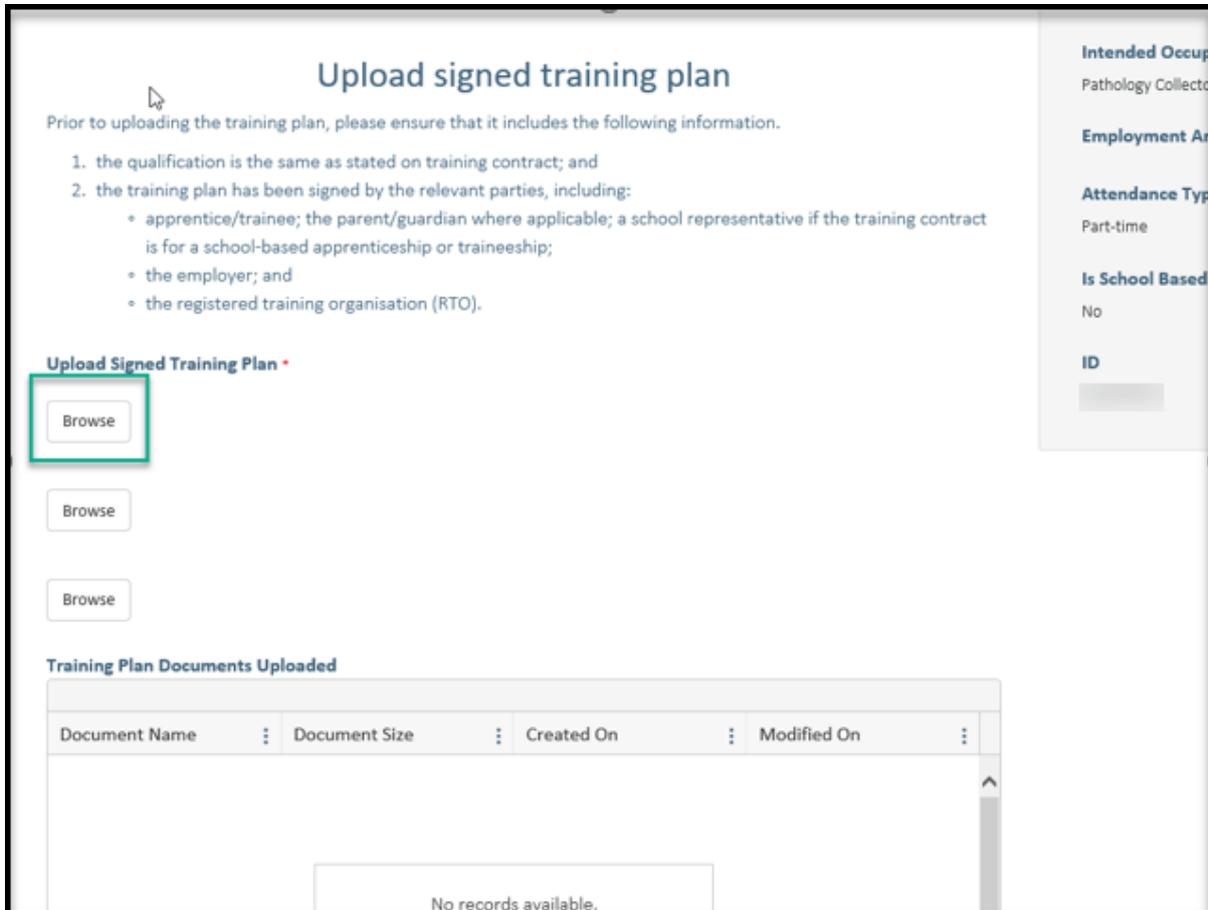
**Training Plan Documents Uploaded**

Document Name	Document Size	Created On	Modified On
No records available.			

