

Fact Sheet; Overview of Apprentice Claim Applications in ADMS

This fact sheet introduces the components and process for Australian Apprentices completing claim applications in ADMS. Use this fact sheet along with the other ADMS help and support resources to submit claim applications.

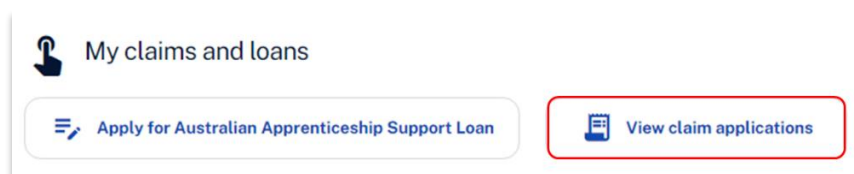
ADMS Home screen

Once you have received a notification that you can lodge an Apprentice claim application, you will need to [log into ADMS](#).

After you have logged into ADMS, you will see the ADMS home screen. You will see a banner at the top of the page if you have any claim applications to complete.



You can also access your Apprentice claim application list by clicking **View claim applications** in the 'My claims and loans' section.



Apprentice claim applications list

The Apprentice claim applications list displays all available claims. This page has three main parts:

The screenshot shows a web interface for managing apprenticeship claim applications. It includes a search bar at the top, a filter section with dropdown menus for Status, State, Claim type, Start date, and Effect date, and a table of claim applications. The table has columns for Claim App ID, Business name, Claim type, State, Start date, Effect date, Expiry date, Status Date, and Status. The first three rows of the table are highlighted with a red box and labeled with the number 3. The first row is labeled with the number 1, and the filter section is labeled with the number 2.

Claim App ID	Business name	Claim type	State	Start date	Effect date	Expiry date	Status Date	Status
4264377	REPTON APPRENTICE PT LTD	AATSP	NT	05/07/2022	05/01/2023	05/09/2025	05/09/2024	Ready
4264379	REPTON APPRENTICE PT LTD	AATSP	NT	05/07/2023	05/01/2024	05/09/2025	05/09/2024	Ready
4264381	REPTON APPRENTICE PT LTD	AATSP	NT	05/01/2024	05/07/2024	05/09/2025	05/09/2024	Ready
4264378	REPTON APPRENTICE PT LTD	AATSP	NT	05/01/2023	05/07/2023	05/09/2025	06/09/2024	Draft

Number	Name	Description
1	Search Bar	Use the search bar to find a specific Apprenticeship claim application using the application ID.
2	Filter	Filter limits the Apprenticeship claim applications that appear in the list below based on the claim's Status, Claim Type, Effect date, Expiry date and Submitted date. For example, you can filter the list so that only Australian Apprenticeship Training Support Payment (AATSP) claim applications in 'Draft' status are displayed.
3	Claim List	The claim list shows claim applications available for you to process and all claim applications previously submitted. To help you find claim applications quickly and easily, you can sort the claim list in ascending or descending order by any of the columns displayed: • Claim Application ID • Business name • Claim type • Effect date • Expiry date • Status • Submitted date To sort, just click the up and down arrows next to the column heading. To reverse the sort order, click them again.

Apprenticeship claim application

Clicking on an entry in the claim list will open the Apprenticeship claim application. When completing your claim application, you will need to add information and evidence to support your claim before submitting. You can edit an application when its status is "Ready", "Draft", or "Returned". You can

only view applications with a status of “Submitted”, “Assessment”, “Verified”, “Approved”, “Rejected”, “Withdrawn”, “Expired” or “Ineligible”.

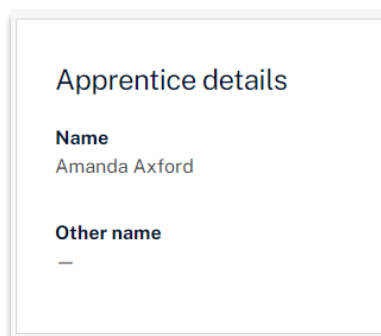
For further information about fields or statuses, please visit the [Apprenticeships](#) website.

