



Apprenticeships Data
Management System

Thank you for joining the Supporting Australian Apprentices in ADMS webinar

The presentation will begin shortly





Apprenticeships Data
Management System

Supporting Australian Apprentices in ADMS

Helping Australian Apprentices claim incentives

14th December 2022





Acknowledgement of Country

We respectfully acknowledge the
traditional owners and custodians
of this land.

We pay our respects to them and
their elders past, present and
emerging.

Purpose

- The last 10 weeks
- Supporting Australian Apprentices with claiming incentives
 - Australian Apprentice onboarding
 - Apprentices module
 - Eligibility assessments
 - Australian Apprentice Training Support Payment Claim Applications
- What's on the horizon



The last 10 weeks

The IT Development teams focused on bringing Apprentices onto ADMS, including building the Apprentice Profile module, adding Australian Apprentice Training Support Payment criteria to the Eligibility module, and preparing the Apprentice onboarding experience.





The last 10 weeks – Training Contract

Status

● Approved
STA ID: 123456

Links

Employer
[D.I.M. FURNITURE \(AUST\) \(354029\)](#)
Apprentice
[ooo chand \(4824802\)](#)
Eligibility assessment
[D.I.M. FURNITURE \(AUST\) \(ooo chand\)](#)

Actions

🗨️ [Comments \(0\)](#)
🕒 [Status history](#)

- Employer ID and Apprentice ID is now displayed on the training contract right hand menu.

New energy details

Apprentice and employer will be engaged in clean energy / renewables	Yes
Sector apprentice's work will most closely align with	Solar
Activity	test
Market segment serviced by employer	Residential
Employer is contracted to deliver an energy infrastructure project	No
The employer declares their commitment to undertake and provide work in a clean energy project and/or occupation	Yes
The apprentice declares their commitment to undertake work in a clean energy occupation	Yes

- New Energy details section added for TCs with a commencement date of 1 January 2023 onwards.



The last 10 weeks – Claim applications

Claim applications

Search by claim application ID, apprentice name, business name or

Claim type

Status

Status

Approved
Assessment
Draft
Expired
Future
Ineligible
Ready
Rejected
Returned
Submitted
Verified
Withdrawn

Showing 1 to 10 of 46,646 records.

CLAIM APP ID

APPR

7

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14

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- Statuses of **Expired**, **Future**, **Ineligible** and **Withdrawn** have been added to claim application life cycle.

Status

● Withdrawn

Claim period

01 Jan 2022 – 31 Mar 2022

Actions

🗨️ Comments (0)

Service Notes

📞 Service Note Details (0)

Reinstate

- Departmental Administrators and Employers can now withdraw and reinstate applications.



The last 10 weeks – Apprentices module

Apprentices

Search by apprentice ID, name or email

Active State DOB Clear filters

Showing 1 to 10 of 4,813,059 records. Sorting is disabled. ⓘ

APPRENTICE ID	NAME	DOB	ADDRESS
4824924	Auto Cody Auto Jacobi	26/11/1980	100 Commonwealth Ave YARRALUMLA 2600 ACT
4824923	Auto Mikayla Auto Roberts	01/01/2001	100 Commonwealth Ave YARRALUMLA 2600 ACT
4824922	Auto Caleb Auto Boyer	01/06/1973	57 Athllon Dr GREENWAY 2900 ACT
4824921	Auto Tahlia Auto Hayes	30/06/1979	100 Commonwealth Ave YARRALUMLA 2600 ACT
4824920	Auto Isla Auto Farrell	24/12/1959	100 Commonwealth Ave YARRALUMLA 2600 ACT
4824919	Auto Angus Auto Heathcote	15/03/2004	100 Commonwealth Ave YARRALUMLA 2600 ACT
4824918	Auto Cody Auto Morrison	05/09/1994	15 Bowes St PHILLIP 2606 ACT
4824917	Auto Abbey Auto Leffler	05/05/1973	20 Genge St CITY 2601 ACT
4824916	Auto Owen Auto Kovacek	17/05/1951	15 Bowes St PHILLIP 2606 ACT
4824915	Auto Sarah Auto Davis	07/08/1990	100 Commonwealth Ave YARRALUMLA 2600 ACT

