Apprenticeships Data
Management System

Australian Government

Field Guide: Overview of Claim Application Fields in ADMS

This document has been developed to assist ADMS users in using the Claim Application user interface. It lists all the fields in the user interface by section, and explains the rules applied to each field.

The Claim Application user interface will be used by Employers, Services Australia staff, Network providers and Departmental users at various stages of the application process.

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Wage Subsidy Claim Form

The Wage Subsidy Claim Application module 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 these fields. Unless otherwise stated, information in these fields is derived from ADMS.
⬜	Button	Buttons allow you to complete an action, such as submitting a claim form.

Apprentice details

	Field	Description	Business Rules
📖	Application ID	The application ID of the claim will be displayed here.	• This is a system generated ID.
📖	Name	The name of the apprentice the application will be claimed for will be displayed here.	

Qualification

	Field	Description	Business Rules
📖	Qualification (Code, AQF Level & Title)	The qualification of the apprenticeship will be displayed here.	• Only employers can see the qualification details of apprentice.
📖	Apprenticeship commencement date	The qualification commencement date of the apprenticeship will be displayed here.	• Only employers can see the qualification details of apprentice.
📖	Expected completion date	The expected qualification completion date of the apprenticeship will be displayed here.	• Only employers can see the qualification details of apprentice.

Employer details

	Field	Description	Business Rules
	Is the employer a Group Training Organisation?	This field indicates whether the employer is a group training organisation.	This field only shows in BAC and CAC Claim Applications.
	Business name	The business name will be displayed here.	
	ABN	The ABN of the business will be displayed here.	
	Workplace address on the claim end date	The workplace address of the employer will be displayed here.	This field only shows in BAC and CAC Claim Applications.
	Employer contact name	The name of the employer contact will be displayed here.	
	Employer email address	The email address for the employer contact will be displayed here.	• If there is no record of a email address in ADMS, a '-' will be displayed.
	Employer contact number	The phone number for the employer contact will be displayed here.	• If there is no record of a phone number in ADMS, a '-' will be displayed.

Alternate contact details

	Field	Description	Business Rules
	Alternate contact name	Enter an alternate contact name for the employer here.	
	Alternate contact number	Enter an alternate contact number for the alternate contact here.	

Bank Account

	Field	Description	Business Rules
	Account name*	The bank account name for the employer will be displayed here.	• The values in this field will be auto populated if there are bank account details on the employer profile. • If there are no bank account details the message "No bank accounts are available for this contact" will display.

			• Network Providers can update bank details within TYIMS on behalf of an employer.
📖	Name of the bank, Credit union or Building society*	The name of the bank, credit union or building society for the employer will be displayed here.	• The values in this field will be auto populated if there are bank account details on the employer profile. • If there are no bank account details the message "No bank accounts are available for this contact" will display. • Network Providers can update bank details within TYIMS on behalf of an employer.
📖	BSB*	The BSB for the employer's bank account will be displayed here.	• The values in this field will be auto populated if there are bank account details on the employer profile. • If there are no bank account details the message "No bank accounts are available for this contact" will display. • Network Providers can update bank details within TYIMS on behalf of an employer.
📖	Account number*	The account number for the employer's bank account will be displayed here.	• The values in this field will be auto populated if there are bank account details on the employer profile. • If there are no bank account details the message "No bank accounts are available for this contact" will display. • Network Providers can update bank details within TYIMS on behalf of an employer. • Only the least 4 digits of the account number will be displayed.
☐	Select	Click to launch the 'Change bank account' page.	• Only employers will see this button • Network Providers can update bank details within TYIMS on behalf of an employer.
☐	Change Bank Account*	Select the bank account into which you would like to have your wage subsidy paid.	• Your wage subsidy will be paid into the selected bank account.

