



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/>

The screenshot shows the WAAMS portal login page. The header includes the Government of Western Australia logo, the WAAMS logo, and the slogan 'We're working for Western Australia.' The main content area is titled 'WA Apprenticeship Management System' and contains a 'Login' form. The form has two input fields: 'Email' and 'Password', both highlighted with green boxes. Below the form is a 'Remember me' checkbox and a 'Portal conditions of use' section. The page also includes a 'Log in' button and a 'We're working for Western Australia' slogan.

**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.

The screenshot shows the WAAMS homepage. At the top, there is a navigation bar with tabs: Organisation, Contracts, Incoming Training Contracts, and Employer Incentive. The 'Employer Incentive' tab is highlighted with a green box, and a green arrow points to it. 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 Contract..., and Full Name. The 'Status' column is highlighted in orange for the first three rows, which are 'Received'. The first row is 'Extension to Annette Robson's training contract, ID: 1119698T1'. The second row is 'Extension to Charles Rubanathan's training contract, ID: 1119628T1'. The third row is 'Extension to CARLY BIANCA JONES'S training contract, ID: 443659A2'. There is also a 'My Permissions' section on the right with a list of permissions: Financial Admin, Organisation Admin, EIS User, and TCC User. Below that is an 'Organisation' section with links for Bulk Contract Change, Enrolment Evidence Upload, Organisation Details, Submitted Contract Changes, and Training Plan Uploads.

*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**

The screenshot shows the 'Jobs and Skills WA Employer Incentive' landing page. The page title is 'Jobs and Skills WA Employer Incentive'. Below the title, there is a paragraph of text: 'The Jobs and Skills WA Employer Incentive (the Employer Incentive) 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'. Below that, there is another paragraph: 'Employers of apprentices and trainees registered on or after 1 July 2019 can view their eligibility to receive the incentive under the "View training contract eligibility and estimates" option at the top right of this page.' At the bottom, there is a small note: 'Entitlements that can be claimed by an eligible employer, are listed under the "View entitlements" option.' On the right side of the page, there is a 'GTO Reporting' section with three buttons: 'View and claim Employer Incentives', 'View Training Contract Eligibility & Estimates', and 'View Training Contract Eligibility & Estimates'. The 'View and claim Employer Incentives' button is highlighted with a green box.

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.

Home / Employer Incentives **View and claim Employer Incentives** 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 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	Claim Open Date	Incentive Type	Amount	Claim Status	Details
			Commencement	11 Jan 2022	EIS	\$1,062.50	Tasks Incomplete	

Incentive Eligibility

Eligibility Requirement	Status	Action
Enrolment Evidence Required for Non-Publically funded RTOs	Incomplete	
Training Plan Notification- RTD	Incomplete	

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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Incentive Eligibility

Eligibility Requirement	Status	Action
Enrolment Evidence Required for Non-Publically funded RTOs	Incomplete	
Training Plan Notification- RTD	Incomplete	
Softcopy of the Training Plan- Employer	Incomplete	
Valid USI must be provided	Incomplete	



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

Organisation Contracts Incoming Training Contracts Employer Incentive

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

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

9. 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 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.

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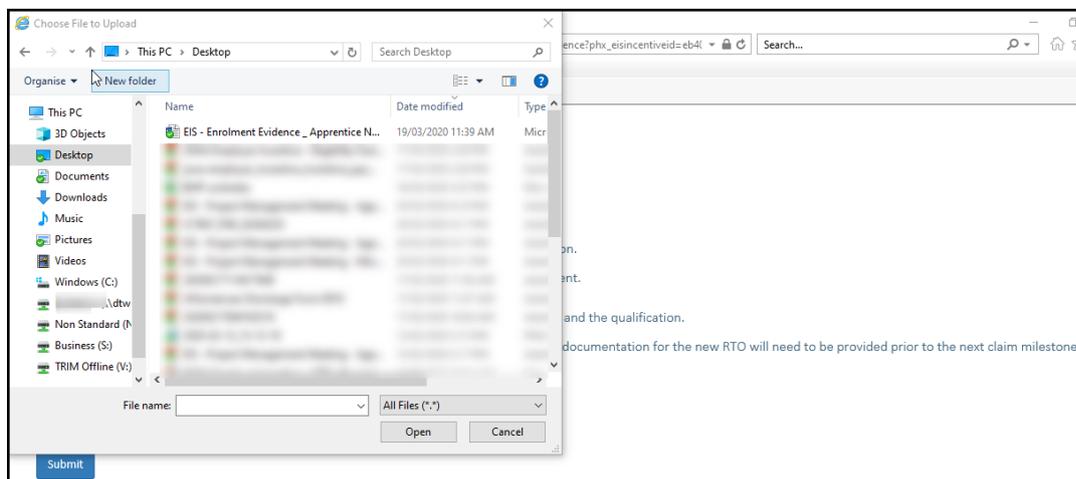
Browse

Submit

Documents Attached

Document Name	Document Size	Created On	Modified On
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11. Select the enrolment evidence you wish to upload.