1 2 3 4 5 6 7 Next

ID 4824922

Contact details

Phone

61 461715089
61 0467501893

Personal details

Education

Tax file number

Eligibility

Parent/guardian

Email

autoJustin_Bailey3@admsmail.com

Residential Address

57 Athllon Dr, GREENWAY ACT 2900

Postal Address

Not stated



The last 10 weeks – Eligibility module

- Australian Apprentice Training Support Payment and New Energy Apprentice Support Payment added to Eligibility module
- Filter the Eligibility list display by Network Provider, Contract ID and Eligibility type.

Search by training contract id, apprentice name, employer name or ABN

Ready Contract Eligibility
Signed date Last updated date [Less filters](#)

Australian Apprentice Training Support Payment (AATSP) Ineligible [Override eligibility](#)

Citizenship
Australian Citizen or Permanent Resident

Commencement date of apprenticeship / traineeship
18 July 2022

Qualification
Certificate III in Carpentry

ANZSCO
331212 - Carpenter

Qualification level
Certificate III

Apprentice previously completed the same qualification or a qualification that has been superseded by the qualification in the training contract within the last 7 years
No

Training contract status
Ready for review

Is custodial apprenticeship / traineeship
No

Is recommencement
Yes
▲ Apprentice must have had at least a 6 month break before recommencing with their original employer

Apprentice and employer are engaged in clean energy/renewables
—

New Energy Apprentice Support Payment (NEASP) Ineligible [Override eligibility](#)

Citizenship
Australian Citizen or Permanent Resident

Commencement date of apprenticeship / traineeship
18 July 2022
▲ Apprenticeship commencement date is outside the date range for NEASP claims

Qualification
Certificate III in Carpentry

ANZSCO
331212 - Carpenter
▲ ANZSCO must be on the new energy occupations list

Qualification level
Certificate III

Apprentice previously completed the same qualification or a qualification that has been superseded by the qualification in the training contract within the last 7 years
No

Training contract status
Ready for review

Is custodial apprenticeship / traineeship
No

Is recommencement
Yes
▲ Apprentice must have had at least a 6 month break before recommencing with their original employer

Employer has declared their commitment to undertake and provide work in a clean energy project and/or occupation
No
▲ Employer must declare their commitment

Apprentice has declared their commitment to undertake work in a clean energy occupation
No
▲ Apprentice must declare their commitment

Showing 1 to 10 of 3,814 records matching the search criteria.

[Export](#) [Refresh](#)

TRAINING CONTRACT ID	EMPLOYER	APPRENTICE	CONTRACT SIGNED	LAST UPDATED	ELIGIBLE FOR	STATUS
5261136	MP MAINTENANCE & CONSTRUCTION PTY LTD	Steve Wittebol		16/11/2022 11:31:37 pm	AATSP, PWS	Ready



Australian Apprentice journey in ADMS





Australian Apprentice journey in ADMS

Connect

Confirm

Claim



1. Navigate to ADMS home page



2.1 Sign in with myGov

or



2.2 Sign in with myGovID



3.1 Provide USI

or



3.2 Provide Apprentice ID



4. Match myGov or myGovID record to ADMS



5. Validate identity in ADMS



6. Make a claim in ADMS

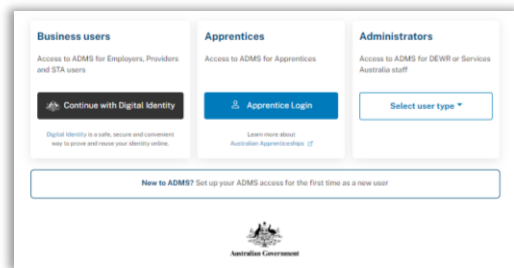


Australian Apprentice journey in ADMS

Connect



1. Navigate to ADMS home page



2.1 Sign in with myGov

*Must be linked to either ATO, Medicare or Centrelink

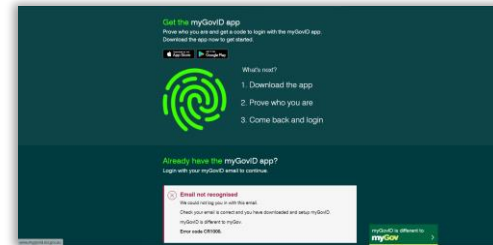


or



2.2 Sign in with myGovID

*Requires **standard** identity strength
*Requires connected myGov account





Australian Apprentice journey in ADMS

Sign in with myGov

Choose how to sign in from these 2 options

Using your myGov sign in details

Username or email

[Forgot username](#)

