



**Apprenticeships Data
Management System**

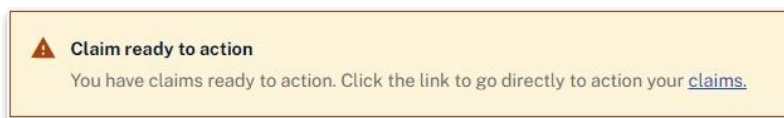
Fact Sheet; Overview of Employer Claim Applications in ADMS

This fact sheet introduces the components and process for Employers 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 a 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.



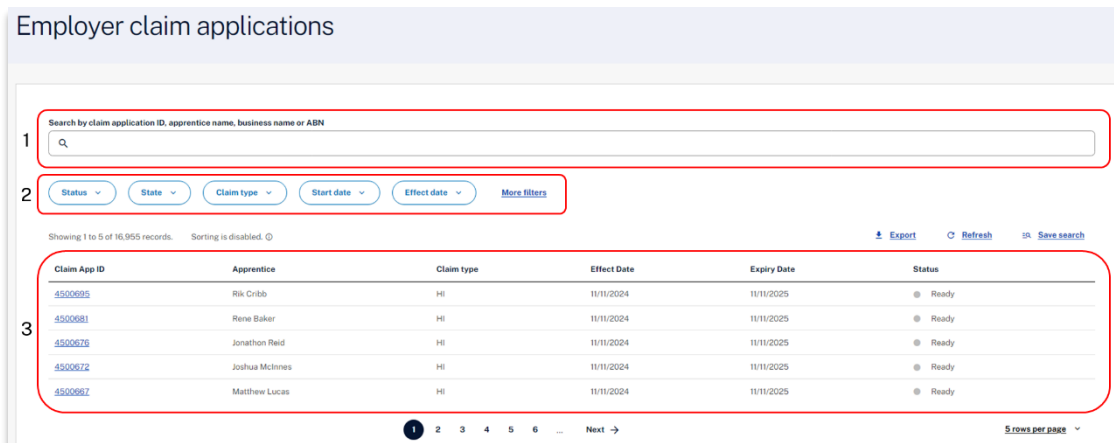
You can also access your Employer claim application list by clicking **Claim applications** in the 'Manage my' section of the home screen.



NOTE: Your Apprentice Connect Australia Provider can help you with your claim application. Head to the [Apprenticeships website](#) to find your Provider's contact details.

Employer claim applications list

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



Number	Name	Description
1	Search Bar	Use the Search Bar to search for a specific claim application using the application ID, apprentice name, business name or ABN.
2	Filter	<p>Filter to limit the claim applications that appear in the list below based on the Status, State, Claim Type, Start date or Effect date. You can expand the filter options by clicking More filters which lets you filter by:</p> <ul style="list-style-type: none"> • Expiry date • Status date • Nominee <p>For example, you can filter the list so that only Priority Wage Subsidy Claim Applications in 'Draft' status are displayed.</p>
3	Claim application list	<p>The Claim application list shows claims available for you to complete, and all claims 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:</p> <ul style="list-style-type: none"> • Claim Application ID • Apprentice name • Claim type • Effect date • Expiry date • Status <p>To sort, just click the up and down arrows next to the column heading. To reverse the sort order, click them again. You cannot sort the Claim application list if there are more than 5,000 records.</p>

Claim application

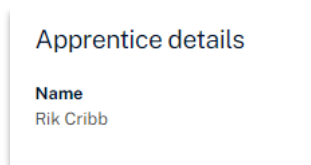
Clicking on an entry in the Claim applications list will open the claim application. When completing your claim application, you will need to add information and evidence to support your claim before submitting. You can edit a claim application when its status is “Ready”, “Draft”, or “Returned”. You can view, but not edit an application when its status is “Submitted”, “Assessment”, “Verified”, “Approved”, “Rejected”, “Withdrawn” or “Ineligible”.

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

The claim application contains the following sections:

Apprentice details

The Apprentice details section displays the Australian Apprentice’s name and key information about the qualification they are working towards.



Qualification details

The Qualification details section displays key information about the qualification the Australian Apprentice is working towards.



Employer details

The Employer details section displays key information about the business. In this section you can add an alternate contact for the business.

Employer details

Business name
[REDACTED]

ABN
[REDACTED]

Employer contact name
[REDACTED]

Notification email address
[REDACTED]

i The above email addresses will receive notifications. Contact your provider to update email addresses.

