# 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.
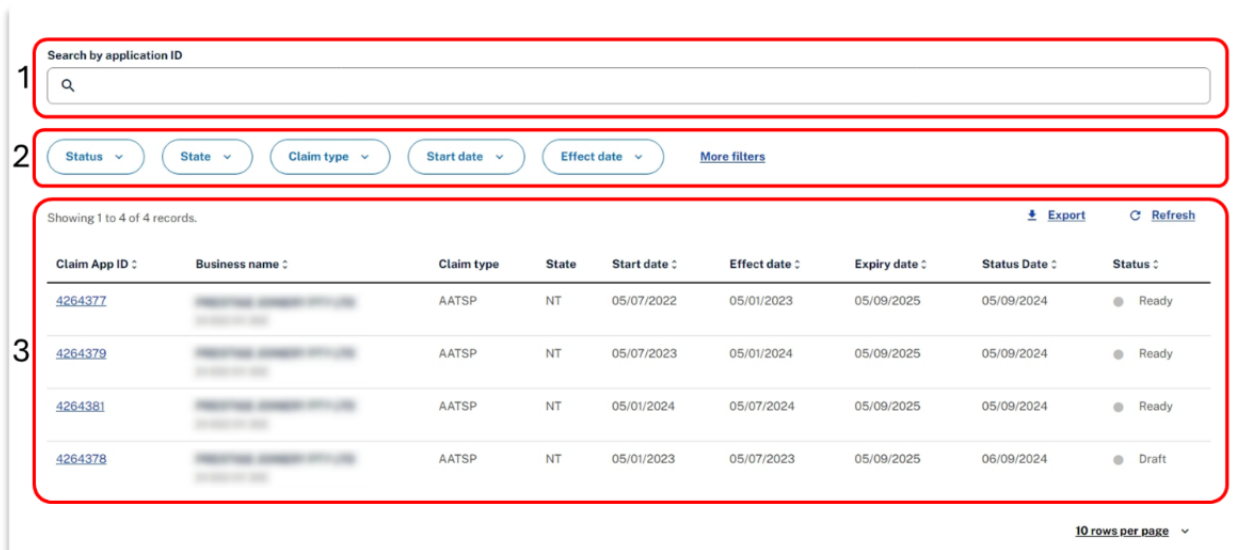
ADMS Home screen

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 **View apprentice claim applications** in the 'My claims and loans' section.
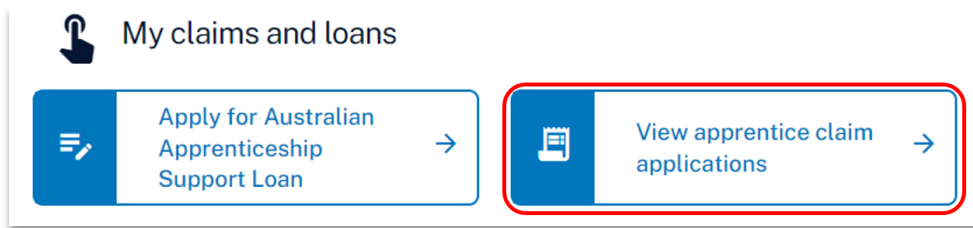
Apprentice claim applications list

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

Number	Name	Description
1	Search Bar	Use the search bar to find a specific Apprentice claim application using the application ID.
2	Filter	Filter limits the Apprentice claim applications that appear in the list below based on the Claim Status, State, Type, Start date or Effect date. The More filters button displays extra filters: • Expiry date • Status date • Nominee 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 • State • Start date • Effect date • Expiry date • Status date • Status 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 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 Apprenticeships website.

The Apprentice claim application contains the following sections:

Claim application page

Apprentice details

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

Qualification details

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

Bank account/Payee bank account

The Bank account/Payee bank account section is where you select the bank account you would like your payment paid into. Contact your Apprentice Connect Australia Provider if you need to add or update a bank account.
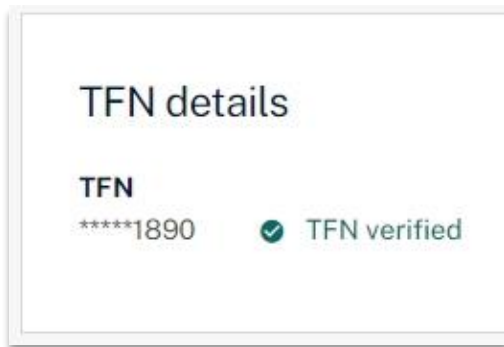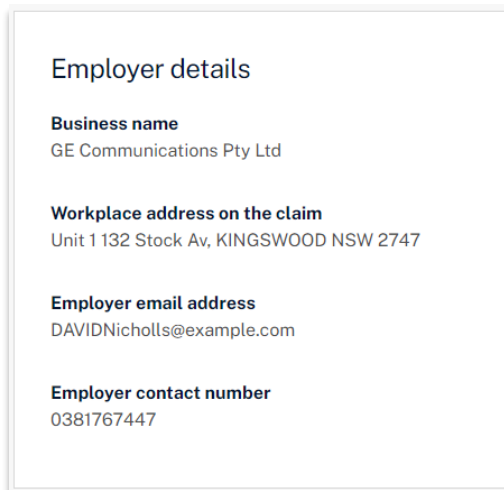
TFN details

The TFN details section is where you can see the last 4 numbers of your Tax File Number (TFN) and whether your TFN has been verified. You'll only see this section if your TFN is already recorded in ADMS. If your TFN is showing as unverified, you can update your TFN here.

