



## AUSTRALIAN SKILLS GUARANTEE – Subcontractors

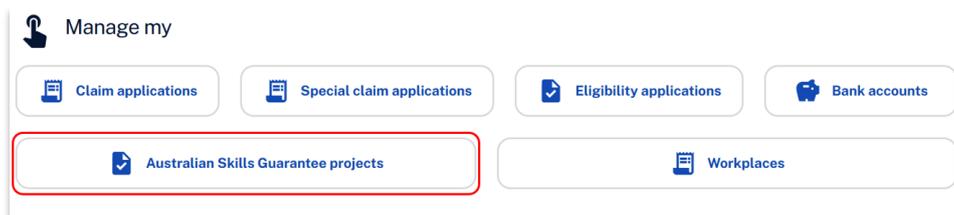
# Quick Reference Guide; How to record participant hours for Skills Guarantee reporting

As a subcontractor to a supplier who has reporting requirements under the [Australian Skills Guarantee \(Skills Guarantee\)](#), you may be asked to record the hours of participants working on a project. This guide shows you how to use the Apprenticeships Data Management System (ADMS) to record participant hours.

1. [Navigate to ADMS](#) and click **Business user login** to sign in with your myID Digital ID.

*NOTE: If you haven't set up your ADMS access check the [Setting up your ADMS Account fact sheet](#) for more information.*

2. Click the **Australian Skills Guarantee projects** button in the 'Manage my' section on the ADMS homepage.



**RESULT:** The Skills Guarantee projects list is displayed.

3. Search or filter the list to find the project you need to record participant hours for.
4. Click the **Project ID** in the list to open the project.

**RESULT:** ADMS will open the project.

5. Click the Report details tab. If you can't see the Report details tab, click **Project overview** and then click **Report details**.

**RESULT:** The project record will switch to the Report details tab.

6. Click the **link for the quarterly report** for the period you are reporting on. You may need to select the correct financial year.

| Financial year            |                |                                 |                      |             |                       |  |
|---------------------------|----------------|---------------------------------|----------------------|-------------|-----------------------|--|
| 2024-2025                 |                |                                 |                      |             |                       |  |
| Quarter                   | Period         | Supplier                        | Total reported hours | Status      | Outcome               |  |
| <a href="#">Quarter 1</a> | 01 Jul -30 Sep | NACP PROJECTS AUSTRALIA PTY LTD | 25.00 hrs            | In Progress | 0 of 3 categories met |  |
| <a href="#">Quarter 2</a> | 01 Oct -31 Dec | NACP PROJECTS AUSTRALIA PTY LTD | 0.00 hrs             | Ready       | 0 of 3 categories met |  |

*NOTE: You will not be able to access quarterly reports for a financial year which the contracting agency has marked as Not reportable. The financial year will not be available for selection.*

*Quarterly reports can only be opened after the reporting period commences. If the reporting period has commenced but you still can't open the report, your access may not have been set correctly. Talk to your supplier for help with access issues.*

7. Click **Add participant**.



8. Choose whether you want to add the participant using their details or using their Apprentice ID.

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

### **If adding a participant using their details**

1. Enter the details of the participant. If the participant has not given consent to the collection, disclosure and use of their personal details, check the Sensitive information box and provide an alternative name.

*NOTE: Contact your supplier or refer to the [Skills Guarantee Privacy Notice](#) for more information.*

2. Click **Add participant**.

**RESULT:** ADMS will attempt to find a profile based on the details you have entered.

3. If the correct matching profile is shown, click **Select**. If a correct matching profile can't be found, click **Create**.

**If your project is a Major ICT Project or High-Value ICT Project under the revised [Skills Guarantee Procurement Connected Policy \(PCP\) \(version 1.2\)](#), continue to step 4.**

**If your project is a Major Construction Project, a Flagship Construction Project, or is under the original [Skills Guarantee PCP \(version 1.0\)](#), skip to step 6.**

**NOTE:** If you aren't sure what eligible project type and PCP version apply to the project, check the Project details section. You can find the Project details section on the right-hand side of the screen if you're using a computer, or at the top of the page if you're using a mobile device.

4. Select the participant's learning worker type.

If the participant is undertaking accredited VET, higher education, or a microcredential, **continue to step 5**.

If the participant is an apprentice/trainee or ICT cadet, **skip to step 6**.

5. Enter the participant's study details including the course or training title, the name of the training institution and the month and year the participant started and will complete their training.
6. If the participant is in a trade, select the 'Is participant in trade?' checkbox.  
*NOTE: The 'Is participant in trade?' box is only relevant for major construction or flagship projects.*
7. Enter the **on-site and off-site hours** the participant worked during the reporting period.
8. Click **Add participant hours**.  
*NOTE: Trades are any occupation in major group 3 in the Occupation Standard Classification for Australia. Guidance on on-site and off-site hours can be found in the relevant version of the Skills Guarantee PCP.*
9. Continue to add participants and record their hours. When all participants have been added, read and agree to the declaration and then click **Submit**.

### **If adding a participant using their Apprentice ID**

1. Enter the Apprentice ID and surname and click **Add participant**.

**RESULT:** ADMS will attempt to find a matching profile. If none are found, you can add participants using their details.

**If your project is a Major ICT Project or High-Value ICT Project under the revised Skills Guarantee PCP (version 1.2), continue to step 2.**

**If your project is a Major Construction Project, a Flagship Construction Project, or is under the original Skills Guarantee PCP (version 1.0), skip to step 4.**

*NOTE: If you aren't sure what eligible project type and PCP version apply to the project, check the Project details section. You can find the Project details section on the right-hand side of the screen if you're using a computer, or at the top of the page if you're using a mobile device.*

2. Select the participant's learning worker type.  
If the participant is undertaking accredited VET, higher education, or a microcredential, **continue to step 3**.  
If the participant is an apprentice/trainee or ICT cadet, **skip to step 4**.
3. Enter the participant's study details including the course or training title, the name of the training institution and the month and year the participant started and will complete their training.  
*NOTE: If the participant is undertaking or has undertaken a microcredential, their recorded hours will contribute to the microcredential labour hours.*
4. If the participant is in a trade, make sure you check the 'In a trade?' box.  
*NOTE: The 'Is participant in trade?' box is only relevant for major construction or flagship projects.*
5. Enter the **on-site** and **off-site hours** the participant worked during the reporting period.

6. Click **Add participant**.

*NOTE: Trades are any occupation in [major group 3 in the Occupation Standard Classification for Australia](#). Guidance on on-site and off-site hours can be found in the relevant version of the Skills Guarantee PCP.*

**RESULT:** the participant's details have been recorded against this quarter's report.

| Participant ID       | Name   | Date of birth | Gender | Subcontractor ABN | In a trade               | Hours (on site)                 | Hours (off site)               |  |
|----------------------|--------|---------------|--------|-------------------|--------------------------|---------------------------------|--------------------------------|--|
| <a href="#">1099</a> | Connor | -             | Male   |                   | <input type="checkbox"/> | <input type="text" value="25"/> | <input type="text" value="0"/> |  <a href="#">Delete</a> |

7. Continue to add participants and record their hours. When all participants have been added, read and agree to the declaration and then click **Submit**.

## Support

For further assistance with recording participant hours in ADMS, contact your supplier.