Password

 [Show](#)

[Forgot password](#)

[Create a myGov account](#) if you don't have one already.

OR

Using your myGovID Digital Identity

What is [Digital Identity](#) and [myGovID](#)?



To use myGov:

- Must be linked to either ATO, Medicare or Centrelink



To use myGovID:

- Requires **standard** identity strength
- Needs to be connected to a myGov account



Australian Apprentice journey in ADMS

Confirm



3.1 Provide USI or
3.2 Provide Apprentice ID

Activating your ADMS user account

How would you like to confirm your identity? (required)

My Apprentice ID (your Apprenticeship Network Provider can give you this number)

My Unique Student Identifier (USI)

Please confirm your details

Apprentice ID (required)

Date of birth (required)

dd/mm/yyyy



4. Match your myGov or myGovID
record in ADMS

Activating your ADMS user account

How would you like to confirm your identity? (required)

My Apprentice ID (your Apprenticeship Network Provider can give you this number)

My Unique Student Identifier (USI)

Please confirm your details

Apprentice ID (required)

Date of birth (required)

dd/mm/yyyy



5. Validate your identity in ADMS

Welcome to ADMS

Activation code

We need to send you an activation code to confirm your account. Would you like that sent to your listed email or mobile phone number?

Email (Eg: "my@domain.com")

Mobile phone (0411 111 333)

Thank your email/phone number on account, contact your Apprenticeship Network Provider for assistance.

Send code

Activation code

Next

Exit



Apprentices module walkthrough





Australian Apprentice journey in ADMS

Confirm



3.1 Provide USI or
3.2 Provide Apprentice ID

Activating your ADMS user account

How would you like to confirm your identity? (required)

My Apprentice ID (your Apprenticeship Network Provider can give you this number)

My Unique Student Identifier (USI)

Please confirm your details

Apprentice ID (required)

Date of birth (required)

dd/mm/yyyy



4. Match your myGov or myGovID
record in ADMS

Activating your ADMS user account

How would you like to confirm your identity? (required)

My Apprentice ID (your Apprenticeship Network Provider can give you this number)

My Unique Student Identifier (USI)

Please confirm your details

Apprentice ID (required)

Date of birth (required)

dd/mm/yyyy



5. Validate your identity in ADMS

Welcome to ADMS

Activation code

We need to send you an activation code to confirm your account. Would you like that sent to your listed email or mobile phone number?

Email (Eg: "my@domain.com")

Mobile phone (04** *** 333)

Think your email/phone number are correct, contact your Apprenticeship Network Provider for assistance.

