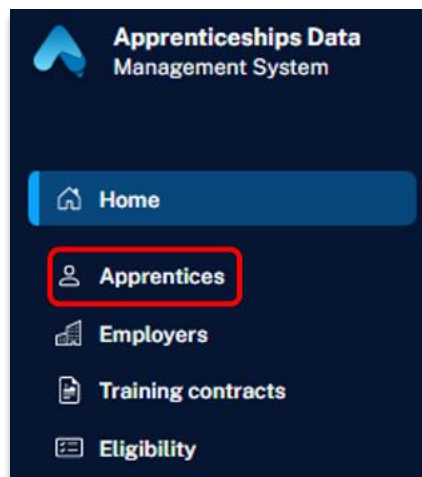


Fact Sheet: Overview of the Apprentices module in ADMS

This fact sheet introduces the Apprentices module. Use this fact sheet along with the other ADMS help and support resources to easily create and maintain Apprentice Profiles.

Navigating the Apprentices module

The Apprentices module can be found using the left-hand navigation menu in ADMS. Simply click 'Apprentices' to get started.

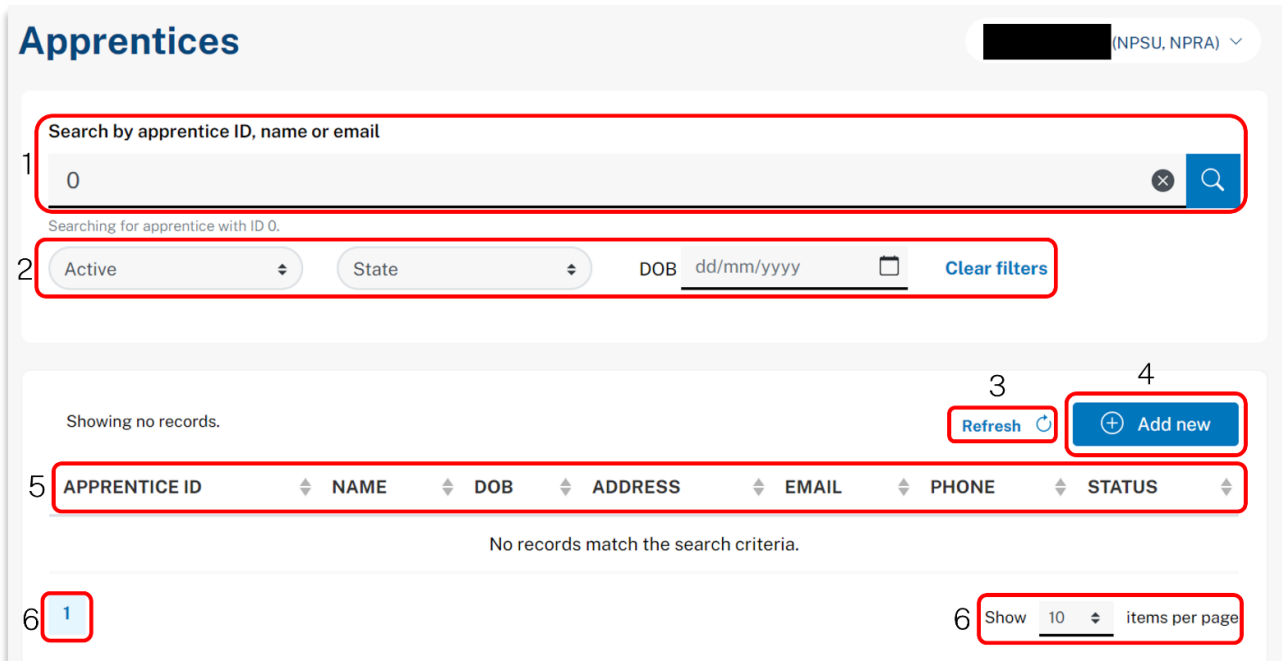


The Apprentice module lets you easily create new Apprentices Profiles and find existing ones. The module has three main components, the Apprentices list, the 'Create apprentice' page, and the Apprentice Profile.

Apprentices list

The Apprentices list shows you all available Apprentice Profiles. By default, the Apprentices list will be filtered to show active Apprentices. From this list you can easily locate or create a profile for an Apprentice.

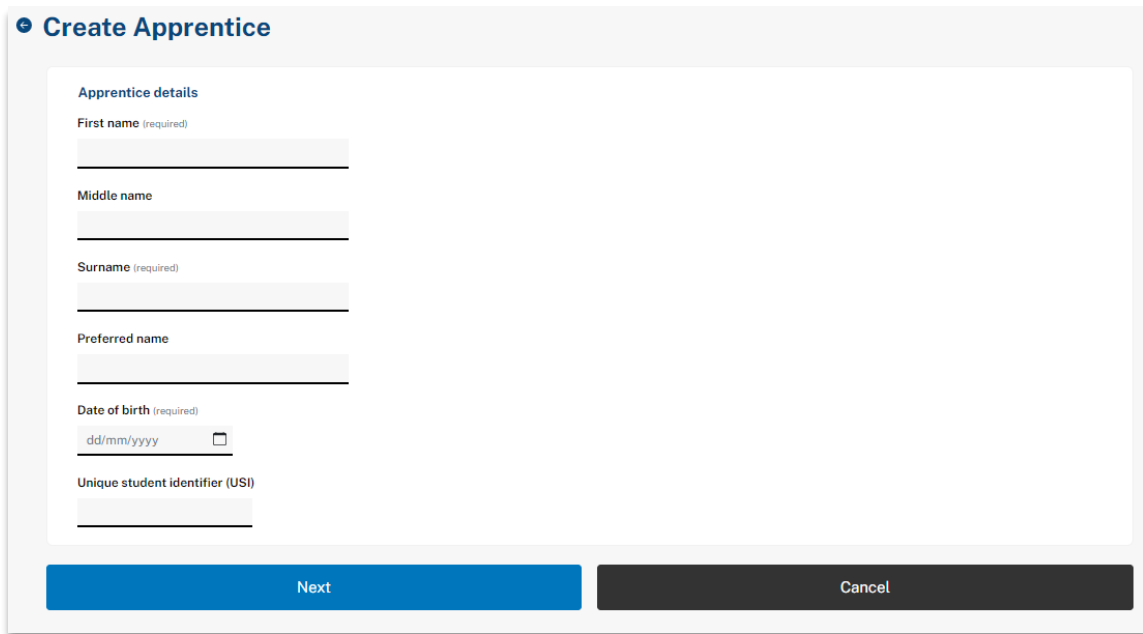
The Apprentices list includes:



