

# AUSTRALIAN APPRENTICE TRAINING SUPPORT PAYMENT

The Australian Apprenticeship Training Support Payment provides direct financial support (up to a maximum of two years) to Australian Apprentices commencing an Australian Apprenticeship in a priority occupation. The incentive is available for Australian Apprentices commencing or recommencing from 1st July 2022 to help with the cost-of-living pressures and to assist them to stay in their chosen Australian Apprenticeship.

## WHAT IS THE SUPPORT TO AUSTRALIAN APPRENTICES?

Australian Apprentices training in priority occupations can receive assistance of up to a maximum of \$5,000 to ensure they are supported to complete their Australian Apprenticeship.

The Australian Apprentice Training Support Payment is treated as taxable income. A Tax File Number Declaration must be provided to avoid tax being withheld at the highest marginal rate, as required by the Australian Taxation Office.

PAYMENT TYPE	PAYMENT RATE	PAYMENT PERIOD	PAYMENT SCHEDULE/EFFECT DATE
Australian Apprentice Training Support Payment	\$1,250 fulltime	6 months in apprenticeship	Six months after commencement/recommencement. e.g., apprentice commences 15 July 2022 – the first effect date is 15 January 2023
	\$625 parttime		
	\$1,250 fulltime	12 months in apprenticeship	Six months after the effect date of the first payment. i.e., second effect date (if no suspension occurred) is 15 July 2023
	\$625 parttime		
	\$1,250 fulltime	18 months in apprenticeship	Six months after the previous effect date. i.e., third effect date (if no suspension occurred) is 15 January 2024
	\$625 parttime		
	\$1,250 fulltime	24 months in apprenticeship	Six months after the previous effect date. i.e., fourth effect date (if no suspension occurred) is 15 July 2024
	\$625 parttime		

Australian Apprentice Training Support Payment Claims must be submitted within 12 months of the effect date.

## AM I ELIGIBLE?

To be eligible for the Australian Apprentice Training Support Payment, an Australian Apprentice must:

- Meet Primary Eligibility Criteria
- Be commencing or recommencing a Certificate III or IV, or a Diploma or Advanced Diploma from the Australian Apprenticeships Priority List
- Be training towards a priority occupation from the Australian Apprenticeships Priority List
- Not be undertaking a previously completed qualification that leads to the same occupation or one that supersedes a previously completed qualification, unless it was completed more than seven years ago or completed overseas
- Have a contract that's formally approved with your State Training Authority.

In circumstances where the Australian Apprentice recommences with the same employer after a period of suspension or cancellation of their Training Contract, their support payment claim period will be extended for the equivalent time.

Please contact your friendly team at Apprenticeship Support Australia to see if you are eligible. They can be contacted on **1300 363 831** or [info@apprenticeshipsupport.com.au](mailto:info@apprenticeshipsupport.com.au)

The Apprenticeships Data Management System (ADMS) lets you quickly and easily claim incentives that will help you complete your Apprentice journey. Setting up your ADMS account is as easy as a one-time Connect and Confirm. Then you'll be ready to Claim!

# HOW DO I CLAIM THE SUPPORT PAYMENT?

How to connect to the Apprenticeships Data Management System (ADMS)

CONNECT

Connect your linked myGov account or Digital Identity (myGovID) to ADMS.

CONFIRM

Confirm your identity in ADMS

CLAIM

Claim your incentive or apply for a loan using ADMS

## Step 1 Connect

### Connect your linked myGov account or Digital Identity (myGovID) to ADMS

- 1 Navigate to ADMS <https://adms.australianapprenticeships.gov.au/adms/sign-in>
- 2 Click Apprentice Login
- 3 Sign in using [my.gov.au](https://my.gov.au) (myGov) or your [mygovid.gov.au](https://mygovid.gov.au) (myGovID)

To sign in with myGov, your account must be linked to either Centrelink, ATO or Medicare. Head to the [my.gov.au](https://my.gov.au) website to learn more about signing up for and linking your myGov account.

To use your Digital Identity, you need to have a myGov account and a Standard Identity Strength. The myGovID website has more information about creating your Digital Identity.

Don't have a myGov account? Create one at [www.my.gov.au/en/create-account](https://www.my.gov.au/en/create-account).

Don't have a myGovID? Create one at [www.mygovid.gov.au/set-up](https://www.mygovid.gov.au/set-up).

Please note your name must match across all platforms. Example the name on your Training Contract must match the name on your mygov profile – check your profile if you are getting an error message.

## Step 2 Confirm

### Confirm your identity in ADMS

- 1 Provide your Apprentice ID (ASA can give you this) or your Unique Student Identifier (USI). [www.usi.gov.au](https://www.usi.gov.au)
- 2 Enter your date of birth.
- 3 Enter the authentication code sent to your phone or email.

## Step 3 Claim

### Claim your incentive in ADMS

- 1 Open your claim from the Claim Applications module.
- 2 Complete and submit your claim.

If eligible, your claim will only be available from the effect date. The first claim is available six months after commencement/recommencement.

For example, if an Australian Apprentice commences 1 January 2023 – the first effect date is 1 July 2023. You will receive an email from ADMS to prompt you to log in when your claim falls due.

To access ADMS scan the QR code.



**You must claim within 12 months of the effect date or your claim will expire.** It is important to keep us up to date with any changes in your contract details on **1300 363 831**.

**Need additional support?** For help with creating your ADMS account please reach out to Apprenticeship Support Australia on **1300 363 831** or your local Industry Training Consultant.



[apprenticeshipsupport.com.au](https://apprenticeshipsupport.com.au)