



## Upload enrolment evidence

Employers who are eligible for the Jobs and Skills WA Employer Incentive and have engaged with a registered training organisation (RTO) that is not publicly funded by the Department of Training and Workforce Development, will be required to provide the Apprenticeship Office evidence of enrolment.

The enrolment evidence 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.

## Uploading enrolment evidence

The enrolment evidence can be submitted anytime; you do not need to wait until the next milestone payment point.

1. To upload the enrolment evidence 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.



Subject	Created On...	Status	Training Contract...	Full Name	
Extension to Annette Robson's training contract, ID: 1119698T1	09 Mar 2020	Received	1119698T1	Annette Robson	<a href="#">View contract</a>
Extension to Charles Rubanathan's training contract, ID: 1119628T1	09 Mar 2020	Received	1119628T1	Charles Rubanathan	<a href="#">View contract</a>
Extension to CARLY BIANCA JONES's training contract, ID: 443659A2	09 Mar 2020	Received	443659A2	CARLY BIANCA JONES	<a href="#">View contract</a>
Extension to Paul					

**Note:** If you have **multiple enrolment evidence to upload**, you may wish to load the enrolment evidence via the **Enrolment Evidence Upload** page (refer to **page 7**).

## Loading enrolment evidence via the Employer Incentives page

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

**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.

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](#)

### 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
✓			Completion	18 Jun 2021	18 Jun 2022	\$2,125.00	Tasks Incomplete	

#### Incentive Eligibility

Eligibility Requirement	Status	Action
Enrolment Evidence Required for Non-Publically funded RTOs	Incomplete	<a href="#">Fix it</a>
Valid USI must be provided	Incomplete	<a href="#">Fix it</a>

✓			Midpoint	19 Jun 2021	19 Jun 2022	\$3,060.00	Tasks Incomplete	
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1 - 50 of 406 items

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

## Action – Upload Enrolment Evidence

1. Click on the **fix it** icon to action the enrolment evidence.

Pending Entitlements

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Column options and reports

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✓			Midpoint	19 Jun 2021	19 Jun 2022	\$3,060.00	Tasks Incomplete	
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1 - 50 of 406 items



You will now be on the **Update Evidence** page to submit the enrolment evidence.

Organisation Contracts Incoming Training Contracts Employer Incentive Log out

Home / Organisation / Enrolment Evidence Upload **Update Evidence** Employer Profile

Name

Apprentice

RTO

Traineeship/Apprenticeship  
TR09720 UNDERGROUND METALLIFEROUS MINING (LEVEL 3)

Qualification  
RII30315: Underground Metalliferous Mining

Start Date  
18 Jun 2019

**Enrolment Evidence \***

Prior to uploading proof of enrolment, please ensure that it includes the following information.

1. Confirmation that the registered training organisation (RTO) has accepted the enrolment.
2. Evidence that payment has been made for the enrolment.
3. Enrolment documentation which contains the name of the apprentice or trainee, RTO and the qualification.

Should a change of RTO occur for the training contract, updated copy of proof of enrolment documentation for the new RTO will need to be provided prior to the next claim milestone being reached.

Browse

2. Scroll down the page to the **Enrolment Evidence** section.

**Enrolment Evidence \***

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Browse

Submit

**Documents Attached**

Document Name	Document Size	Created On	Modified On
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**Note:** Before uploading, check the evidence contains the following information:

- A. Confirmation and receipt of enrolment from the registered training organisation (RTO). This must include:
  1. apprentice/trainee name
  2. the qualification
  3. dates of the enrolment
  4. evidence that the enrolment has been paid
- B. Evidence that training has commenced (such as attendance records or record of progression)



3. Select **Browse** to attach the softcopy of the enrolment evidence saved on your computer or device.

**Enrolment Evidence**

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3. Enrolment documentation which contains the name of the apprentice or trainee, RTO and the qualification.

Should a change of RTO occur for the training contract, updated copy of proof of enrolment documentation for the new RTO will need to be provided prior to the next claim milestone being reached.

