

KEY APPRENTICESHIP PROGRAM

The Key Apprenticeship Program (KAP) has been implemented with the goal of encouraging the growth of the workforce and expanding the pipeline of workers training towards critical occupations supporting priority sectors.

The KAP contains two streams:

- New Energy Apprenticeship (NEA); and
- Housing Construction Apprenticeship (HCA).

What is the Support to Australian Apprentices?

Australian Apprentices training in New Energy or Housing and Construction streams can receive assistance of up to a maximum of \$10,000 to ensure they are supported to complete their Australian Apprenticeship. The Key Apprenticeship Program 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.

| SCHEDULE | FULL-TIME RATE | PART-TIME RATE |
|------------|----------------|----------------|
| 6 months | \$2,000 | \$1,000 |
| 12 months | \$2,000 | \$1,000 |
| 24 months | \$2,000 | \$1,000 |
| 36 months | \$2,000 | \$1,000 |
| Completion | \$2,000 | \$1,000 |

Key Apprenticeship Program Claims must be submitted within 12 months of the effect date.

Eligibility

All primary eligibility requirements must be met:

- Must have commenced or recommenced an Australian Apprenticeship with a new employer on or after 1 July 2025; or
- Recommenced an Australian Apprenticeship after 1 July 2025 with the same employer after a break of greater than six months:
 - Six months if the commencement was prior to 1 July 2022; or
 - Twelve months if the commencement date was on or after 1 July 2022.
- The Qualification at the Certificate III or above and Occupational Outcome must also be listed on the Australian Apprenticeships Priority List and identified in a New Energy Apprenticeship or Housing Construction Apprenticeship stream.
- Employed by an organisation who can provide meaningful exposure, experience, and work in the relevant KAP sector (clean energy or housing construction).

Both the apprentice and the employer need to complete and sign a declaration:

- the Australian Apprentice stating their commitment to build skills in the relevant KAP sector, including selecting relevant electives in their training, where available and appropriate; and
- their employer stating their commitment to provide ongoing exposure, experience and work in the relevant KAP sector; and
- the Australian Apprentice must be in-training with their employer on the claim period end date.

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

Priority list can be found at <https://www.dewr.gov.au/australian-apprenticeships/apprenticeship-support#toc-australian-apprenticeship-priority-list>

The New Energy or Housing Construction Occupations will be identified on the Australian Apprenticeship Priority List.

How do I claim the support payment?

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!

CONNECT

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

CONFIRM

Confirm your identity in ADMS

CLAIM

Claim your incentive or apply for a loan using ADMS

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

Step 1 CONNECT

Connect your linked myGov account or Digital Identity (myID) 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 (myGov) or your myid.gov.au (myID)

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

To use your Digital Identity, you must have a myGov account linked to your myID with a Standard Identity Strength. For more details on setting up your Digital Identity, visit the myID website.

Don't have a myGov account? Create one at www.my.gov.au/en/create-account.

Don't have a myID? Create one at www.myID.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

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.

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**.

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 July 2025 – the first effect date is 1 January 2026. You will receive an email from ADMS to prompt you to log in when your claim falls due.

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.



1300 363 831

apprenticeshipsupport.com.au