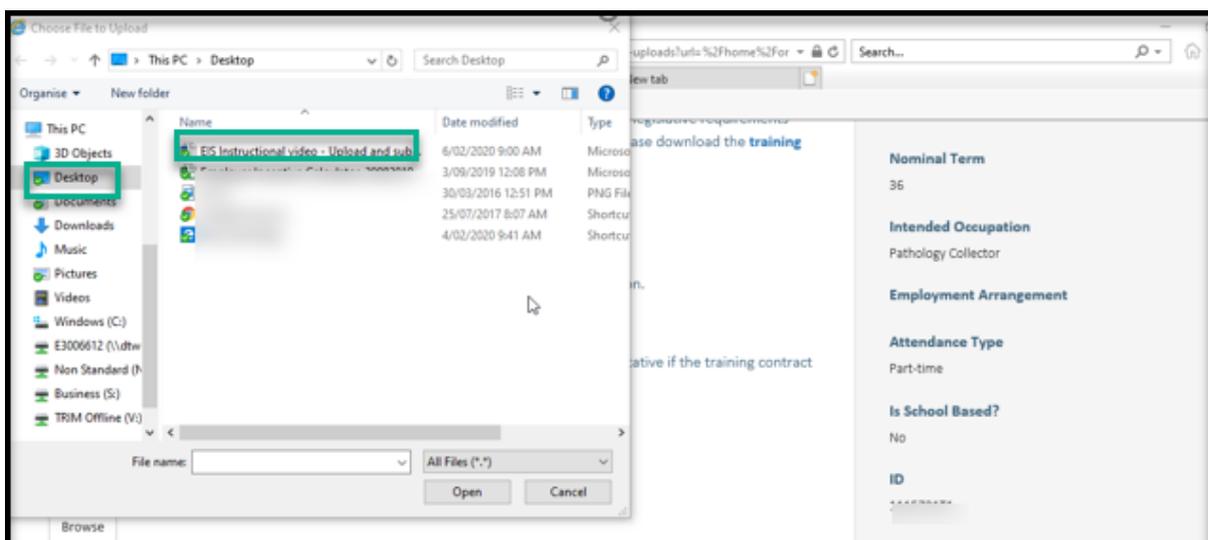
**Note:** Before uploading, check the training plan has been signed by the RTO, employer, apprentice, parent/guardian and (where applicable) and a school representative if the training contract is for a school-based apprenticeship or traineeship. The training plan must also contain the same qualification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



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



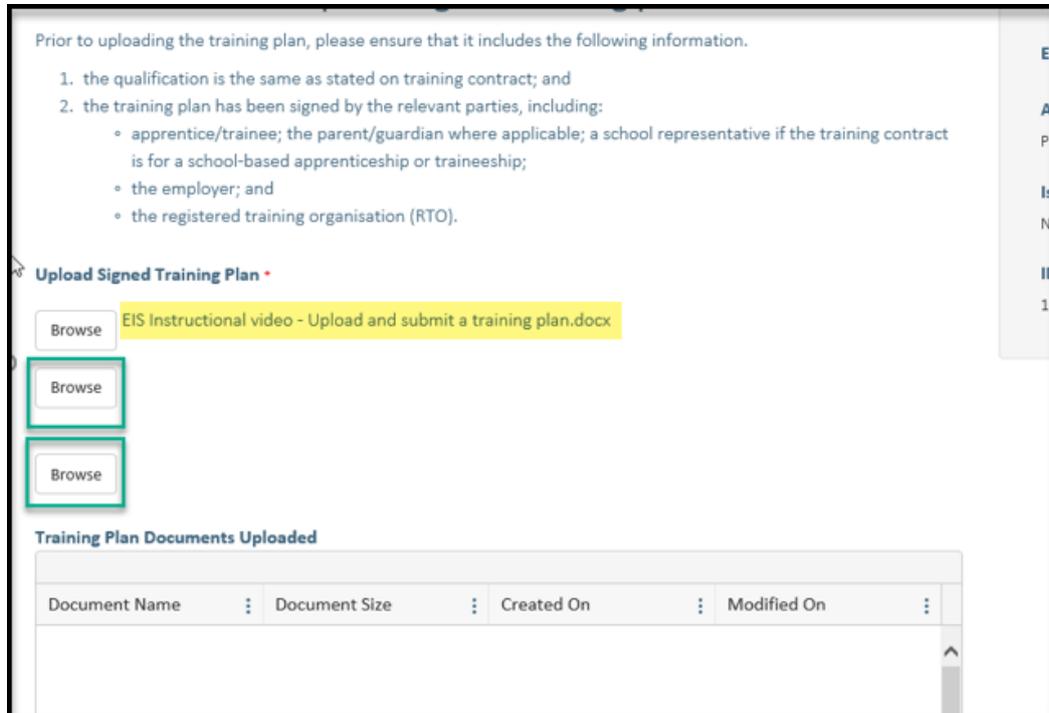
6. Locate the training plan you wish to upload.