			• Network Providers can update bank details within TYIMS on behalf of an employer.
☐	Update*	Click to add the selected bank account to the claim.	
☐	Cancel	Click to dismiss the 'Change bank account' page without saving your changes	

Claim details

	Field	Description	Business Rules
	Date the apprenticeship or traineeship commenced	The date the apprenticeship or traineeship commenced will be displayed here.	
	During the Claim Period was the apprenticeship or traineeship cancelled, withdrawn or completed?*	Select whether the apprenticeship or traineeship was cancelled, withdrawn, or completed.	• Claim amount may be impacted if the apprenticeship or traineeship was cancelled, withdrawn or completed during the claim period.
	Cancelled, Withdrawn or Completed Date*	Enter the date apprenticeship or traineeship was cancelled, withdrawn, or completed or select the date from the date picker.	• This field appears when 'Yes' is answered to the question, 'During the Claim Period was the apprenticeship or traineeship cancelled, withdrawn or completed?' • 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. • The date cannot be outside of the claim period.
	Have you received, or are you in receipt of Australian Apprentice Wage Subsidy (AAWS), Boosting cash flow for employers, JobMaker Hiring Credit or Jobactive Wage Subsidies for the apprentice or trainee during this claim period?*	Select whether you received any of the listed wage subsidies during the claim period.	• This field only shows in BAC and CAC Claim Applications. • Claim amount may be impacted if you have received any of the listed wage subsidies or bonuses during this claim period.
	Have you received, or are you in receipt of any other Australian Government wage subsidy for the apprentice or trainee during this claim period?*	Select whether you received any of the listed wage subsidies during the claim period.	• This field only shows in PWS Claim Applications. • Claim amount may be impacted if you have received any of the listed wage subsidies or bonuses during this claim period.

☐	More info	Click to view additional information about relevant wage subsidies.	
✏	BAC/CAC: Wage Subsidy you are receiving*	Select the wage subsidy you receive from the drop-down list.	• This field only shows in BAC and CAC Claim Applications. • This field appears when 'Yes' is answered to the question, 'Have you received, or are you in receipt of Australian Apprentice Wage Subsidy (AAWS), Boosting cash flow for employers, JobMaker Hiring Credit or Jobactive Wage Subsidies for the apprentice or trainee during this claim period?'
✏	PWS: Wage Subsidy you are receiving*	Select the wage subsidy you receive from the drop-down list.	• This field only shows in PWS Claim Applications. • This field appears when 'Yes' is answered to the question, 'Have you received, or are you in receipt of any other Australian Government wage subsidy for the apprentice or trainee during this claim period?*' • The other wage subsidies include: Disability Australian Apprentice Wage Support (DAAWS) and Workforce Australia Wage Subsidy.
✏	Start Date*	Enter the date you began receiving your other wage subsidy or select the date from the date picker.	• This field appears when 'Yes' is answered to the question, 'Have you received, or are you in receipt of Australian Apprentice Wage Subsidy (AAWS), Boosting cash flow for employers, JobMaker Hiring Credit or Jobactive Wage Subsidies for the apprentice or trainee during this claim 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.

			• The date cannot be outside of the claim period.
✏️	End Date*	Enter the date your other wage subsidy ended or is due to end, or completed or select the date from the date picker.	• This field appears when 'Yes' is answered to the question, 'Have you received, or are you in receipt of Australian Apprentice Wage Subsidy (AAWS), Boosting cash flow for employers, JobMaker Hiring Credit or Jobactive Wage Subsidies for the apprentice or trainee during this claim 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. • The date cannot be outside of the claim period.
☐	Trash can (icon)	Click the trash can icon to delete the details you have entered about receiving other Australian Government wage subsidies.	
☐	Add another	Click to add details about another wage subsidy you receive for this apprentice.	
☐	Add a wage subsidy	Click to add details about a wage subsidy you receive for this apprentice.	• This button only appears if you have removed all wage subsidies
✏️	Have you previously submitted evidence that training has commenced?* (Note: this information is usually provided as part of a commencement claim.)*	Select whether you have previously submitted a training plan or RTO Form 1237 for the respective Apprentice.	• This field will not display if you have previously submitted a training plan or RTO Form 1237. • If you have not previously submitted training commencement evidence. Not doing so may impact your claim.
☐	More info	Click to view additional information about	

	Field	Description	Business Rules
		submitting evidence of training commencement.	
✎	Evidence of Training has commenced*	Drag and drop or browse for the file you would like to upload as evidence of a training plan.	• This field will not display if you indicate you have previously submitted a training plan. (a training plan is the document co-signed with a Registered Training Organisation which outlines the training delivered to an apprentice) • Multiple documents can be added. • 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
☐	Delete this document	Click to remove uploaded training evidence	

Wage Evidence

	Field	Description	Business Rules
✎	Wage Evidence*	Drag and drop or browse for the file/s you would like to upload as wage evidence.	• Multiple documents can be added. • 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
✎	Date From*	Enter the start date for payments made for the wage evidence.	• This field can only contain numbers and forward slashes (/). • This field must be presented in dd/mm/yyyy format.

