

Field Guide: LAFHA Eligibility Applications

This document will ADMS users complete and submit Living Away From Home Allowance (LAFHA) eligibility applications. It lists all the fields in the LAFHA eligibility application user interface and explains the rules applied to each field.

Table of Contents

Living Away From Home Allowance Eligibility Form	2
Apprentice details	2
Qualification	2
Employer details	3
Eligibility details	3
Upload document evidence	6
Document evidence required	6
Apprentice declaration	6
Eligibility application page buttons	7
Support	7

Living Away From Home Allowance Eligibility Form

The LAFHA eligibility form contains the following fields.

Key		
	Edit	You can enter information into these fields.
*	Required	You must enter information into these fields. Required fields will highlight red or display an exclamation mark if they have not been completed or information entered is invalid.
	Read-only	These fields display pre-populated information, and you cannot modify the information in them. Unless otherwise stated, information in these fields is derived from ADMS.
	Button	Buttons allow you to complete an action, like submitting a claim form.

Apprentice details

	Field Label	Description	Business Rules
	Name	Your full name will be displayed here.	
	Home Address	Your home, or parent or guardian address will be displayed here.	
	Current Address	Your current address will be displayed here.	
	Email	Your email address will be displayed here.	
	Phone	Your phone number will be displayed here.	

Qualification

	Field Label	Description	Business Rules
	Qualification (Code, AQF, Level & Title)	The qualification you are undertaking will be displayed here.	
	Commencement date	The qualification commencement date of your apprenticeship will be displayed here.	
	Expected completion date	The expected qualification completion date of your apprenticeship will be displayed here.	

Employer details

	Field Label	Description	Business Rules
	Is the employer a Group Training Organisation?	Shows whether your employer is a Group Training Organisation or not.	
	Business name	The business name of your employer.	
	ABN	The ABN of your employer.	
	Workplace address	The workplace address of your employer.	
	Workplace email	The workplace email of your employer.	
	Workplace phone	The workplace phone of your employer.	

Eligibility details

	Field Label	Description	Business Rules
	Date the apprenticeship or traineeship commenced	The qualification commencement date of your apprenticeship will be displayed here.	
	Do you currently have a fixed or permanent address (i.e., You are NOT homeless)?	Select whether you have or don't have a fixed or permanent address.	Selecting 'Yes' will display the following fields: • 'Are you going to live away from home or a previously fixed address to be part of this apprenticeship?' • 'Do you need to travel 90 minutes or more from your home address to reach your workplace?' • 'Is suitable public transport available?' • Is the cost of transport prohibitive?
	Are you going to live away from home or a previously fixed address to be part of this apprenticeship? *	Select whether you plan to live away from home or a previously fixed address during your current apprenticeship.	This field appears when 'Yes' is answered to the question, 'Do you currently have a fixed or permanent address (i.e., you are NOT homeless)?'
	Do you need to travel 90 minutes or more from your home	Select whether you need to travel 90 minutes or more	This field appears when 'Yes' is answered to the question, 'Do you currently have a fixed or

	address to reach your workplace?*	from your home address to reach your workplace.	permanent address (i.e., you are NOT homeless)?'.
☐	Is suitable public transport available?*	Select whether suitable public transport is available or not.	- This field appears when 'Yes' is answered to the question, 'Do you currently have a fixed or permanent address (ie: You are NOT homeless)?'. - Selecting 'No' will display the 'Please provide more details' field.
	Please provide more details*	Provide a clear description as to why suitable public transport isn't available.	- This field appears when 'No' is answered to the question, 'Is suitable public transport available?'. - You will not be able to enter more than 3000 characters into this field.
☐	Is the cost of transport prohibitive?*	Select whether the cost of public transport is prohibitive or not.	- This field appears when 'Yes' is answered to the question, 'Do you currently have a fixed or permanent address (i.e., you are NOT homeless)?'. - Selecting 'Yes' will display the 'Please provide more details' field.
	Please provide more details*	Provide a clear description as to why the cost of public transport is prohibitive.	- This field appears when 'No' is answered to the question, 'Is the cost of transport prohibitive?'. - You will not be able to enter more than 3000 characters into this field.
☐	Have you received, or are you in receipt of Youth Allowance, Austudy, or ABSTUDY during this period?*	Select whether you have or have not received Youth Allowance, Austudy or ABSTUDY during your current apprenticeship.	Selecting 'Yes' will display the 'Please enter the dates in which you received the allowance' field.
	Please enter the dates in which you received the allowance*	Select the dates where you received Youth Allowance, Austudy or ABSTUDY during your current apprenticeship.	- This field appears when 'Yes' is answered to the question, 'Have you received, or are you in receipt of Youth Allowance, Austudy, or ABSTUDY during this period?'. - This field can only contain numbers and forward slashes (/).

			• This field must be presented in dd/mm/yyyy format. • The date picker can be used in place of entering the numbers into the date field.
	Have you received, or are you in receipt of one or more the following: • rental or accommodation assistance from Centrelink • free accommodation from your employer • subsidised quarters from your employer • board from your employer*	Select whether you have or have not received any of the mentioned assistance during your current apprenticeship.	• Selecting 'Yes' will display the 'Please enter the dates in which you received the assistance' field.
	Please enter the dates in which you received the assistance*	Select the dates where you received any of the mentioned assistance during your current apprenticeship.	• This field appears when 'Yes' is answered to the question, 'Have you received, or are you in receipt of one or more the following:..' • This field can only contain numbers and forward slashes (/). • This field must be presented in dd/mm/yyyy format. • The date picker can be used in place of entering the numbers into the date field.

Upload document evidence

	Field Label	Description	Business Rules
	Document evidence required	Read carefully to make sure you are providing the appropriate document evidence.	

Document evidence required

	Field Label	Description	Business Rules
	Choose file(s)*	Drag and drop or click the 'Choose files(s)' button to browse for the file/s you would like to upload as evidence.	- Documents can be viewed and deleted. - Documents can be up to 5MB per file. - Total attachment size cannot exceed 15MB. - Documents must be one of the following file types: .jpeg, .jpg, .bmp, .png, .tiff, .xls, .xlsx, .pdf, .doc, .docx, .ppt, .pptx - At least one document is required to be uploaded.
	Delete the document	Remove the document from the eligibility application.	This field appears when a document is uploaded to the Upload document evidence section.
	Attached evidence	Uploaded documents will be displayed in the Attached evidence section.	Documents can be downloaded.

Apprentice declaration

	Field Label	Description	Business Rules
	Apprentice declaration	Read carefully to make sure you are providing the appropriate document evidence.	
	Full name of signatory	Your full name.	
	Submitted on this day	The current date will be displayed here.	
	I have read and understood this eligibility application and checked the information to ensure answers are correct.*	Check the box to declare that you understand and have read the eligibility application and checked that the information provided is accurate.	

Eligibility application page buttons

	Field Label	Description	Business Rules
☐	Next	Click to view the Apprentice declaration page.	The contents of the eligibility application will be saved in Draft status.
☐	Save and exit	Click to save the eligibility application and exit to the ADMS Home screen.	The contents of the eligibility application will be saved in Draft status.
☐	Submit	Click to submit the eligibility application.	The eligibility application will be sent for assessment.
☐	Exit	Click to save the eligibility application and exit to the ADMS Home page.	The contents of the eligibility application will be saved in Draft status.

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](#).