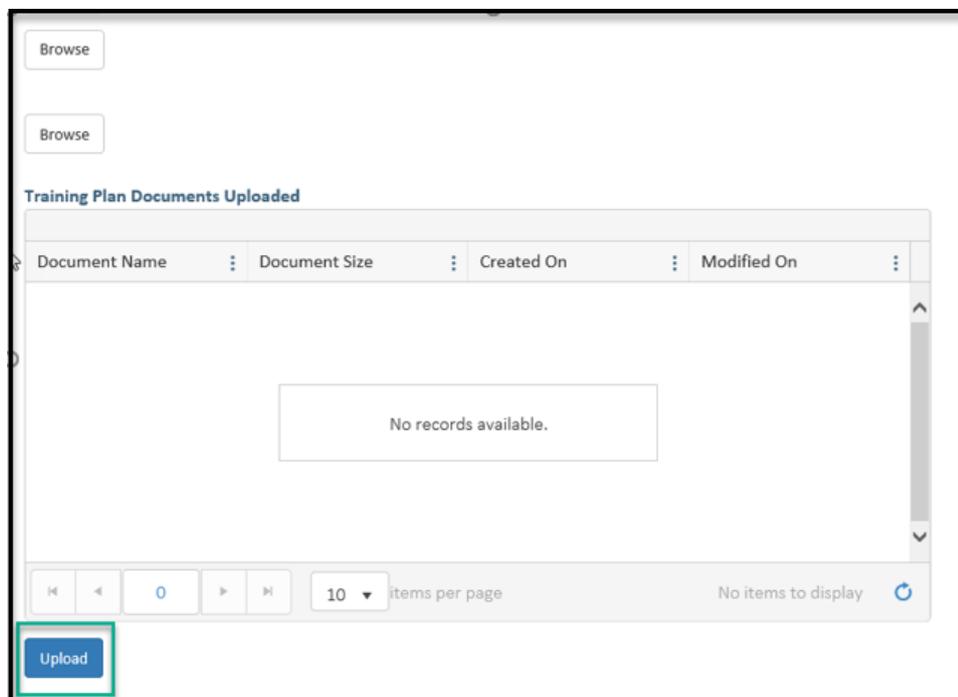
**Note:** WAAMS will accept attachments in formats including .doc, docx, xls, PDF, JPG. The maximum size of attachments is 15MB per attachment.



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



1. Now all you need to do is select the **Upload** button.



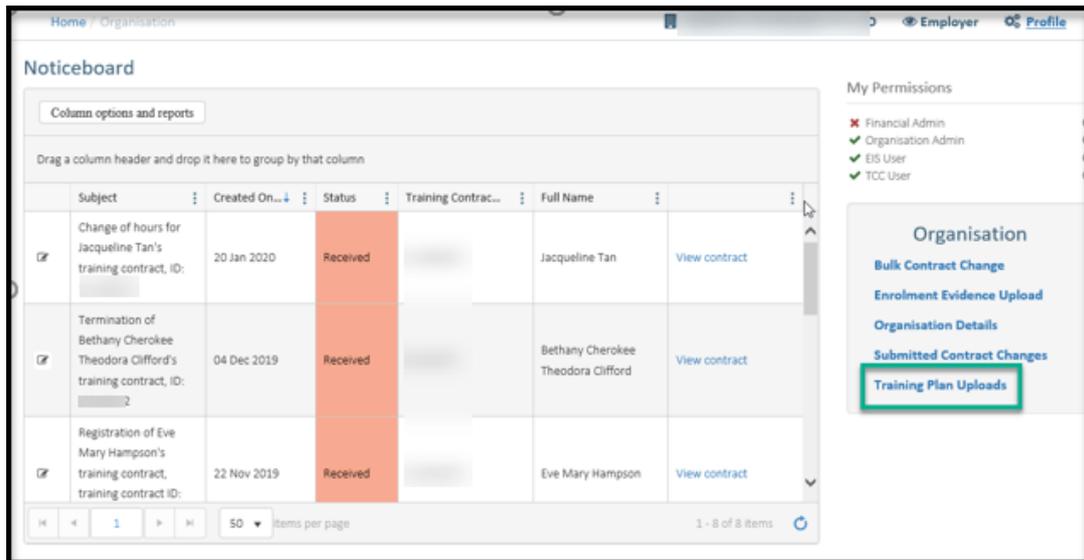
If you require any assistance with WAAMS, please contact Apprenticeship Office on 13 19 54 or email at [rai.projects@dtwd.wa.gov.au](mailto:rai.projects@dtwd.wa.gov.au).



