

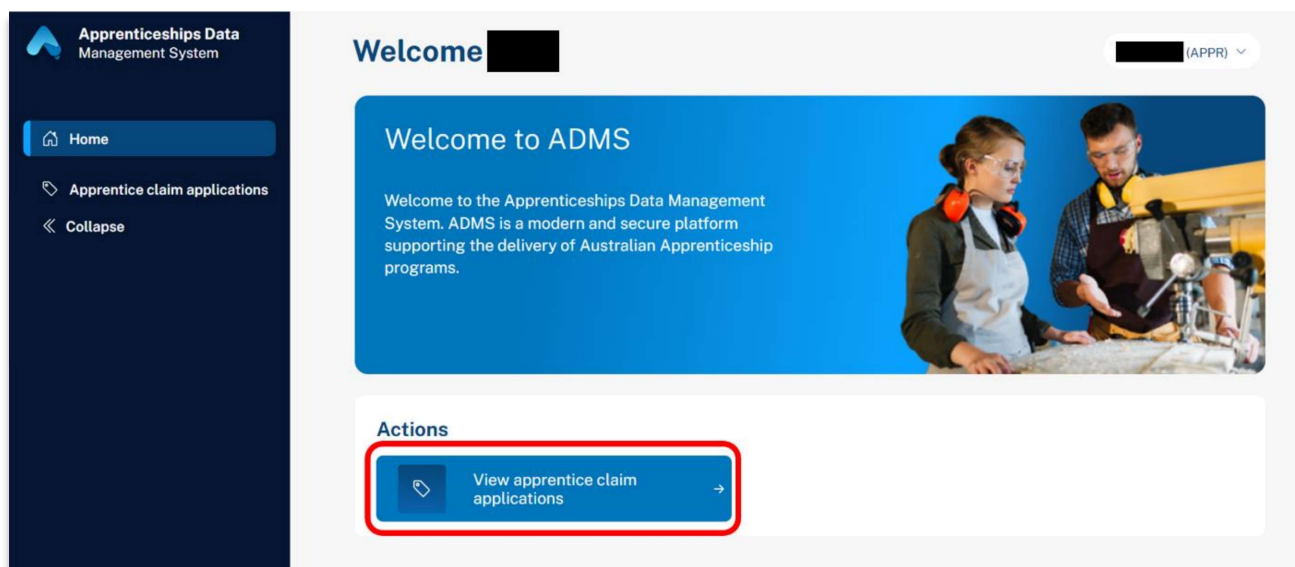
Fact Sheet: Checking the Status of a Claim Application

This fact sheet will show you how you can check the status of your claim application. It will also explain what each status means.

Checking statuses in ADMS

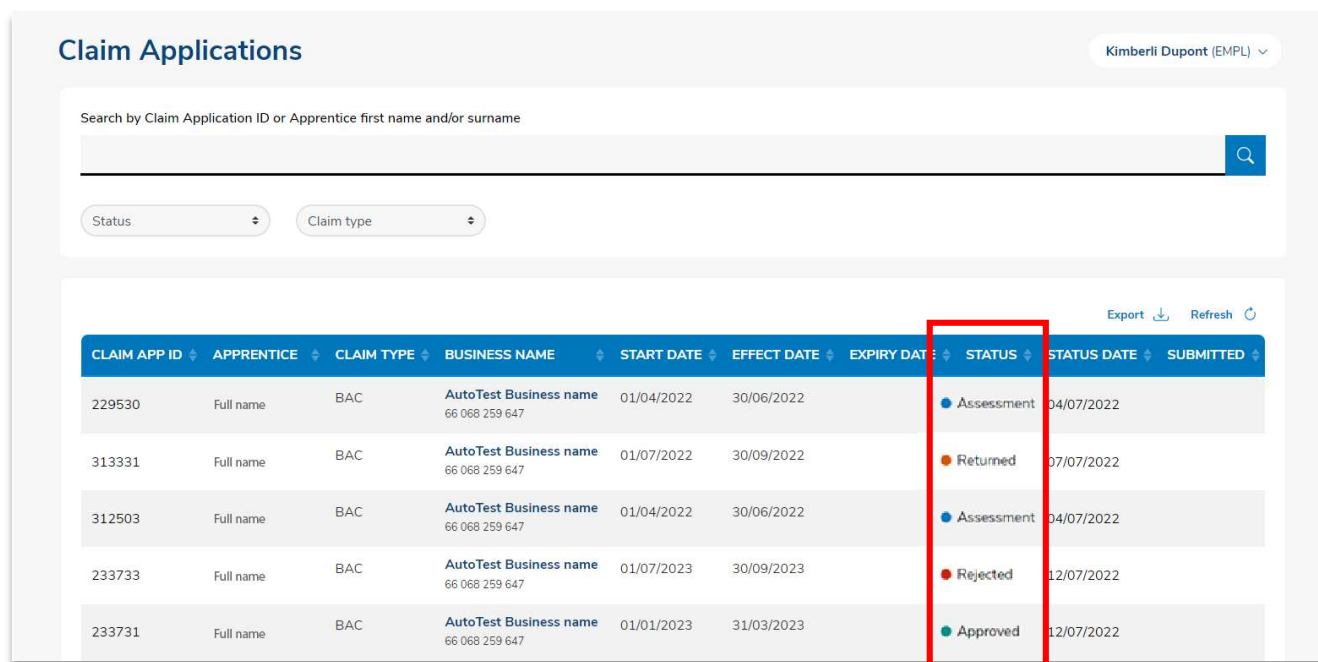
To check on the status of your claim application, you will first need to log into ADMS. For help with logging into ADMS, visit the [Australian Apprenticeships](#) website.