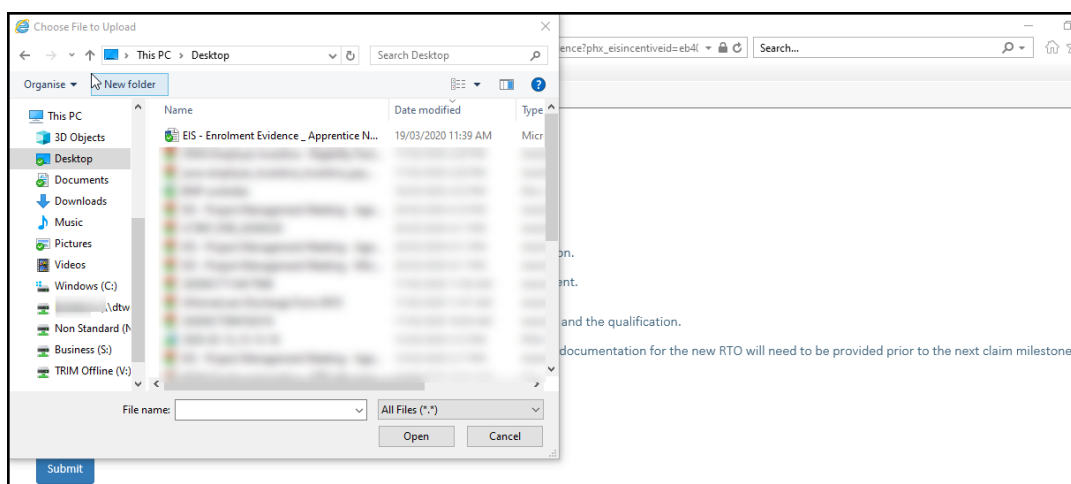
**Browse**

**Submit**

**Documents Attached**

Document Name	Document Size	Created On	Modified On
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4. Locate enrolment evidence to upload.



**Note:** WAAMS will accept attachments in formats including .doc, docx, xls, PDF and 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 to locate its replacement.

**Enrolment Evidence**

Prior to uploading proof of enrolment, please ensure that it includes the following information.

1. Confirmation that the registered training organisation (RTO) has accepted the enrolment.
2. Evidence that payment has been made for the enrolment.
3. Enrolment documentation which contains the name of the apprentice or trainee, RTO and the qualification.

Should a change of RTO occur for the training contract, updated copy of proof of enrolment documentation for the new RTO will need to be provided prior to the next claim milestone being reached.

**Browse** EIS - Enrolment Evidence \_ Apprentice Name.docx

**Submit**

**Documents Attached**

Document Name	Document Size	Created On	Modified On
---------------	---------------	------------	-------------



5. Now all you need to do is select the **Submit** button.

*Once submitted, close the window to return to the **View Entitlements** page.*

**Enrolment Evidence** \*

Prior to uploading proof of enrolment, please ensure that it includes the following information.

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EIS - Enrolment Evidence \_ Apprentice Name.docx

**Documents Attached**

Document Name	Document Size	Created On	Modified On
---------------	---------------	------------	-------------



## Loading enrolment evidence via Enrolment Evidence Upload

Enrolment evidence can be uploaded from the **Enrolment Evidence Upload**, providing convenience for employers who need to load evidence for multiple apprentices/trainees.

1. From the WAAMS Portal **home** page, select **Enrolment Evidence Upload** from the menu on the right.

The screenshot shows the WAAMS Portal home page. The top navigation bar includes 'Organisation', 'Contracts', 'Incoming Training Contracts', and 'Employer Incentive'. The right-hand menu is open, showing 'My Permissions' (Financial Admin, Organisation Admin, EIS User, TCC User) and 'Organisation' options. The 'Enrolment Evidence Upload' option is highlighted with a red box. The main content area shows a 'Noticeboard' with a table of training contracts.

Subject	Created On...	Status	Training Contract...	Full Name	
Extension to training contract, ID: [redacted]	13 Mar 2020	Received	[redacted]	[redacted]	<a href="#">View contract</a>
Extension to training contract, ID: [redacted]	13 Mar 2020	Received	[redacted]	[redacted]	<a href="#">View contract</a>
Jobs and Skills WA Employer Incentive eligibility for new training contract	13 Mar 2020	Received	[redacted]	[redacted]	<a href="#">View contract</a>

You are now on the **Enrolment Evidence Upload** page.