## 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.

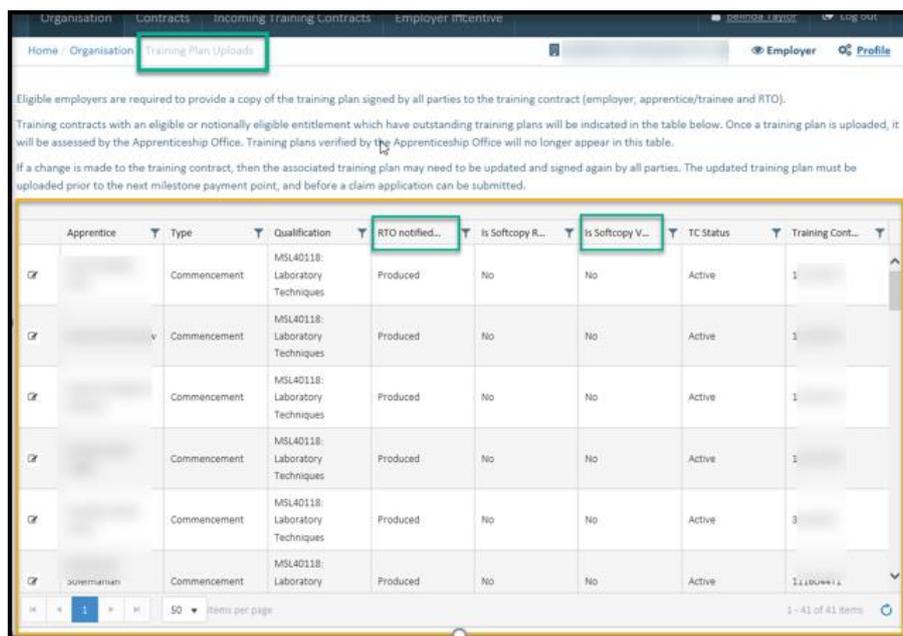
1. From the WAAMS Portal **home** page, select **Training Plan Uploads** from the menu on the right.



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.





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

Apprentice	Type	Qualification	RTO notified...	Is Softcopy R...	Is Softcopy V...	TC Status	Training Contract ID
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory	Produced	No	No	Active	[Redacted]

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	Type	Qualification	RTO notified...	Is Softcopy R...	Is Softcopy V...	TC Status	Training Contract ID
[Redacted]	[Redacted]	[Redacted]	Produced	No	No	Active	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Produced	No	No	Active	[Redacted]
[Redacted]	[Redacted]	[Redacted]	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
Rekhaben	[Redacted]	MSL40118:	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

*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.

**Active entitlements**

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 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
▶ ✓	[Redacted]	[Redacted]	Commencement	12 Oct 2019	12 Oct 2020	\$2,337.50	Tasks Incomplete	✎
▶ ✓	[Redacted]	[Redacted]	Commencement	10 Oct 2019	10 Oct 2020	\$2,125.00	Tasks Incomplete	✎
▶ ✓	[Redacted]	[Redacted]	Commencement	10 Oct 2019	10 Oct 2020	\$2,125.00	Tasks Incomplete	✎
▶ ✓	[Redacted]	[Redacted]	Commencement	15 Oct 2019	15 Oct 2020	\$2,125.00	Tasks Incomplete	✎
▶ ✓	[Redacted]	[Redacted]	Commencement	12 Oct 2019	12 Oct 2020	\$2,337.50	Tasks Incomplete	✎

Navigation controls: Page 1 of 2, 50 items per page.

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

Apprentice	Type	Qualification	RTO notified...	Is Softcopy R...	Is Softcopy V...	TC Status	Training Cont...
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]
[Redacted]	Commencement	MSL40118: Laboratory Techniques	Produced	No	No	Active	[Redacted]

Navigation controls: Page 1 of 41, 50 items per page.

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.