Fact Sheet: Overview of Apprentice Claim Applications in ADMS

This fact sheet introduces the components and process for Australian Apprentices completing claim applications in ADMS. Use this fact sheet along with the other ADMS help and support resources to submit claim applications.
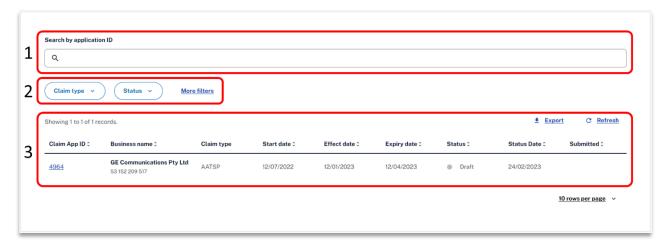
ADMS Home Screen

Once you have received a notification that you can lodge an Apprentice claim application, you will need to log into ADMS.

After you have logged into ADMS, you will see the ADMS home screen. To access your Apprentice claim application list, click the 'Apprentice claim applications' button in top navigation menu.

Apprentice claim applications list

The Apprentice claim applications list displays all available claims. This page has three main components:

Number	Name	Description
1	Search Bar	The search bar allows you to search for a specific Apprentice claim application using the application ID
2	Filter	The filter allows you to limit the Apprentice claim applications that appear in the list below based on the: • Claim Type • Status The More filters button displays additional filters: • Start date • Status date • Expiry date • Effect date • Submitted date For example, you can filter the list so that only Australian Apprentice Training Support Payment (AATSP) claim applications in 'Draft' status are displayed.
3	Claim List	The claim list shows claim applications available for you to process and all claim applications previously submitted. To help you find claim applications quickly and easily, you can sort the claim list in ascending or descending order by any of the columns displayed: • Claim Application ID • Business name • Claim type • Start date • Effect date • Expiry date • Status • Status date • Submitted To sort, just click the up and down arrows next to the column heading. To reverse the sort order, click them again.

Apprentice claim application

Clicking on an entry in the claim list will open the Apprentice claim application. When completing your Apprentice claim application, you will need to add information and evidence to support your claim before submitting. You can edit an application when its status is "Ready", "Draft", "Returned", or "Expired". You can only view applications with a status of "Submitted", "Assessment", "Verified", "Approved", "Rejected", "Withdrawn" or "Ineligible".

For further information about fields or statuses, please visit the Australian Apprenticeships website.

The Apprentice claim application contains the following sections:

Apprentice details

The Apprentice details section displays your name and any other names recorded in ADMS.

Apprentice details

Name
Amanda Axford

Other name
—

Qualification details

The Qualification details section displays the key information about the qualification you are working towards.

Qualification details

Qualification
—

Apprentice role type
Full-time

Commencement date
12 Jul 2022

Expected completion date
11 Jul 2025

Bank account

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

Bank account

Name of account holder
Mark Dolphin

Name of bank, credit union, or building society
NAB - CT 3004 271 Collins St FSC PBRs

BSB
083-090

Account number
*****3352

Select

Employer details

The Employer details section shows key information about your employer.

Employer details

Business name
GE Communications Pty Ltd

Workplace address on the claim
Unit 1 132 Stock Av, KINGSWOOD NSW 2747

Employer email address
DAVIDNicholls@example.com

Employer contact number
0381767447

Provider details

The Provider details section displays key information about your Australian Apprenticeship Support Network provider.

Provider details

Provider name
—

Provider contact number
—

Claim details

The Claim details section is where you enter key information about the claim, including whether your taxation rate is standard, or subject to an agreed individual taxation withholding rate with the Australian Tax Office.

Claim details

Have you supplied a Tax File Number declaration to your Australian Apprenticeship Network Provider? (required)
Note: failure to provide a TFN declaration will result in this payment being taxed at the highest marginal rate.

○ Yes

● No

During the Claim Period was the apprenticeship or traineeship cancelled, withdrawn or completed? (required)

○ Yes

● No

What is your expected annual income in this financial year? (required)

| $18,201 – $45,000 | × |

Do you have an agreed individual taxation withholding rate with the Australian Taxation Office? (required)

○ Yes

● No

Evidence of Training plan

The Evidence of Training plan section is where you upload your Training plan or select whether your Australian Apprenticeship Support Network (AASN) provider has this evidence already. This section will only be shown when required.

Documents can be uploaded with the following format: ".jpeg", ".jpg", ".bmp", ".png", ".tiff", ".xls", ".xlsx", ".pdf", ".doc", ".docx", ".ppt", ".pptx".

Evidence of Training plan

Please provide evidence of training by uploading your training plan.

More info ☒

⬆

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

None.

☐ My Network Provider has the necessary evidence of training plan

Wage evidence

The Wage evidence section is where you provide evidence of your employment for the claim period.

Documents can be uploaded with the following format: ".jpeg", ".jpg", ".bmp", ".png", ".tiff", ".xls", ".xlsx", ".pdf", ".doc", ".docx", ".ppt", ".pptx".

Wage evidence

Provide evidence of employment where your payslip covers 12 January 2023 to support your claim. Wage evidence provided must confirm all of the below:

- Employer name (or ABN)
- Your name
- Payment periods
- Payment amounts

Alternative evidence

If you are unable to provide payslips, alternative evidence can be in the form of a payroll print, time and wages sheet, or payroll summaries. Alternative evidence must confirm all of the below:

- Employer name (or ABN)
- Your name
- Employment periods
- Receipt of wages

⬆

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

Payslip.pdf   🗑

Gross claim amount

The Gross claim amount section displays the claim amount before tax, based on the information and evidence provided.

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 claim

Once you have completed all sections of the Apprentice claim application, you are ready to submit for processing.

Australian Apprentice Training Support Payment Claim Application

Application ID: 14098

Gross claim amount

Australian Apprentice Training Support Payment claim amount
$1,250.00

Note this is the gross claim amount and is treated as taxable income. The amount you receive may be lower.

Apprentice declaration

☐ I certify to the best of my knowledge the details entered on this application by me and in relation to me are true and correct.

I understand that if a payment is made to me, being a payment I am not eligible for, I may be required to repay that amount to the Australian Government.

Incentive payments made to Australian Apprentices are treated as taxable income. Please contact your Network Provider to ensure your TFN has been recorded to avoid tax being withheld at the highest marginal rate as set by the Australian Taxation Office Individual income tax rates
Australian Taxation Office.

I understand that the giving false or misleading information is a serious offence.

I understand that the information provided in this application:

- is collected for the purposes of registration, preparing statistics, reporting, program administration, monitoring and evaluation, calculating Australian Apprentice Training Support Payment to be paid to me and preventing dual payments;
- may be disclosed to and used for these purposes by the Australian Government, including the Department of Employment and Workplace Relations and Centrelink, State/Territory government departments and agencies, employers and my Australian Apprenticeship Support Network Provider, Registered Training Organisations and the Contractors or Agents of any of these organisations, departments and agencies;
- may also be exchanged between the Department of Employment and Workplace Relations and Centrelink (for Youth Allowance, Austudy and ABSTUDY administration) to provide confirmation that I am an Australian Apprentice; and
- may otherwise be disclosed without consent where authorised or required by law.

Apprentice Signatory Name
Mark SCOTT Dolphin

Submitted on this day
—

Submit   **Save and close**

Support

For assistance with ADMS, contact your Australian Apprenticeship Support Network (AASN) provider.