After you have logged into ADMS, you will see the ADMS home page. To access your claim application list, click the 'View claim applications' or 'View apprentice claim applications' button in the Actions section of the homepage.



Claim application list

The claim application list displays all available claims for you or your business (if you're an Employer). For each claim you can check the status column to see how the claim is progressing.



The screenshot shows the 'Claim Applications' page for user 'Kimberli Dupont (EMPL)'. It includes a search bar and filters for 'Status' and 'Claim type'. Below is a table with columns: CLAIM APP ID, APPRENTICE, CLAIM TYPE, BUSINESS NAME, START DATE, EFFECT DATE, EXPIRY DATE, STATUS, STATUS DATE, and SUBMITTED. The STATUS column is highlighted with a red box, showing values: Assessment, Returned, Assessment, Rejected, and Approved.

CLAIM APP ID	APPRENTICE	CLAIM TYPE	BUSINESS NAME	START DATE	EFFECT DATE	EXPIRY DATE	STATUS	STATUS DATE	SUBMITTED
229530	Full name	BAC	AutoTest Business name 66 068 259 647	01/04/2022	30/06/2022		Assessment	04/07/2022	
313331	Full name	BAC	AutoTest Business name 66 068 259 647	01/07/2022	30/09/2022		Returned	07/07/2022	
312503	Full name	BAC	AutoTest Business name 66 068 259 647	01/04/2022	30/06/2022		Assessment	04/07/2022	
233733	Full name	BAC	AutoTest Business name 66 068 259 647	01/07/2023	30/09/2023		Rejected	12/07/2022	
233731	Full name	BAC	AutoTest Business name 66 068 259 647	01/01/2023	31/03/2023		Approved	12/07/2022	

The status of your claim may show as one of the following:

Status	Description
Ready	A claim application is available for you to begin. The claim will remain in Ready status until you save the information you have entered.
Draft	A claim application will change to Draft status when you have saved the information you have entered but haven't submitted the claim.
Submitted	Once you have entered all required information and attached your evidence you will be able to submit the claim. The status will then change to Submitted.
Assessment	If ADMS cannot automatically verify your claim, it will move to a manual assessment process. Once assessment is complete the claim will move to Approved, Rejected, or Returned status.
Verified	Your application has been assessed as valid and is awaiting final approval.
Approved	Your application has been approved.
Rejected	Your application has been rejected.
Returned	Your application has been returned to you as it requires further information.

Status	Description
Withdrawn	Your application was withdrawn by yourself or the department. A withdrawn application can be reinstated as required.
Ineligible	Your application has been determined to be ineligible as it was raised in error or no longer meets eligibility criteria.
Expired	Your claim application is no longer valid as the timeframe to claim has lapsed. You will receive notifications when your claim application will soon expire.

Support

For assistance with ADMS, contact your Apprentice Connect Australia Provider. If you aren't sure who your provider is, please call 1800 020 108.