| Number | Name | Description |
|--------|-----------------------------|---|
| 1 | Search bar | The search bar allows you to search for a specific Apprentice Profile using either the Apprentice ID, or the Apprentice's name or email address. |
| 2 | Filter bar | The filter bar allows you to refine the displayed Apprentice Profiles based on status, state, or Apprentice's date of birth. |
| 3 | Refresh button | This button will update the Apprentices list with any changes or updates. |
| 4 | Add new button | This button launches the 'Create Apprentice' page which lets you create a new Apprentice Profile. |
| 5 | Apprentices list header bar | The Apprentices list header bar allows you to sort the list based on the Apprentice ID, or the name, date of birth, address, email, phone number, or status of the Apprentice. |
| 6 | Page controls | The page controls allow you to navigate to the next/previous page of results, select a specific page, and increase/decrease the number of results that appear in your Apprentices list. |

Create apprentice

The 'Create apprentice' page allows you to start creating a new Apprentice Profile.



The screenshot shows a form titled "Create Apprentice" with a sub-section "Apprentice details". The form contains the following fields:

- First name (required)**: A text input field.
- Middle name**: A text input field.
- Surname (required)**: A text input field.
- Preferred name**: A text input field.
- Date of birth (required)**: A date picker with a calendar icon and a placeholder "dd/mm/yyyy".
- Unique student identifier (USI)**: A text input field.

At the bottom of the form, there are two buttons: a blue "Next" button and a black "Cancel" button.

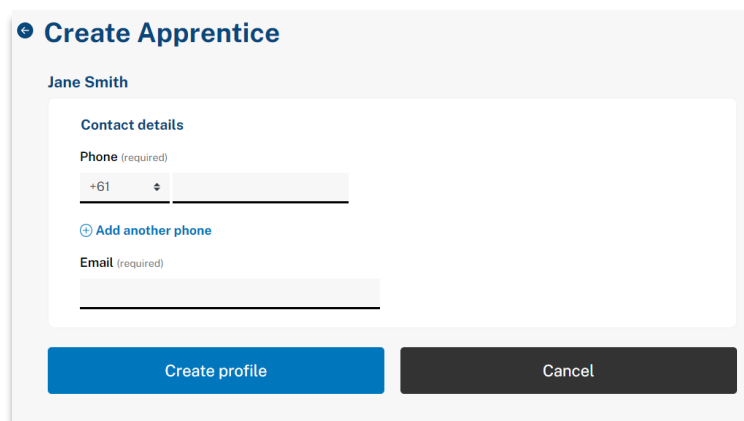
First, you will need to include information about the Apprentice (First Name, Last Name, and Date of Birth are required).



NOTE: The Unique Student Identifier (USI) is used to match existing Apprentice Profiles. It will not be saved when creating your Apprentice Profile. The ability to save a USI when creating a profile will be available in future updates to ADMS.

ADMS will attempt to match the information you have entered against existing Apprentice profiles. If it finds potential matches, it will ask you if you want to view these profiles instead.

If no relevant matches are found, you can choose to create a new Apprentice Profile. You will then need to provide contact details for your Apprentice.



The screenshot shows a form titled "Create Apprentice" with a sub-section "Contact details" for "Jane Smith". The form contains the following fields:

- Phone (required)**: A phone number input field with a dropdown menu showing "+61".
- Add another phone**: A blue link with a plus icon.
- Email (required)**: A text input field.

At the bottom of the form, there are two buttons: a blue "Create profile" button and a black "Cancel" button.

Apprentice Profile

The Apprentice Profile page is where you can view information about the Apprentice. The information you can view includes:

← **Jane Smith**

ID 4660867

1 **Contact details**

2 **Personal details**

3 **Education**

Phone
61 04 [redacted]

Email
jane.smith@[redacted]

Address
None

| Number | Name | Description |
|--------|------------------|--|
| 1 | Contact details | Displays the phone number, email, and address of the Apprentice. |
| 2 | Personal details | Displays the date of birth, gender, USI, citizenship, Aboriginal or Torres Strait Islander status, and disability status for the Apprentice. |
| 3 | Education | Displays education, date of qualification, and date of leaving school information for the Apprentice. |

Support

For assistance with ADMS, log a job using the [Digital Solutions Support Portal](#).

For feedback on this quick reference guide, contact ADMSEngagement@dese.gov.au