



## AUSTRALIAN SKILLS GUARANTEE – Suppliers

# The supplier's guide to completing Skills Guarantee reporting in ADMS

This guide helps suppliers complete Australian Skills Guarantee (Skills Guarantee) reporting in the Apprenticeships Data Management System (ADMS). It explains the reporting process and shows you what you need to do.

## About Skills Guarantee reporting in ADMS

As a supplier of a project that is subject to the [Skills Guarantee Procurement Connected Policy \(PCP\)](#), you need to report your progress against Skills Guarantee targets. You will use ADMS to report on your progress.

You are required to submit Skills Guarantee reports every quarter for the duration of the project. You will receive email notifications when:

- A new quarterly report is ready to be completed
- A quarterly report is late (you have 10 working days after the end of the quarter to finalise your report)
- A quarterly report has been assessed by your contracting agency
- Additional reporting needs to be completed at the end of the financial year if the relevant targets for women were not met
- The end of project report has been assessed by your contracting agency.

Suppliers will receive notifications to the supplier's contact email address provided in the Project overview. Where applicable, subcontractors will also receive notifications to the subcontractor's contact email address provided. You can update email addresses for notifications at any time.

The reporting periods are:

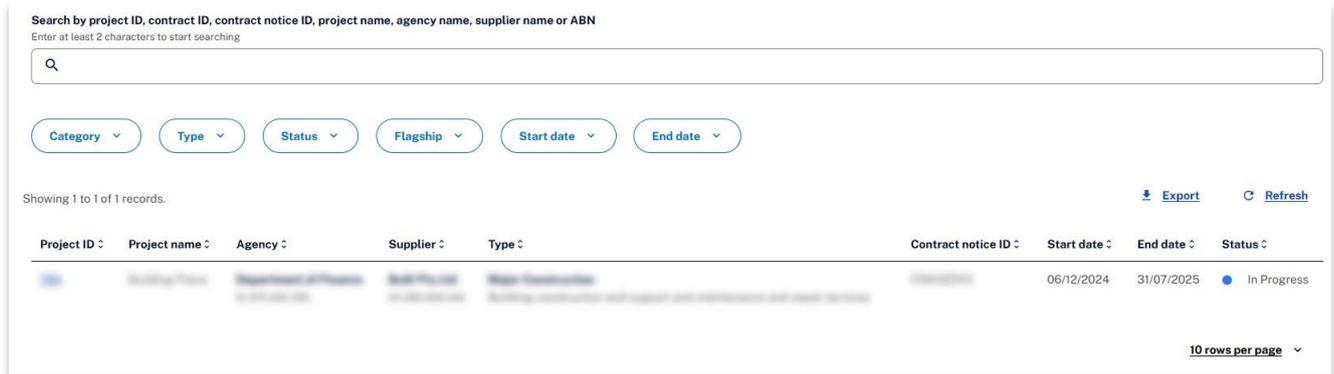
	Reporting period
Quarter 1	1 July to 30 September
Quarter 2	1 October to 31 December
Quarter 3	1 January to 31 March
Quarter 4	1 April to 30 June

# The Australian Skills Guarantee projects module

The Australian Skills Guarantee projects module is where you complete Skills Guarantee reporting in ADMS. To open the module, sign into ADMS and click **Australian Skills Guarantee projects** in the 'Manage my' section on the ADMS homepage. Alternatively, click **ASG projects** in the ADMS navigation menu.

## Opening a Skills Guarantee project

All project records created for your business are displayed in a list in the module. You can search, filter and sort the list until you find the relevant project. Once you have found the project, simply click the Project ID link to open it.



## Updating your contact details

You can update contact details for your organisation or your subcontractor (if applicable) at any time, including the contact name, phone number and email address receiving notifications from ADMS. To update contact details, [open the project in ADMS](#).

To update your organisation's contact details, from the Project overview page, click **Supplier contact details** on the right-hand side menu. Click **Edit** to update any of the contact details as needed.

To update your subcontractor's contact details, from the Project overview page, click **Subcontractor access** on the right-hand side menu. Click **Edit** to update any of the contact details as needed.

## Recording participant hours on quarterly reports

**NOTE:** If you have a subcontractor on your project, you may be able to grant them access to record participant hours. See the How to add subcontractor access box below. Direct your subcontractors to the [Quick Reference Guide for subcontractors recording participant hours](#) so they can learn how to record participant hours.

## How to add subcontractor access

1. Click **Add subcontractor access** in the Actions section.
2. Enter the subcontractor's ABN and click **Search**.
3. Enter the date for when you want the subcontractor's access to start.
4. Enter an end date if you want to limit how long the subcontractor can report participant hours. After the end date, the subcontractor will not be able to view the project in ADMS.
5. Enter the subcontractor's details (name and email address)
6. Click **Add access**.

[+ Add subcontractor access](#)

Suppliers need to obtain consent from participants for collection, use and disclosure of the participants' personal information. See the [Australian Skills Guarantee Privacy Notice](#) for more information.