The screenshot shows the 'Enrolment Evidence Upload' page. The page title is 'Enrolment Evidence Upload'. Below the title, there is a brief explanation of the requirement: 'Eligible employers may be required to provide proof of the apprentice or trainee's RTO enrolment as evidence, to support their milestone incentive claim. The proof of enrolment documentation should verify that the RTO has confirmed the enrolment and received payment. Enrolment documentation should include the name of the apprentice/trainee and the registered training organisation (RTO). If proof of enrolment is required or outstanding, the enrolment upload will appear in the table below. Submitted documentation will be verified and approved. If a change of RTO occurs, the updated proof of enrolment must be submitted prior to a claim milestone being reached.'

TC ID	Apprentice	Evidence Required?	Evidence Attached?	Is Enrolment Evid...	Eligibility Status	Incentive Status
[redacted]	[redacted]	Yes	No	No	In Scope	Active
[redacted]	[redacted]	Yes	No	No	In Scope	Active

On the enrolment evidence upload page, you will see a list of training contracts:

- With an eligible or notionally eligible employer incentive; and






- Where the enrolment evidence has not been provided by employer and verified by the Department.

Organisation

Contracts

Incoming Training Contracts


Employer Incentive



Log out

Home / Organisation

Enrolment Evidence Upload



Employer



Profile

Eligible employers may be required to provide proof of the apprentice or trainee's RTO enrolment as evidence, to support their milestone incentive claim.

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If proof of enrolment is required or outstanding, the enrolment upload will appear in the table below. Submitted documentation will be verified and approved.

If a change of RTO occurs, the updated proof of enrolment must be submitted prior to a claim milestone being reached.

	TC ID	Apprentice	Evidence Required?	Evidence Attached?	Is Enrolment Evid...	Eligibility Status	Incentive Status
			Yes	No	No	In Scope	Active
			Yes	No	No	In Scope	Active


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

Organisation

Contracts


Incoming Training Contracts

Employer Incentive




Log out

Home / Organisation / Enrolment Evidence Upload



Employer













Profile

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	TC ID		Apprentice		Evidence Required?		Evidence Attached?		Is Enrolment Evid...		Eligibility Status		Incentive Status	
					Yes		No		No		In Scope		Active	
					Yes		No		No		In Scope		Active	

- 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".

TC ID	Apprentice	Evidence Required?	Evidence Attached?	Is Enrolment Evid...	Eligibility Status	Incentive Status
<input type="checkbox"/>		No	No	No	In Scope	Active
<input type="checkbox"/>		No	No	No	In Scope	Active
<input type="checkbox"/>		No	No	No	In Scope	Active
<input type="checkbox"/>		No	No	No	In Scope	Active
<input type="checkbox"/>		No	No	No	In Scope	Active
<input type="checkbox"/>		No	No	No	In Scope	Active
<input type="checkbox"/>		No	No	No	In Scope	Active
<input type="checkbox"/>		No	No	No	In Scope	Active
<input type="checkbox"/>		No	No	No	In Scope	Active
<input type="checkbox"/>		No	No	No	In Scope	Active

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





4. 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.

Home / Organisation / Enrolment Evidence Upload

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		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active

10  
25  
50  
100  
All

1 2 3 4 5

50 items per page

1 - 50 of 249 items

5. To upload and submit enrolment evidence for any apprentice/trainee listed, select the **edit (pencil)** icon to the left of the relevant contract.

Home / Organisation / Enrolment Evidence Upload

Eligible employers may be required to provide proof of the apprentice or trainee's RTO enrolment as evidence, to support their milestone incentive claim.

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		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active
		Yes	No	No	In Scope	Active

1 2 3 4 5

50 items per page

1 - 50 of 249 items



You are now on the **Update Evidence** page, refer to page 4 for instructions on loading the enrolment evidence.

The enrolment evidence you uploaded will be assessed by the Apprenticeship Office, **once it has been verified** it will no longer appear in the enrolment evidence upload grid.

If you require any assistance with WAAMS, please contact Apprenticeship Office on 13 19 54 menu option 1 or email at [rai.projects@dtwd.wa.gov.au](mailto:rai.projects@dtwd.wa.gov.au).