



# FEDERAL GOVERNMENT TO LAUNCH NEW APPRENTICESHIPS DATA MANAGEMENT SYSTEM (ADMS) ON 11 APRIL 2022

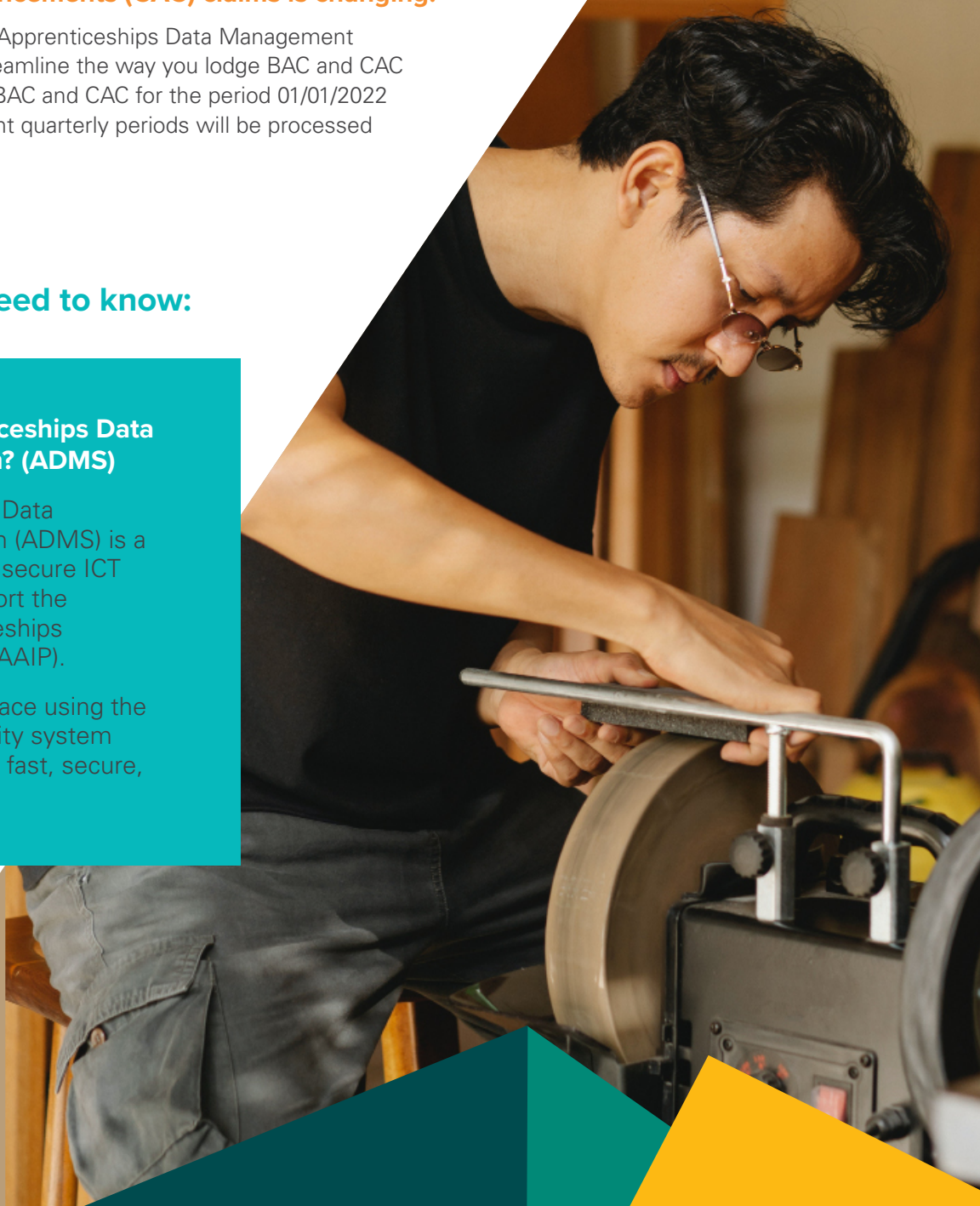
**From April 2022, the way employers lodge their Boosting Apprenticeship Commencements (BAC) and Completing Apprenticeship Commencements (CAC) claims is changing.**

From 11 April 2022, the new Apprenticeships Data Management System (ADMS) will help streamline the way you lodge BAC and CAC claims. All claims relating to BAC and CAC for the period 01/01/2022 to 31/03/2022 and subsequent quarterly periods will be processed in this new system.

## Here is what you need to know:

### What is the Apprenticeships Data Management System? (ADMS)

- The Apprenticeships Data Management System (ADMS) is a modern, reliable and secure ICT system built to support the Australian Apprenticeships Incentives Program (AAIP).
- A modern user interface using the Digital Identity security system means the system is fast, secure, and reliable.





## How to access ADMS for Employers

Before accessing ADMS, employers will need to have a **myGovID account**. myGovID is your digital identity and makes it easier to prove who you are online. It's like a 100-point ID check but on your smart device.

### How to setup myGovID?

Detailed instructions on how to create your myGovID account are available online at [mygovid.gov.au](https://mygovid.gov.au). In short, the steps for creating your myGovID are:

- 1** Download the **myGovID app** on your smart device and follow the prompts
- 2** Enter your details – you need to enter your full name, date of birth and email address
- 3** Choose your **identity strength** – general access to ADMS requires at least a 'standard' identity strength. However, if you are the first user to be acting on behalf of your ABN, you will need 'strong' identity strength to proceed
- 4** Connect your **myGovID account** with your business in the Relationship Authorisation Manager (RAM) system. RAM allows you to link your digital identity to your business, to authorise others to act online on behalf of your business, or to accept or decline a request for you to act online for a business. For help with RAM, visit [info.authorisationmanager.gov.au](https://info.authorisationmanager.gov.au)



After 11 April 2022, you will be able to register for your ADMS account.

### Need additional support?

For help with creating your ADMS account, visit [www.australianapprenticeships.gov.au/about-adms](https://www.australianapprenticeships.gov.au/about-adms)

### For assistance with myGovID & RAM

Please contact  
**1300 287 539**,  
**Option 2** for myGovID,  
**Option 3** for RAM.

### About ADMS