The Apprentice claim application contains the following sections:

Claim application page

Apprentice details

The Apprentice details section displays your name as it is recorded in ADMS.



A screenshot of a web form titled "Apprentice details". It contains two fields: "Name" with the value "Amanda Axford" and "Other name" with a hyphen "-" as the value.

Apprentice details	
Name	Amanda Axford
Other name	—

Qualification details

The Qualification details section displays the key information about the qualification you are working towards.

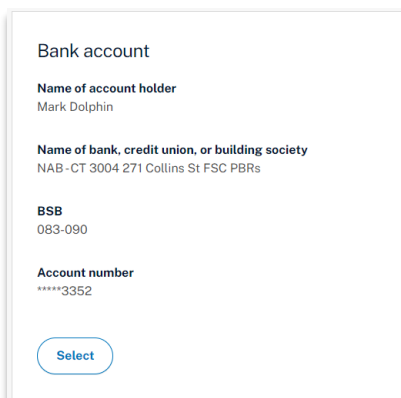


A screenshot of a web form titled "Qualification details". It contains four fields: "Qualification" with the value "UEE30820 - Certificate III in Electrotechnology Electrician", "Attendance type" with the value "Full-time", "Commencement date" with the value "08 May 2023", and "Expected completion date" with the value "11 May 2027".

Qualification details	
Qualification	UEE30820 - Certificate III in Electrotechnology Electrician
Attendance type	Full-time
Commencement date	08 May 2023
Expected completion date	11 May 2027

Bank account/Payee bank account

The Bank account/Payee bank account section is where you select the bank account you would like your payment paid into.

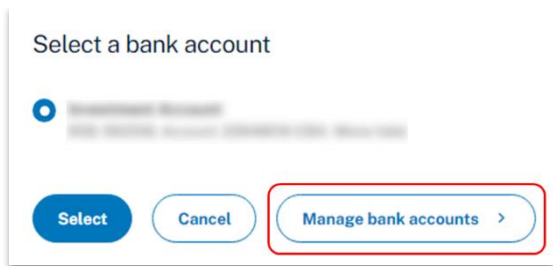


A screenshot of a web form titled "Bank account". It contains four fields: "Name of account holder" with the value "Mark Dolphin", "Name of bank, credit union, or building society" with the value "NAB - CT 3004 271 Collins St FSC PBRs", "BSB" with the value "083-090", and "Account number" with the value "****3352". At the bottom of the form is a "Select" button.

Bank account	
Name of account holder	Mark Dolphin
Name of bank, credit union, or building society	NAB - CT 3004 271 Collins St FSC PBRs
BSB	083-090
Account number	****3352

Select

If the bank account you want to select doesn't appear in the list, click **Manage bank accounts**. This will take you to the Bank accounts section of the My details page in ADMS where you can add, edit or remove your bank accounts.



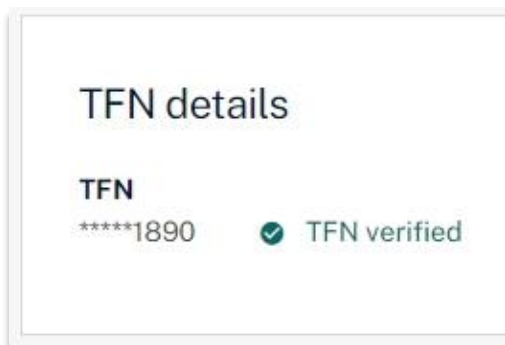
If you need help with managing your bank accounts in ADMS, check the [Fact sheets and guides for apprentices using ADMS](#). You will need to return to your claim application to select your bank account and continue.

TFN details

The TFN details section is where you can see the last 4 numbers of your Tax File Number (TFN) and whether your TFN has been verified. You'll only see this section if your TFN is already recorded in ADMS. If your TFN is showing as unverified, you can update your TFN here.



