

# Fact Sheet: Overview of Eligibility applications in ADMS

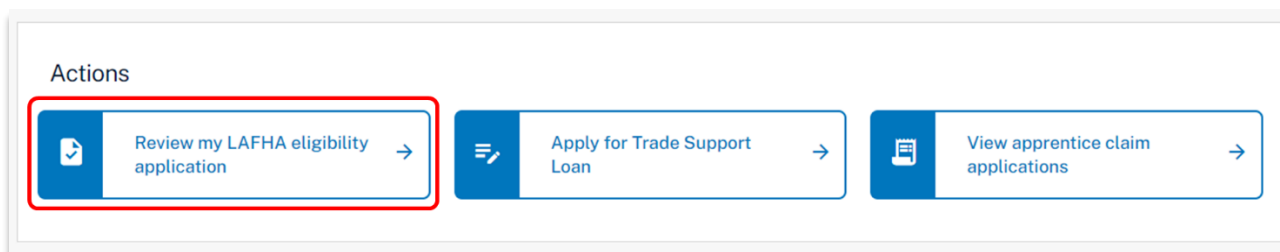
This fact sheet introduces the components and process for Australian Apprentices completing their Eligibility applications in ADMS. Use this fact sheet, along with other ADMS help and support resources to submit loan applications.

Visit [Support for Australian Apprentices](#) for further information about allowances.

## ADMS Home Screen

To begin your application for LAFHA eligibility application, you will first need to [log into ADMS](#).

After you have logged into ADMS, you will see the ADMS home page. Click the 'Review my LAFHA eligibility application' button in the Actions section to begin your application.



## Apprentice Eligibility application

Clicking on the 'Review my LAFHA eligibility application' button will open the eligibility application. When completing your application, you will need to add information and evidence to support your application before submitting.

The Eligibility application contains the following sections:

### Apprentice details

The Apprentice details section displays your name and key contact information.

<b>Apprentice details</b>
<b>Name</b> Auto Mikayla Auto Reid
<b>Home address</b> —
<b>Current address</b> 100 Commonwealth Ave, YARRALUMLA ACT 2600
<b>Email</b> autoGrace.Brown9@admsmail.com
<b>Phone</b> 0427 498 116

### Qualification

The Qualification section displays information about your qualification.

<b>Qualification</b>
<b>Qualification (Code, AQF, Level &amp; Title)</b> Certificate III in Agricultural Mechanical Technology
<b>Commencement date</b> 05 Jan 2023
<b>Expected completion date</b> 04 Oct 2026

### Employer details

The Employer details section displays key information about your employer.

## Employer details

### Is the employer a Group Training Organisation?

No

### Business name

—

### ABN

12 660 547 562

### Workplace address

14 Mort St, CITY ACT 2601

### Workplace email

autolilly.bergstrom@admsmail.com

### Workplace phone

0481 159 707

## Eligibility details

The Eligibility details section displays the eligibility information for you to complete. This section is dynamic and will change depending on your answers.

### Eligibility details

**Note**  
You must advise your Apprenticeship Network Provider immediately if you resume living with your parents or legal guardian on an ongoing basis or return to your usual home address, or if you register at Services Australia for Youth Allowance, Austudy or ABSTUDY.

**Date the apprenticeship or traineeship commenced**  
03 Jan 2023

**Do you currently have a fixed or permanent address (ie: You are NOT homeless)? (required)**

Yes  
 No

**Are you going to live away from home or a previously fixed address to be part of this apprenticeship? (required)**

Yes  
 No

**Do you need to travel 90 minutes or more from your home address to reach your workplace? (required)**

Yes  
 No

**Is suitable public transport available? (required)**

Yes  
 No

**Is the cost of transport prohibitive? (required)**

Yes  
 No

**Have you received, or are you in receipt of Youth Allowance, Austudy, or ABSTUDY during this period? (required)**

Yes  
 No

Please enter the dates in which you received the allowance

**Start date (required)**   
**End date (required)**

**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

(required)

Yes  
 No

## Document evidence required

The Document evidence required section provides details on appropriate document evidence for an apprentice to support their application.

### Document evidence required

**Note**

You are required to upload documents as evidence to support your application.

The evidence required must include:

- a statutory declaration from the parent or legal guardian stating:
  - their residential address; and
  - that the Australian Apprentice resided at that address immediately prior to moving to take up the Australian Apprenticeship; and
  - this is the first time the Australian Apprentice has moved away from home; and
  - the date the Australian Apprentice moved from the parental or legal guardian home.
- proof of their current residential address which may be in the form of:
  - a rental receipt or
  - any local government or statutory authority document; or
  - a statutory declaration from the owner of the residential premises; or
  - a document from the real estate agent from whom the Australian Apprentice is renting the property.

## Upload document evidence

Evidence to confirm your identity and residency status is required to support your loan application. Documents can be uploaded with the following format: ".jpeg", ".jpg", ".bmp", ".png", ".tiff", ".xls", ".xlsx", ".pdf", ".doc", ".docx", ".ppt", ".pptx".

### Upload document evidence

Upload the supporting documents below.



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

[Proof of residence.pdf](#)



## 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 Eligibility application

Once you have completed all section of the Eligibility application, you are ready to submit for processing.

## Apprentice declaration

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.

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 Living Away From Home Allowances 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 Services Australia, 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 Services Australia (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.

**Full name of signatory**

ALEXANDER Glenn Vornfett

**Submitted on this day**

22 Jun 2023

I have read and understood this eligibility application and checked the information to ensure answers are correct.

Submit

Exit

## Support

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