Employer contact number
[REDACTED]

Alternate contact details

Alternate contact name

Alternate contact number

Bank account/Payee bank account

The Bank account section is where you can select which of your bank accounts you want the claim to be paid into.

Bank account

Name of account holder
[REDACTED]

Name of bank, credit union, or building society
[REDACTED]

BSB
[REDACTED]

Account number
[REDACTED]

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 under this ABN 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 [Quick Reference Guide for managing bank accounts in ADMS](#). You will need to return to your claim application to select your bank account and continue.

Claim information

The Claim information section will display on some claim applications. This section includes information about the claim, including the claim type, claim amount, claim effect date, and any claim instructions.

Claim details

The Claim details section is where you enter key information about the claim. Depending on the type of claim, you may be asked to include information such as whether the apprentice was still employed by you at the effect date of the claim, if they were suspended and any other Australian government wage subsidies you receive in relation to the apprentice.

Claim details

Date the apprenticeship or traineeship commenced
11 May 2024

As at 10 Nov 2024 was the apprentice still employed by you in this apprenticeship? (required)

Yes
 No

Was there any period of suspension of employment during this instalment period? (required)

Yes
 No

[More info](#)

Is your Apprentice full-time or part-time? (required)

Full-time
 Part-time

[More info](#)

Training details


The Training details section is where you indicate whether the apprentice is currently completing or is 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 the apprentice is enrolled with.

Training details

Has your apprentice started their 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 the Registered Training Organisation where your apprentice or trainee is enrolled? (required)

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

Registered Training Organisation not listed

Evidence of training


The Evidence of Training plan section is where you can upload evidence that the apprentice is enrolled in or has commenced off-the-job training. This section will only show if you've indicated that the apprentice is completing off-the-job training through an RTO. Evidence of the 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

Comments

Some claim applications include a comments section. This section is where you can include additional information that your Apprentice Connect Australia Provider can view when they assess your claim application.

Comments

Additional comments/notes

These comments will be visible to your AASN Provider for when they complete their assessment of this claim application.

3000 characters left

Wage evidence

Claim applications for wage subsidies include this section. This is where you upload evidence of wages paid to the apprentice during the claim period. Depending on the type of claim, you may need to enter the dates and amounts shown on the wage evidence you have uploaded.

Wage evidence

Provide evidence of wages paid for the period from 01 Jul 2023 to 30 Sep 2023 to support your claim application.

Wage evidence that substantiates the gross wage amount paid to the Australian Apprentice during the claim period must be provided. This can be in the form of a payroll print, time and wages sheets, payslips or payroll summaries which must be able to confirm:

- the legal name or Australian Business Number (ABN) of the employer making the claim for the Priority Wage Subsidy; and
- Australian Apprentice Name; and
- a date range aligning to the period claimed for in this claim application; and
- gross wage amount.

Important

Before uploading your wage evidence, please read through the training and support documentation on providing wage evidence for your claim at www.australianapprenticeships.gov.au/about-adms.



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.

Date from	Date to	Amount	Attachment
(required) 01 Jul 2023	(required) 30 Jul 2023	(required) \$ 3500	Payslip.pdf  

[Delete all](#)

Gross amount recorded \$3,500.00

Upload document evidence

Some claim applications will include this section, which you can use to attach evidence to your claim application. This section will tell you what evidence is required.

Upload document evidence

Please provide:

- A payslip for this apprentice that covers the claim effect date listed on this form
- Any additional evidence that your network provider has requested in the claim instructions



Choose file(s)

or drag and drop files here to upload.
Each file must be jpeg, jpg, bmp, png, tiff or pdf file under 5Mb.

Attached evidence

[Payslip.pdf](#) 

Claim amount/s payable (wage subsidies and incentives only)

The Claim amount/s payable section displays the claim amount based on the information and evidence provided.

Wage Subsidy Agreement (wage subsidies only)

The Wage Subsidy Agreement section is where you declare you are authorised to submit the claim and acknowledge you understand and accept the terms and conditions of the wage subsidy agreement.

Incentive Agreement (incentives only)

The Incentive Agreement section is where you declare you are authorised to submit the claim and acknowledge you understand and accept the terms and conditions of the incentive agreement.

Employer declaration

The Employer declaration section is where you can declare that you have checked the information that you have provided and that you understand providing false information is a serious offence.

Submitting your claim

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

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 clicking **Workplaces** in the 'Manage my' section of the ADMS home page. Your Provider will be listed against the workplace the apprenticeship relates to. You can find your Provider's contact details on the [Apprenticeships website](#).