

Field Guide: LAFHA Eligibility Applications

This document will guide ADMS users in completing and submitting the Living Away From Home Allowance (LAFHA) eligibility application. 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](#_Toc199836202)

[Apprentice details 2](#_Toc199836203)

[Qualification 2](#_Toc199836204)

[Employer details 3](#_Toc199836205)

[Eligibility details 3](#_Toc199836206)

[Upload document evidence 6](#_Toc199836207)

[Document evidence required 6](#_Toc199836208)

[Apprentice declaration 6](#_Toc199836209)

[Eligibility application page buttons 7](#_Toc199836210)

[Support 7](#_Toc199836211)

# Living Away From Home Allowance Eligibility Form

The LAFHA eligibility form contains the following fields.

|  |  |  |
| --- | --- | --- |
| Key |  |  |
| Edit field icon | 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 icon | 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 icon | Button | Buttons allow you to complete an action, like submitting a claim form. |

## Apprentice details

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

## Qualification

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

## Employer details

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

## Eligibility details

|  |  |  |  |
| --- | --- | --- | --- |
|  | Field Label | Description | Business Rules |
| Read only icon | Date the apprenticeship or traineeship commenced | The qualification commencement date of your apprenticeship will be displayed here. |  |
| Button icon | 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?
 |
| Button icon | 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)? |
| Button icon | Do you need to travel 90 minutes or more from your home address to reach your workplace?\* | Select whether you need to travel 90 minutes or more from your home address to reach your workplace. | 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)?’. |
| Button icon | 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.
 |
| Edit field icon | 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.
 |
| Button icon | 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.
 |
| Edit field icon | 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.
 |
| Button icon | 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.
 |
| Edit field icon | 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.
 |
| Button icon | 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.
 |
| Edit field icon | 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 |
| Read only icon | Document evidence required | Read carefully to make sure you are providing the appropriate document evidence. |  |

## Document evidence required

|  |  |  |  |
| --- | --- | --- | --- |
|  | Field Label | Description | Business Rules |
| Button icon | 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.
 |
| Button icon | Delete the document | Remove the document from the eligibility application. | * This field appears when a document is uploaded to the Upload document evidence section.
 |
| Read only icon | Attached evidence | Uploaded documents will be displayed in the Attached evidence section. | * Documents can be downloaded.
 |

## Apprentice declaration

|  |  |  |  |
| --- | --- | --- | --- |
|  | Field Label | Description | Business Rules |
| Read only icon | Apprentice declaration | Read carefully to make sure you are providing the appropriate document evidence. |  |
| Read only icon | Full name of signatory | Your full name. |  |
| Read only icon | Submitted on this day | The current date will be displayed here. |  |
| Edit field icon | 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 |
| Button icon | Next | Click to view the Apprentice declaration page.  | * The contents of the eligibility application will be saved in Draft status.
 |
| Button icon | 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.
 |
| Button icon | Submit | Click to submit the eligibility application. | * The eligibility application will be sent for assessment.
 |
| Button icon | 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 local [Apprentice Connect Australia Provider](https://www.apprenticeships.gov.au/who-to-contact/search-for-a-provider?specialisation%5B0%5D=Clean%20Energy&token=%263Z%25NsU%2BEgySO%255%25w%5ExV9o5%24&pageNumber=1). If you aren’t sure who your Provider is, please call 1800 020 108.