Send code

Activation code

Next

Exit

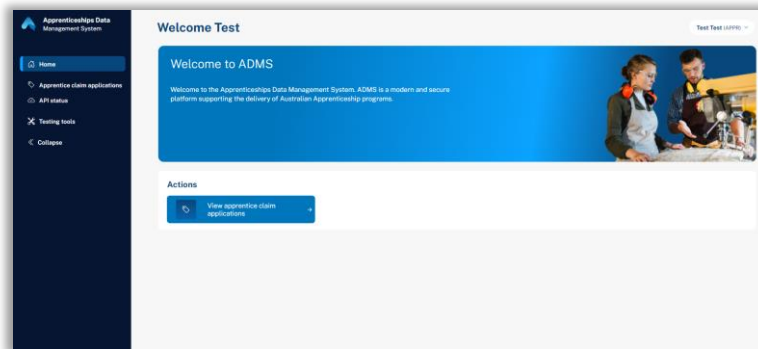


Australian Apprentice journey in ADMS

Claim

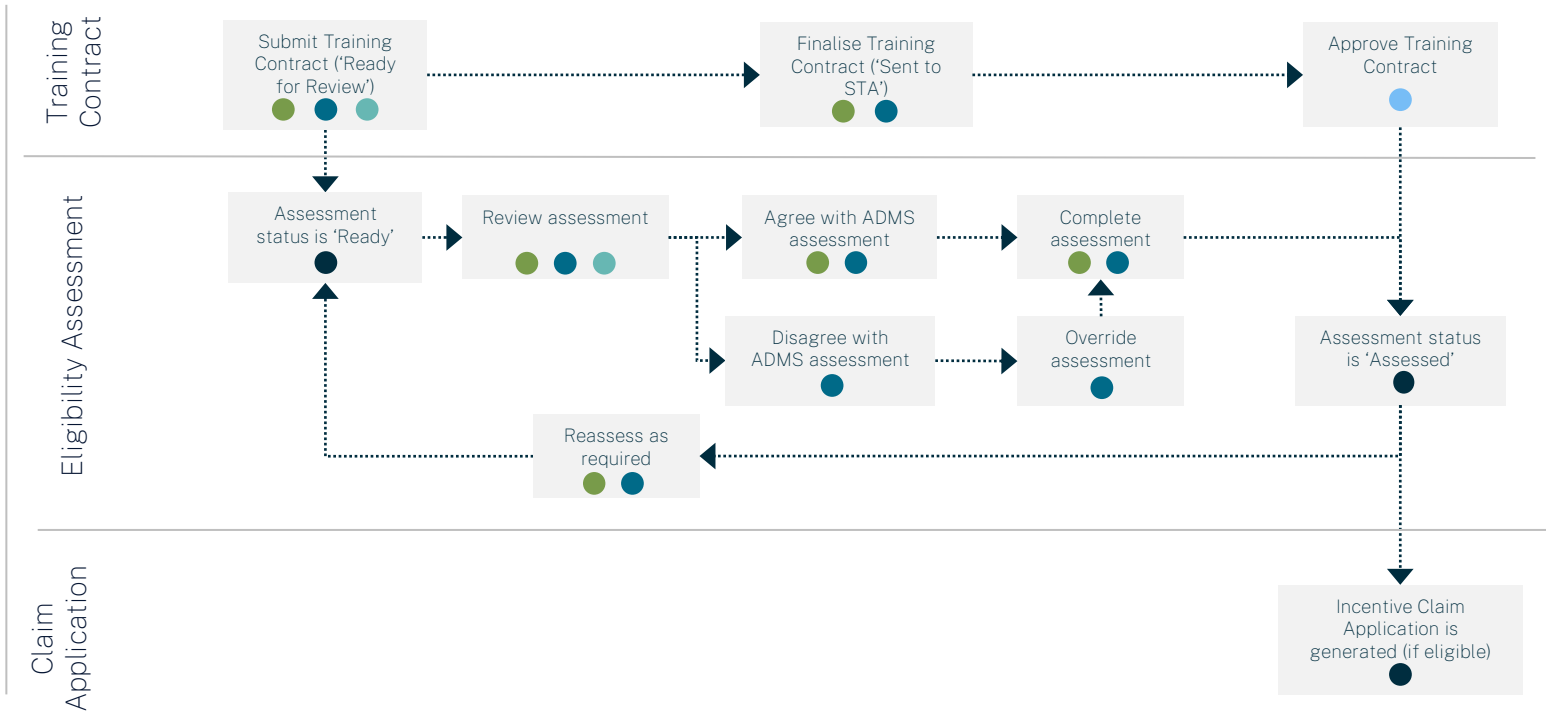


5. Make a claim in ADMS





Australian Apprentice journey in ADMS



● Network Provider Super User (NPSU) ● Network Provider Field Officer (NPFO) ● Network Provider Admin (NPAD) ● State Training Authority (STA) ● ADMS system

