

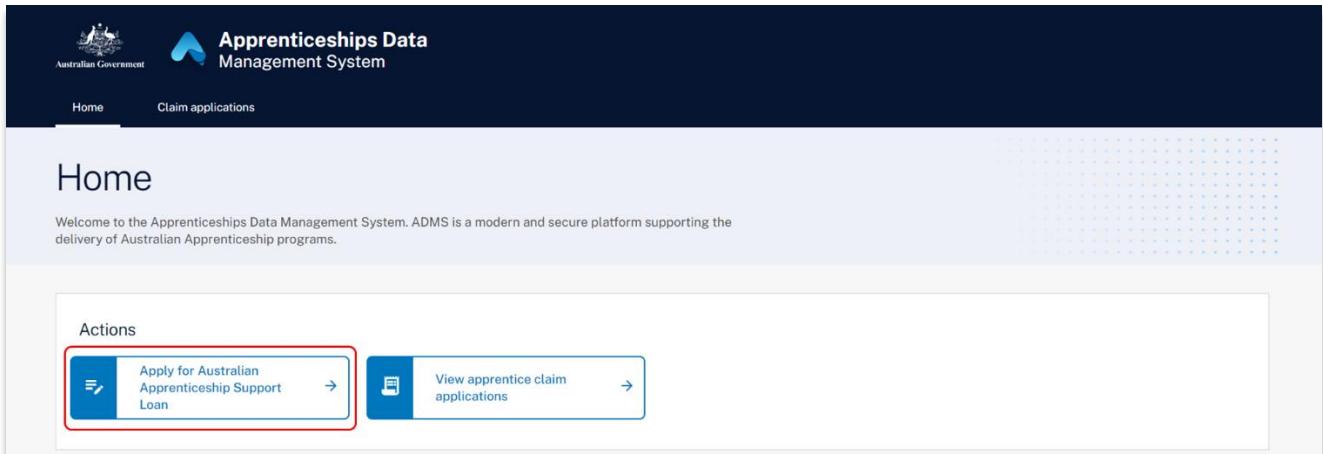
Fact Sheet: Overview of Australian Apprenticeship Support Loan applications in ADMS

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

ADMS Home Screen

To begin your application for an Australian Apprenticeship Support Loan, you will first need to [log into ADMS](#).

After you have logged into ADMS, you will see the ADMS home page. Click the ‘Apply for Australian Apprenticeship Support Loan’ button in the Actions section to begin your application.



The screenshot shows the ADMS home screen. At the top, there is the Australian Government logo and the ADMS logo. Below the logo, there are two navigation links: 'Home' and 'Claim applications'. The 'Home' link is underlined, indicating it is the active page. The main content area is titled 'Home'. It includes a welcome message: 'Welcome to the Apprenticeships Data Management System. ADMS is a modern and secure platform supporting the delivery of Australian Apprenticeship programs.' Below this, there is a section titled 'Actions' with two buttons. The first button, 'Apply for Australian Apprenticeship Support Loan', is highlighted with a red box. The second button, 'View apprentice claim applications', is also present. The background of the page features a light grey grid pattern.

Apprentice Australian Apprenticeship Support Loan application

Clicking on the ‘Apply for Australian Apprenticeship Support Loan’ will open a page which will provide background information about Australian Apprenticeship Support Loans. Before clicking ‘Next’ at the bottom of the page, make sure you carefully read the information provided. Once you have clicked ‘Next’, your Australian Apprenticeship Support Loan application will open. When completing your application, you will need to add information and evidence to support your application before submitting.

The Australian Apprenticeship Support Loan application contains the following sections:

Apprentice details

The Apprentice details section displays your name and key contact information.

Apprentice details

Name
[REDACTED]rtson

Email
[REDACTED]@admsmail.com

Date of birth
[REDACTED] 1968

Residency status
Australian Citizen or Permanent Resident

Residential address
[REDACTED] YARRALUMLA ACT 2600

I currently reside in Australia?
Yes

Phone
04 [REDACTED]

Tax file number

The tax file number section allows you to add or edit your tax file number (TFN). As repayments of your loan are made through the tax system, ADMS will attempt to verify your TFN with the Australian Tax Office. If your TFN is unable to be verified, check that you entered the correct TFN and that your details are up to date with the ATO.

You can still submit your application with an unverified TFN, but your application won't be approved until it is verified. Your Australian Apprenticeship Support Network (AASN) provider will contact you to discuss when this is the case.

Tax file number

You must [add](#) a tax file number (TFN) in order to submit your application.

Your TFN must be verified with the Australian Tax Office as repayments of your loan are made through the tax system.

Add

Apprenticeship details

The Apprenticeship details section displays your apprenticeship qualification and commencement details.

Apprenticeship details

Commencement date
17 Jun 2022

Occupation (Code & Title)
321111-Automotive Electrician

Qualification (Code & Title)
AUR30320-Certificate III in Automotive Electrical Technology

Recommencement date with employer
—

Employer details

The Employer details section displays your employer's business details.

Employer details

Business name
[REDACTED]

Employer address
[REDACTED] CITY ACT 2601

Bank details

The Bank details section allows you to select which bank account you would like your payment to be paid into.

Contact your Australian Apprenticeship Support Network (AASN) provider if the bank details on record are incorrect, or if you would like to add a new bank account.

Bank details

Name of account holder
test

BSB
0000

Name of bank, credit union, or building society
test

Account number
—

Select

Provider details

The Provider details section displays details about your Australian Apprentice Support Network (AASN) provider.

Provider details

Provider name
[REDACTED]

Provider contact number
[REDACTED]

Document Evidence Required

Evidence to confirm your identity and residency status is required to support your loan application. Documents can be uploaded with the following format: ".jpeg", ".jpg", ".bmp", ".png", ".tiff", ".xls", ".xlsx", ".pdf", ".doc", ".docx", ".ppt", ".pptx".

Upload document evidence

Upload the supporting document below.


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

[Australain Passport.pdf](#) 

[Drivers licence.pdf](#) 

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 Australian Apprenticeship Support Loan application

Once you have completed all sections of the Australian Apprenticeship Support Loan application, you are ready to submit for processing.

Apprentice declaration

I declare that:

- I have read and understood the information provided in this application.
- To the best of my knowledge, the details entered in this application are true and correct.

I acknowledge and accept that:

- If my application is successful, I will receive up to six Trade Support Loan payments.
- I am required to repay the amount borrowed through the Trade Support Loans program, plus any indexation, when my income reaches or exceeds the minimum repayment income threshold.
- I am responsible for requesting further Trade Support Loan payments if needed.
- I am responsible for seeking to cancel Trade Support Loan payments as needed.
- I must notify my Apprenticeship Network Provider of
 - any changes to my contact details;
 - any changes to my circumstances which could affect my eligibility to receive Trade Support Loan payments.
- Where I fail to update my details, I may incur a debt that need to repay immediately.
- Intentionally giving false or misleading information is a serious offence.

Apprentice Signatory Name

Submitted on this day
—

Submit **Save and close**

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](#).