NOTE: This section will appear on claim applications for the Australian Apprentice Training Support Payment (AATSP) and New Energy Apprentice Support Payment (NEASP).



Employer details

The Employer details section shows key information about your employer.

Employer details
Business name
GE Communications Pty Ltd
Workplace address on the claim
Unit 1 132 Stock Av, KINGSWOOD NSW 2747
Employer email address
DAVIDNicholls@example.com
Employer contact number
0381767447

Provider details

The Provider details section displays key information about your Apprentice Connect Australia Provider.

Provider details
Provider name
—
Provider contact number
—

Claim information

The Claim information section will display on some claim applications, for example, Additional Identified Skills Shortage (AISSA) claim applications. This section includes information about the claim, including the claim type, claim amount, claim effect date, and any claim instructions.

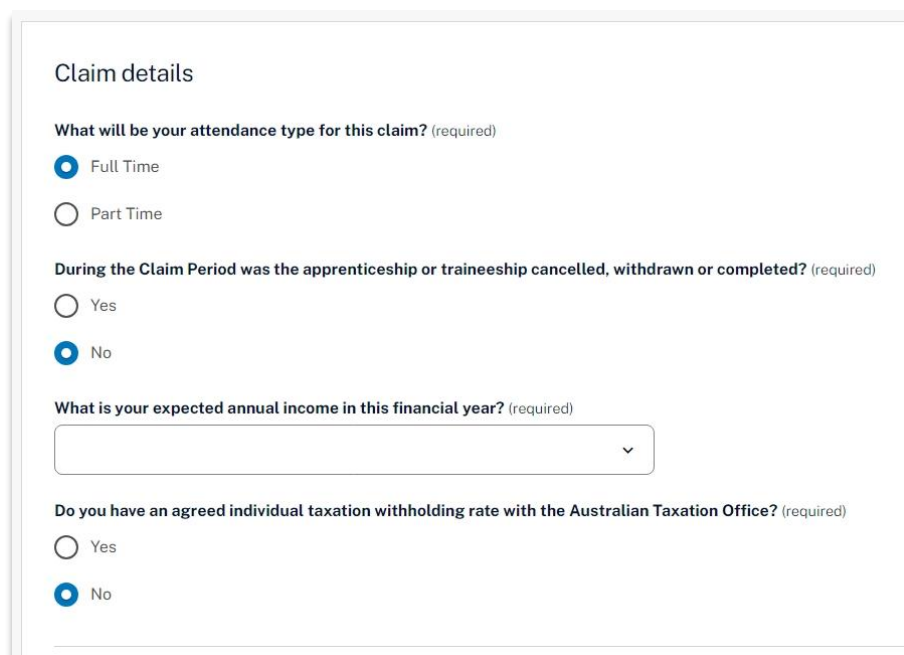


NOTE: Most claim applications won't include this section.

Claim details

The Claim details section is where you enter key information about the claim, including attendance type, whether your apprenticeship was cancelled, withdrawn or completed during the claim period and questions about your income and tax withholding rates.

The Claim details section will contain different fields based on the type of claim application you are submitting.



The screenshot shows a form titled "Claim details". It contains four questions, each with a required field indicator. The first question is "What will be your attendance type for this claim?" with radio buttons for "Full Time" (selected) and "Part Time". The second question is "During the Claim Period was the apprenticeship or traineeship cancelled, withdrawn or completed?" with radio buttons for "Yes" and "No" (selected). The third question is "What is your expected annual income in this financial year?" with a dropdown menu. The fourth question is "Do you have an agreed individual taxation withholding rate with the Australian Taxation Office?" with radio buttons for "Yes" and "No" (selected).

Claim details

What will be your attendance type for this claim? (required)

☒ Full Time

☐ Part Time

During the Claim Period was the apprenticeship or traineeship cancelled, withdrawn or completed? (required)

☐ Yes

☒ No

What is your expected annual income in this financial year? (required)

Do you have an agreed individual taxation withholding rate with the Australian Taxation Office? (required)

☐ Yes

☒ No

Comments

Some claim applications such as Additional Identified Skills Shortage (AISSA) claim applications will include a comments section where you can provide more information to support your claim.