	Field	Description	Business Rules
			• The date picker can be used in place of entering the numbers into the date field. • The date can start before the claim period if the wage evidence covers part of the claim period.
✎	Date to*	Enter the end date for payments made for the wage evidence.	• 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. • The date can end after the claim period as long as the wage evidence covers part of the claim period.
✎	Amount*	Enter the dollar amount of wages for the evidence you have uploaded here.	• This can only contain numbers and commas and full stops.
☐	Delete this document	Click to remove uploaded wage evidence.	
☐	Edit	Click to edit uploaded wage evidence.	
☐	Delete all	Click to delete all uploaded wage evidence.	
📖	Gross amount recorded*	The gross amount of wages from all evidence you have uploaded will be displayed here.	• The values in this field will be auto populated based on the amount entered for the wage evidence.

Claim amounts payable

	Field	Description	Business Rules
📖	Claim amounts payable	The calculated value in dollars for the Wage Subsidy Claim will be displayed here.	• The system will generate this value based on the applicable Wage Subsidy calculation criteria.

Wage subsidy agreement

	Field	Description	Business Rules

📖	Full name of signatory	The full name of the authorised individual submitting the claim will display here.	
✏️	I am duly authorised by the Employer or Group Training Organisation named in this claim application to make this declaration and enter in this Wage Subsidy Agreement on the Employer or Group Training Organisation's behalf.*	Check the box to indicate that you are authorised to make the declaration and submit the claim on behalf of your organisation.	
✏️	On behalf of the Employer or Group Training Organisation named in this claim application, I agree to all terms and conditions specified in this Wage Subsidy Agreement.*	Check the box to indicate that you agree to all the terms and conditions of the wage subsidy.	
✏️	I have read and understand this Wage Subsidy Agreement and understand that giving false or misleading information is a serious offence.*	Check the box to indicate that you understand providing false or misleading information is an offence.	

Employer Declaration

	Field	Description	Business Rules
📖	Full Name of Signatory	The full name of the authorised individual submitting the claim will display here.	
📖	Submitted on this day	The current date will be displayed here.	
✏️	I have read and understood this claim application and checked the information to ensure the answers are correct. I understand that giving false or misleading information is a serious offence.*	Check the box to indicate that you understand providing false or misleading information is an offence.	

Status

	Field	Description	Business Rules
📖	Status bar	Status of the claim application will be displayed here.	

Claim period

	Field	Description	Business Rules
📖	Date range	The date range of the claim period for this claim application will display here.	

Actions

	Field	Description	Business Rules
📖	Comments	Comments sent to employer by Services Australia for returned applications.	• The values in comments will be populated when the claim application is returned to the Employer.

Claim Application Display Page

	Field	Description	Business Rules
☐	Next	Click to view the Claim amounts payable, Wage subsidy agreement and Employer declaration sections.	• All mandatory fields must be completed to progress to the next page. • The contents of the Claim Application will be saved.
☐	Save and Exit	Click to save the Claim Application and exit to the Claim Applications list.	• The contents of the Claim Application will be saved in Draft status. • Employers can resume a saved Claim Application at any time.
☐	Submit	Click to submit the Claim view the Review your claim amount payable window.	• A window will show asking to confirm the Claim amount payable and acceptance of the declaration.
☐	Exit	Click to save the Claim Application and exit to the Claim Applications list.	

Review your claim amount payable

	Field	Description	Business Rules
☐	Submit	Click to submit the Claim Application.	• Submitted claim applications will be processed. • Successful and unsuccessful Claim Applications are logged in the comments.
☐	Back	Click to close the Review your claim amount payable window.	

Support

For assistance with your Claim Application in ADMS, contact your Australian Apprenticeship Network Provider.

For feedback on this field guide, contact ADMSEngagement@dese.gov.au.