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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EIS - Enrolment Evidence _ Apprentice Name.docx

Documents Attached

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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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Documents Attached

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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.

The screenshot shows the WAAMS Portal home page. The top navigation bar includes 'Organisation', 'Contracts', 'Incoming Training Contracts', and 'Employer Incentive'. The main content area is titled 'Noticeboard' and contains a table of training contracts. On the right side, there is a sidebar menu for the 'Organisation' with several options. The 'Enrolment Evidence Upload' option is highlighted with a red box.

Subject	Created On...	Status	Training Contrac...	Full Name	
Extension to [redacted] training contract, ID: [redacted]	13 Mar 2020	Received	[redacted]	[redacted]	View contract
Extension to [redacted] training contract, ID: [redacted]	13 Mar 2020	Received	[redacted]	[redacted]	View contract
Jobs and Skills WA Employer Incentive eligibility for new training contract	13 Mar 2020	Received	[redacted]	[redacted]	View contract

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.

The screenshot shows the 'Enrolment Evidence Upload' page. The page contains introductory text and a table of training contracts. The 'Enrolment Evidence Upload' link in the top navigation bar is highlighted with a red box.

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



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

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

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

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☑ [redacted]	[redacted]	No	No	No	In Scope	Active
☑ [redacted]	[redacted]	No	No	No	In Scope	Active
☑ [redacted]	[redacted]	No	No	No	In Scope	Active
☑ [redacted]	[redacted]	Yes	No	No	In Scope	Active
☑ [redacted]	[redacted]	Yes	No	No	In Scope	Active
☑ [redacted]	[redacted]	Yes	No	No	In Scope	Active
☑ [redacted]	[redacted]	Yes	No	No	In Scope	Active

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.



Home / Organisation / Enrolment Evidence Upload

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✓		Yes	No	No	In Scope	Active
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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

10
25
50
100
All

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

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✎		Yes	No	No	In Scope	Active
✓		Yes	No	No	In Scope	Active
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✓		Yes	No	No	In Scope	Active
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50 items per page 1 - 50 of 249 items

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



Organisation Contracts Incoming Training Contracts Employer Incentive

Home / Organisation / Enrolment Evidence Upload / Update Evidence

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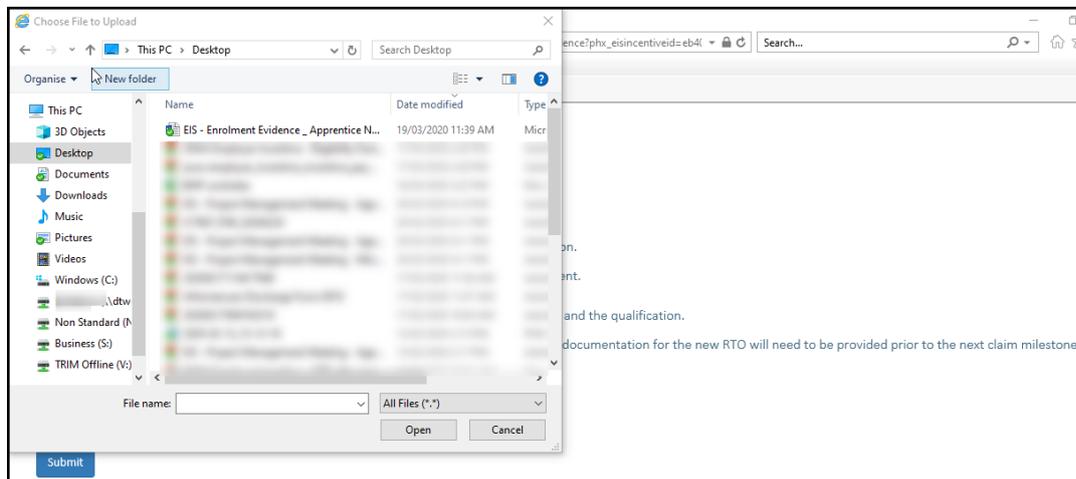
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The enrolment evidence you uploaded will be assessed by the Apprenticeship Office. **Once it has been verified** it will no longer appear in the enrolment evidence upload grid.

If you require any assistance with WAAMS, please contact Apprenticeship Office on 13 19 54 menu (option 2) or email at employerincentive@dtwd.wa.gov.au