



# **Uploading Enrolment Evidence – User Guide**

Employers who are eligible for the Jobs and Skills WA Employer Incentive who 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 evidence to show that their apprentice/ trainee is enrolled into the qualification showing on the training contract. This information must be provided before your incentive claim can be processed.

## **Uploading Enrolment Evidence for individual apprentice/ trainee**



1. Log on to the WAAMS portal at https://waamsportal.dtwd.wa.gov.au/

\*Employers who do not have a WAAMS portal account should contact 13 19 54 (option 2) to speak to an Employer Incentive team member.





2. At the WAAMS homepage, select the Employer Incentives tab.

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Note: If you have **enrolment evidence for more than one apprentice/trainee**, you may wish to load the enrolment evidence via the Enrolment Evidence Upload page **(refer to page 7 of this document).** 

3. From the Employer Incentives landing page, select View and claim Employer Incentives



4. From the **View and claim Employer Incentives** page, you can locate your entitlement on the **Pending** grid or the **Active** grid.





5. Locate your apprentice/trainee and expand the details in the grid by clicking the **icon** to the left of the apprentice/trainee's name.

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- 6. If enrolment evidence is required the **Fix it** icon will appear in the **Incentive Eligibility** table for you to action.
- 7. Click on the **Fix it** icon to action the enrolment evidence.

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8. You will now be on the Update Evidence page

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## 9. Scroll down the page to the **Enrolment Evidence** section.

Enrolment Evidence *	olment nlesse	ensure that it includes th	e following informati	on			
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Documents Attached							
Document Name	:	Document Size	:	Created On	:	Modified On	:
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Note: Before uploading, check that the evidence is one of the following:

- 1. Confirmation letter; or
- 2. Receipt/invoice of enrolment from the registered training organisation (RTO)
- 3. Online registration or
- 4. Enrolment form.

These documents must include:

- apprentice/trainee's name;
- the qualification name;
- national code; and
- enrolment period





The following documents are not considered to be enrolment evidence:

- training plan;
- signed page of an enrolment form with no other information; or
- training contract

10. Select **Browse** to attach the softcopy of the enrolment evidence from your computer or device.

Enrolment Evidence • Prior to uploading proof of enrolment, please 1. Confirmation that the registered trainin 2. Evidence that payment has been made 3. Enrolment documentation which conta	ensure that it includes the following infor ig organisation (RTO) has accepted the en for the enrolment. ins the name of the apprentice or trainee.	rmatio rolme , RTO	on. int. and the qualification.			
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11. Select the enrolment evidence you wish to upload.

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**Note:** WAAMS will accept attachments in the following formats; doc, docx, xls, PDF and JPG. The maximum size of attachment that can be uploaded into WAAMS 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.

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- 12. Click on Submit.
- 13. Close the window to return to the View and Claim Employer Incentives page.

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## Loading enrolment evidence for multiple apprentices/trainees

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

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2. On the **Enrolment Evidence Upload** page, you will see a list of your training contracts with an eligible or notionally eligible employer incentive where enrolment evidence has not been provided.

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Government of Western Australia Department of Training and Workforce Development



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## 3. Use the filters on each column to locate a particular apprentice/trainee.

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

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





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

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6. You will now be on the **Update Evidence** page





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#### 7. Scroll down the page to the Enrolment Evidence section.

Enrolment Evidence • Prior to uploading proof of en	rolment, please	ensure that it includes th	e following informati	on.						
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Submit Documents Attached Document Name	Submit Documents Attached									
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Note: Before uploading, check that the evidence is one of the following:

- 1. Confirmation letter; or
- 2. Receipt/invoice of enrolment from the registered training organisation (RTO)
- 3. Online registration or
- 4. enrolment form.

This must include:

- apprentice/trainee's name;
- the qualification name;
- national code; and
- enrolment period.





The following documents are not considered to be enrolment evidence:

- training plan;
- signed page of an enrolment form with no other information; or
- training contract
- 8. Select **Browse** to attach the softcopy of the enrolment evidence from your computer or device.

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9. Select the enrolment evidence you wish to upload.

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Submit				

**Note:** WAAMS will accept attachments in the following formats; doc, docx, xls, PDF and JPG. The maximum size of attachment that can be uploaded into WAAMS 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 *						
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- 10. Click on Submit.
- 11. Close the window to return to the View and Claim Employer Incentives page.

Enrolment Evidence *										
Prior to uploading proof of en 1. Confirmation that the re 2. Evidence that payment 3. Enrolment documentati	rior 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. build a change of RTO occur for the training contract - undeted corput of proof of enrolment documentation for the new RTO will need to be provided prior to the pert claim milestone.									
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Document Name	:	Document Size	:	Created On	:	Modified On	:			
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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 2) or email at <u>employerincentive@dtwd.wa.gov.au</u>