Training details

The Training details section is where you indicate whether you are currently completing or are enrolled in off-the-job training with a Registered Training Organisation (RTO). You need to provide the date off-the-job training commenced or will commence and the name of the RTO you are enrolled with.

Training details

Are you currently completing off-the-job training through a Registered Training Organisation? (required)

☒ Yes
 ☐ No

When did the off the-the-job training commence? (required)

01 Nov 2024

What is the name of your Registered Training Organisation? (required)

Start typing the RTO code or name to begin the search.

☐ Registered Training Organisation not listed

Evidence of Training plan

The Evidence of Training plan section is where you can upload evidence that you are enrolled in or have commenced your off-the-job training. This section will only show if you've indicated that you are completing off-the-job training through an RTO. Evidence of your Training plan is optional if you answered the questions in the Training details section.

Documents can be uploaded with the following format: ".jpeg", ".jpg", ".bmp", ".png", ".tiff", ".xls", ".xlsx", ".pdf", ".doc", ".docx", ".ppt", ".pptx" and must be under 5Mb in size.

Evidence of training

If you would like to provide evidence with this claim, evidence can be any of the following:

- a copy of the signed Training Plan, or state or territory equivalent
- a RTO Declaration for Australian Government Australian Apprenticeships Employer Incentives (known and used for AAIP claims as Form 1237 RTO declaration)
- an enrolment letter or letter of confirmation of enrolment
- a record of attendance at a training course
- a statement of attainment

Choose file(s)

or drag and drop files here to upload.

Each file must be jpeg, jpg, bmp, png, tiff, xls, xlsx, pdf, doc, docx, ppt or pptx file under 5Mb.

Attached evidence

None.

☐ I have previously submitted evidence of my enrolment in Nationally Recognised Training with a Registered Training Organisation

Wage evidence

The Wage evidence section is where you provide evidence of your employment for the claim period.

Documents can be uploaded with the following format: ".jpeg", ".jpg", ".bmp", ".png", ".tiff", ".xls", ".xlsx", ".pdf", ".doc", ".docx", ".ppt", ".pptx" and must be under 5Mb in size.

Wage evidence

Provide evidence of employment where your payslip covers 12 January 2023 to support your claim. Wage evidence provided must confirm all of the below:

- Employer name (or ABN)
- Your name
- Payment periods
- Payment amounts

Alternative evidence

If you are unable to provide payslips, alternative evidence can be in the form of a payroll print, time and wages sheet, or payroll summaries. Alternative evidence must confirm all of the below:

- Employer name (or ABN)
- Your name
- Employment periods
- Receipt of wages



Choose file(s)

or drag and drop files here to upload.

Each file must be jpeg, jpg, bmp, png, tiff, xls, xlsx, pdf, doc, docx, ppt or pptx file under 5Mb.

Attached evidence

Payslip.pdf



Upload document evidence

Some claim applications will include this section instead of the Evidence of Training Plan and Wage Evidence sections. Here you can provide any documents to support your claim application.

Documents can be uploaded with the following format: ".jpeg", ".jpg", ".bmp", ".png", ".tiff", ".xls", ".xlsx", ".pdf", ".doc", ".docx", ".ppt", ".pptx" and must be under 5Mb in size.

Tax declaration page

Tax information

This section will appear for most claim applications where Tax File Number (TFN) information is not available or verified. This section includes information about the requirement and impact of providing tax information to the Department of Employment and Workplace Relations.

Tax file number (TFN) declaration

In this section you can enter and verify your TFN to make sure your payment is taxed at the correct rate. You don't need to do this if you already have a verified TFN in your apprentice profile. You can update a verified TFN from your apprentice profile.

If your TFN is not recorded in your apprentice profile or is unverified, you will need to complete your TFN declaration before you can proceed with your claim application. If you are not required to provide your TFN, or you choose not to provide it, you will need to provide a reason. This section won't appear on claim applications for the Living Away From Home Allowance (LAFHA).



