

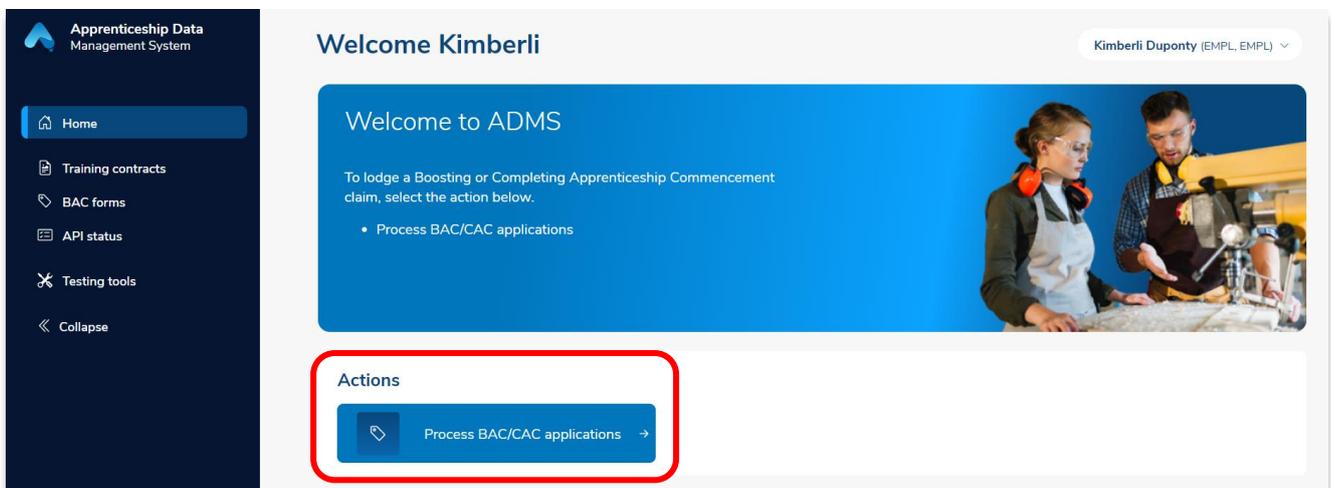
# Fact Sheet: Checking the Status of a BAC or CAC Claim Application

This fact sheet will show you how you can check the status of your Boosting Apprenticeship Commencements (BAC) or Completing Apprenticeship Commencements (CAC) wage subsidy claim application. It will also explain what each status means.

## Checking statuses in ADMS

To check on the status of a BAC or CAC wage subsidy claim application, you will first need to log in to ADMS. For help with logging into ADMS, visit [australianapprenticeships.gov.au/about-adms](https://australianapprenticeships.gov.au/about-adms).

After you have logged in to ADMS, you will see the ADMS home page. From the home page, click the large button labelled “Process BAC/CAC applications” in the Actions section of the home screen.



## BAC/CAC claim application list

The BAC/CAC claim application list displays all available claims for your business. For each claim you can check the status column to see how the claim is progressing.

## Boosting and completing apprenticeship commencements

Kimberli Duponty (EMPL, EMPL) ▾

Search

Search

You can search for Application ID's or Apprentice Names

Filter

Status ▾

Clear Filters

Showing 1 to 10 of 47 records.

Export ↓ Refresh ↻

APPRENTICE	CLAIM TYPE	CLAIM PERIOD	CLAIM APP ID	SUBMITTED	STATUS
Lily Adams	BAC	01/01/2022 - 31/03/2022	23	25/02/2022	● Assessment
Lola Bartell	BAC	01/01/2022 - 31/03/2022	31	17/02/2022	● Returned
Denis Bennell	BAC	01/10/2021 - 31/12/2021	1238	01/03/2022	● Assessment
Benjamin Bobby	BAC	01/10/2021 - 31/12/2021	1218	21/02/2022	● Rejected
Benjamin Bobby	BAC	01/10/2021 - 31/12/2021	1219	25/02/2022	● Approved

The status of your claim may show as one of the following:

Status	Description
Ready	A claim application is available for you to begin. The claim will remain in Ready status until you save the information you have entered.
Draft	A claim application will change to Draft status when you have saved the information you have entered but haven't submitted the claim.
Submitted	Once you have entered all required information and attached your evidence you will be able to submit the claim. The status will then change to Submitted.
Assessment	If ADMS cannot automatically verify your claim, it will move to a manual assessment process. Once assessment is complete the claim will move to Approved, Rejected, or Returned status.
Verified	Your application has been assessed as valid and is awaiting final approval.
Approved	Your application has been approved.
Rejected	Your application has been rejected.
Returned	Your application has been returned to you as it requires further information.

## Support

For assistance with ADMS, contact the National Customer Service Line (NCSL) on **1800 020 108**.

For feedback on this quick reference guide, contact [ADMSEngagement@dese.gov.au](mailto:ADMSEngagement@dese.gov.au).