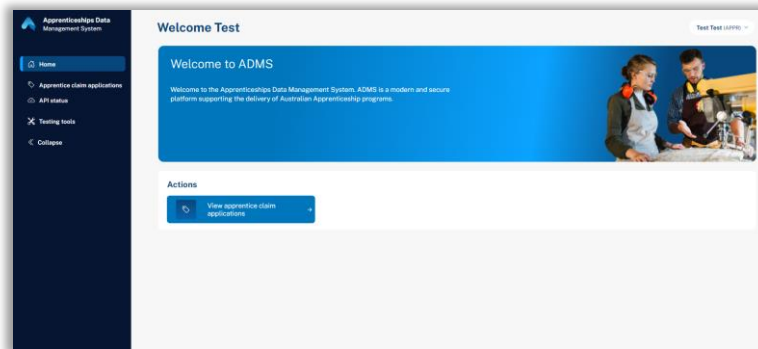


Australian Apprentice journey in ADMS

Claim



5. Make a claim in ADMS





Australian Apprentice Training Support Payment Claim Application walkthrough



Australian Apprentice Training Support Payment assessment walkthrough



What's coming up

The ADMS Project will continue to work on building out Apprentice and Employer Profiles, will introduce new Claim Applications and will be building a new ADMS feature called the Apprenticeships module.

On the horizon you can expect to see:

- **New incentive Claim Applications** will be introduced for Hiring Incentive (HI), Australian Apprentice Training Support Payment, Living Away from Home Allowance
- **Trade Support Loan (TSL)** applications available in ADMS
- State Contract Managers using the new **Apprenticeships Module**.
- Network Providers will be able to update or add new **bank account details** for Employers and Australian Apprentices in the Employers and Apprentices modules



Claim Applications

- Employers can claim Hiring Incentive from 1 January 2023
- Australian Apprentices can claim Australian Apprentice Training Support Payment from 1 January 2023
- Network Providers will begin assessing Australian Apprentice Training Support Payment and Hiring Incentive claims that aren't automatically assessed
- Trade Support Loans and Living Away from Home Allowance in ADMS – watch this space



Apprenticeships

• Apprenticeship profile

Apprenticeship ID: 6012775

Apprentice Auto Abigail Auto Stokes	Employer SPEEDFIT BELLA VISTA	STA NSW (182617)	RTO Advance-forward Pty Ltd
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Apprenticeship details

Apprentice details

Employer details

Commencement date 01 Jan 2022	ANZSCO (Occupation) Education, Health and Welfare Services Managers nfd 134000	Attendance Type Full-time
Expected end date 31 Oct 2022	Qualification 15531NSW	Nominal Duration (months) 10
Apprenticeship Type Traineeship	Certificate III in Aboriginal Education Assistants	Existing Worker (months) —

Training Contracts

Service Periods

CONTRACT ID	EMPLOYER NAME	PROVIDER	STATUS DATE	STATUS
5294140	SPEEDFIT BELLA VISTA	MEGT	07 Dec 2022	● Approved

- Similar to Registrations in TYIMS
- Apprenticeships module will be released in stages
- State Contract Managers will have access before Network Providers



Bank account details

- Providers will be able to update the bank details of Australian Apprentices and Employers in ADMS
- Will be accessible from Employer and Apprentice Profiles

← Chris [REDACTED]

Add new bank account

Account name (required)

BSB (required)

Account number (required)

Nickname
An (optional) nickname or description for this bank account.

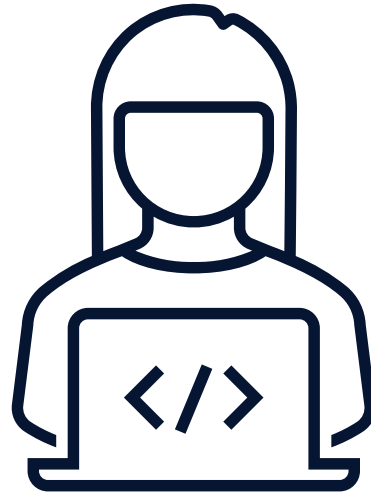


Tonight's updates

**SPOILER
ALERT!**



Help and Support



Log a job using the [Digital Solutions Support Portal](#)



Apprenticeships Data
Management System

Thank you for attending the
**Supporting Australian Apprentices in
ADMS**
webinar