To begin recording participant hours, first open the Australian Skills Guarantee project module in ADMS.

Your reportable projects will be listed in the Australian Skills Guarantee projects list. If your project is not listed, contact your contracting agency.

Click the Project ID of the project you want to record participant hours for.

Click the Report details tab. This tab is where you will find your quarterly reports, end of financial year summaries and your end of project report.

Quarterly reports are where you (or your subcontractors if applicable) will record participant hours in ADMS. Quarterly reports will become available to open when the reporting period begins. Open a report by clicking the Quarter name. Make sure you select the Participant hours tab. The Participants section will show any hours that have been recorded for the quarter.

You have two choices when recording participant hours. If this is the first time you have started recording participant hours, or if you have a new participant that you haven't previously reported on, click the **Add participant** button.

Next, choose whether you want to add the participant by searching for their details, or by using their Apprentice ID. If the participant is an apprentice and you know their Apprentice ID, this is the easiest option to use.

Note: The Apprentice ID is recorded on the training contract the apprentice and employer signed at the beginning of their apprenticeship.

## Adding a participant using their Apprentice ID

Enter the participant's Apprentice ID and Surname. Click the **Add participant** button.

You can then record their hours worked during the reporting period. Add hours for hours worked both on-site and off-site. If the participant is in a trade, make sure you check the 'Is participant in trade?' box. Click the **Create** button to add the participant hours to the quarterly report.

## Adding a participant using participant details.

If the participant has not given consent for the collection, disclosure and use of their personal details, check the Sensitive information box.

Otherwise, enter the details of the participant and click the **Add participant** button. ADMS will attempt to find a profile that matches the details you entered. If ADMS finds a matching profile, click the **Select** button. If it doesn't find a match, click the **Create a profile** button. To create the profile, select the participant's gender and then click the **Create** button.

Once the participant profile is created or selected, you can then record their hours worked during the reporting period. Add hours worked both on-site and off-site. If the participant is in a trade, make sure you check the 'Is participant in trade?' box. This is only relevant for major construction or flagship projects. Click the **Create** button to add the participant hours to the quarterly report.

If you have previously recorded hours for a participant, you can click the **Add previous participants** button. This will add all participants to the report. You can then add hours for each participant. You can remove any participants who have no reportable hours for the reporting period.

**NOTE:** For more information on the labour hours that contribute to the Skills Guarantee targets, including on-site and off-site hours, see Section 6.3 of the [Skills Guarantee PCP](#).

## Reviewing and submitting your quarterly report

Once you have recorded all participant hours, click **Next**. ADMS will show you a breakdown of your performance against the Skills Guarantee targets for the reporting period.

### Report details

If you have not met the targets in any category, you will need to explain why in the Report details section.

**NOTE:** This section won't show if you have met your targets.

Select a reason for why you didn't meet the targets. If your reason isn't displayed, select **Other (please specify)** and specify the reason. Select whether the reason will limit you from meeting targets in future quarters and include any additional comments.

### Gender Equality Action Plan assessment

If your project has a Gender Equality Action Plan (GEAP), you will need to assess your performance against the plan.

Select assessment outcomes reflecting on your performance against recruitment, retention and other goals of the plan. You can include comments to explain why you have selected a particular assessment outcome.

### Declare and submit

Now that you have reviewed your performance and completed any assessments, you're ready to submit your quarterly report.

You will need to declare that:

- You have ensured the collection of participants' information is in accordance with the Australian Privacy Principles guidelines
- You have obtained participants' consent to report their information
- All information you have reported is true and correct.

Click **Submit**. Once submitted, this report will be reviewed by your contracting agency and no further changes can be made. If you need to revise the report due to an error, you should contact your contracting agency.

Your contracting agency will review your report and your assessments. If they need to clarify any of the information submitted, they may return the report to you to update.

## End of financial year summary

At the end of each financial year of the project, you can check your performance for that financial year. [Open the project in ADMS](#) and click the **Report details** tab. Then, click the **End of Financial Year** tab. When a financial year summary is available to view, it will have a clickable link.

Clicking the link will show how you have performed in each category (e.g. overall apprentices, women apprentices, women in trades).

At the end of each financial year, your contracting agency will assess your performance against the relevant targets for women. If these targets were not met, you will need to complete additional reporting to explain why those targets were not met.

## End of project reporting

At the end of your contract, your contracting agency will complete an End of project report. You are not required to complete additional reporting as part of this process.

The End of project report includes a summary of the overall performance against targets and Gender equality actions (where applicable) across the life of the project. Once your contracting agency submits the End of project report in ADMS, you will be able to view the results of the report.

To view the End of project report, [open the project in ADMS](#). Click the **Report details** tab. Click the **End of project report** tab. If the End of project report has been submitted by your contracting agency, it will be in a status of Assessed. Open the **End of project report** to view the outcome.

## Support

The [Skills Guarantee field guide for suppliers](#) has detailed information to help you complete your reporting in ADMS. If you have any questions or concerns when completing your reporting, please contact your contracting agency.