TFN details

TFN
*****1890   ✓ TFN verified

Employer details
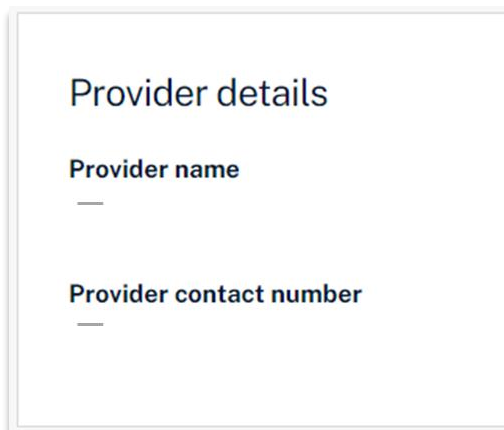
The Employer details section shows key information about your employer.

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 Apprentice Connect Australia Provider.

Provider details

Provider name
—

Provider contact number
—

Claim information

The Claim information section will display on some claim applications. This section includes information about the claim, including the claim type, claim amount, claim effect date, and any claim instructions.

> **NOTE:** Most claim applications won't include this section.

Claim details

The Claim details section is where you enter key information about the claim, including whether your apprenticeship was cancelled, withdrawn or completed during the claim period and questions about your income and tax withholding rates.

The Claim details section will contain different fields based on the type of claim application you are submitting.

Comments

Some claim applications will include a comments section where you can provide more information to support your claim.

Evidence of Training plan

The Evidence of Training plan section is where you upload your Training plan or select whether your Apprentice Connect Australia 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" and must be under 5Mb in size.

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" and must be under 5Mb in size.

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 🗑

Upload document evidence

Some claim applications will include this section instead of the Evidence of Training Plan and Wage Evidence sections. Here you can provide any documents to support your claim application.

Documents can be uploaded with the following format: ".jpeg", ".jpg", ".bmp", ".png", ".tiff", ".xls", ".xlsx", ".pdf", ".doc", ".docx", ".ppt", ".pptx" and must be under 5Mb in size.

Tax declaration page

Tax information

This section will appear for most claim applications. This section includes information about the requirement and impact of providing tax information to the Department of Employment and Workplace Relations.

Tax file number (TFN) declaration

In this section you can enter and verify your TFN to make sure your payment is taxed at the correct rate. You don't need to do this if you already have a verified TFN in your apprentice profile. You can update a verified TFN from your apprentice profile.

If your TFN is not recorded in your apprentice profile or is unverified, you will need to complete your TFN declaration before you can proceed with your claim application. If you are not required to provide your TFN, or you choose not to provide it, you will need to provide a reason. This section won't appear on claim applications for the Living Away From Home Allowance (LAFHA).

> **NOTE:** This section does not appear on Living Away From Home Allowance (LAFHA) claim applications.

Tax File Number Declaration

What is your Tax File Number (TFN)?
Enter TFN below and verify. The application will verify if the TFN is correct. This process may take some time.

[   ]

(Verify TFN)

☐ I am not required or choosing not to provide my TFN

Tax details

The Tax details section is where you provide information to support your TFN declaration including your residency status, whether you choose to claim the tax-free threshold and whether you have other debts related to your studies. This section will appear for most claim applications if your TFN is not already recorded in ADMS or if you choose to update your TFN declaration.

> **NOTE:** Click More info if you need help answering questions about other loans or claiming the tax-free threshold.

Tax details

Previous family name

If you have changed your name since you dealing with the ATO, provide your previous family name.

[   ]

What is your tax residency status? (required)

◯ Australian resident for tax purposes

◯ Foreign resident for tax purposes

Would you like to claim the tax-free threshold from this payer? (required)

Only claim tax-free threshold from one payer at a time, unless your total from all sources for the financial year will be less than the tax-free threshold.

◯ Yes

◯ No

ⓘ More info

Do you have a Higher Education Loan Program (HELP), Vet Student Loan (VSL), Financial Supplement (FS), Start-up Loan (SSL) or Trader Support Loan (TSL) debt? (required)

◯ Yes

◯ No

ⓘ More info

Apprentice confirmation

The Apprentice confirmation section is where you will need to declare that you checked all information on the TFN declaration is true and correct. You only need to do this after completing a TFN declaration

Apprentice confirmation

☐ I declare the information on this TFN declaration is true and correct.

Claim confirmation page

Claim amount

The Gross claim amount section displays the claim amount before tax based on the information and evidence provided. It also displays the total amount of tax withheld from the payment and total amount you can expect to receive.

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.

Claim amount

Claim amount before tax
$1,250.00

Tax withheld
$225.00

Claim amount payable
$1,025.00

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 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 Apprentice Connect Australia 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

Submitted on this day

—

Submit   **Save and exit**

Support

For assistance with ADMS, contact your Apprentice Connect Australia Provider. If you aren't sure who your Apprentice Connect Australia Provider is, call 1800 020 108 to find out.