NOTE: This section does not appear on Living Away From Home Allowance (LAFHA) claim applications.

Tax File Number Declaration

What is your Tax File Number (TFN)?

Enter TFN below and verify. The application will verify if the TFN is correct. This process may take some time.

Verify TFN

☐ I am not required or choosing not to provide my TFN

Tax details

The Tax details section is where you provide information to support your TFN declaration including your residency status, whether you choose to claim the tax-free threshold and whether you have other debts related to your studies. This section will appear for most claim applications if your TFN is not already recorded in ADMS or if you choose to update your TFN declaration.



NOTE: Click **More info** if you need help answering questions about other loans or claiming the tax-free threshold.

Tax details

Previous family name

If you have changed your name since you dealing with the ATO, provide your previous family name.

What is your tax residency status? (required)

- ☐ Australian resident for tax purposes
- ☐ Foreign resident for tax purposes

Would you like to claim the tax-free threshold from this payer? (required)

Only claim tax-free threshold from one payer at a time, unless your total from all sources for the financial year will be less than the tax-free threshold.

- ☐ Yes
- ☐ No

[More info](#)

Do you have a Higher Education Loan Program (HELP), Vet Student Loan (VSL), Financial Supplement (FS), Start-up Loan (SSL) or Trader Support Loan (TSL) debt? (required)

- ☐ Yes
- ☐ No

[More info](#)

Apprentice confirmation

The Apprentice confirmation section is where you will need to declare that you checked all information on the TFN declaration is true and correct. You only need to do this after completing a TFN declaration

Apprentice confirmation

☐ I declare the information on this TFN declaration is true and correct.

Claim confirmation page

Claim amount

The Gross claim amount section displays the claim amount before tax based on the information and evidence provided. It also displays the total amount of tax withheld from the payment and total amount you can expect to receive.

Apprentice declaration

The Apprentice declaration section is where you will need to declare that you checked all information on the application is accurate and that you understand providing false information is a serious offence.

Submitting your claim

Once you have completed all sections of the Apprentice claim application, you are ready to submit for processing.

Claim amount
Claim amount before tax
\$1,250.00
Tax withheld
\$225.00
Claim amount payable
\$1,025.00

Apprentice declaration
☒ I **certify** to the best of my knowledge the details entered on this application by me and in relation to me are true and correct.
I **understand** that if a payment is made to me, being a payment I am not eligible for, I may be required to repay that amount to the Australian Government.
Incentive payments made to Australian Apprentices are treated as taxable income. Please contact your Provider to ensure your TFN has been recorded to avoid tax being withheld at the highest marginal rate as set by the Australian Taxation Office Individual income tax rates [Australian Taxation Office](#).
I **understand** that the giving false or misleading information is a serious offence.
I **understand** that the information provided in this application:

- is collected for the purposes of registration, preparing statistics, reporting, program administration, monitoring and evaluation, calculating Australian Apprentice Training Support Payment to be paid to me and preventing dual payments;
- may be disclosed to and used for these purposes by the Australian Government, including the Department of Employment and Workplace Relations and Centrelink, State/Territory government departments and agencies, employers and my Apprentice Connect Australia Provider, Registered Training Organisations and the Contractors or Agents of any of these organisations, departments and agencies;
- may also be exchanged between the Department of Employment and Workplace Relations and Centrelink (for Youth Allowance, Austudy and ABSTUDY administration) to provide confirmation that I am an Australian Apprentice; and
- may otherwise be disclosed without consent where authorised or required by law.

Apprentice Signatory Name
Submitted on this day

Submit

Save and exit

Support

For assistance with ADMS, contact your Apprentice Connect Australia Provider.

If you're not sure who your Provider is, you can find out by checking the 'My apprenticeships' section on your ADMS home page. Your Provider will be listed against the apprenticeship your question relates to. You can find your Provider's contact details on the [Apprenticeships website](#).