

# NEW ENERGY APPRENTICE SUPPORT PAYMENT

The New Energy Apprentice Support Payment is designed to encourage apprentices to choose clean energy careers, improve retention rates and deliver more successful completions by providing direct financial support to Australian Apprentices commencing an Australian Apprenticeship in a clean energy occupation.

## What is the Support to Australia Apprentices?

Australian Apprentices training in New Energy priority occupations can receive assistance of up to a maximum of \$10,000 to ensure they are supported to complete their Australian Apprenticeship. The New Energy Apprentice 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.

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

**New Energy Apprentice Support Payments 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 January 2023; or
- Recommenced an Australian Apprenticeship after 1 July 2022 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 Occupational Outcome must also be listed on the Australian Apprenticeships Priority List and identified as a new energy occupation.
- Must be undertaking a qualification at the Certificate III or above, as listed on the Australian Apprenticeship Priority List and identified as a new energy qualification.

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

The Australian Apprentice starting their commitment to participate in the two onsite workplace site checks (conducted by their Provider) and to build skills in the clean energy sector, including selecting clean energy electives in their training, where available and appropriate: and

The Employer declares their commitment to participate in the two onsite workplace site checks (conducted by their provider) and undertakes to provide the Australian Apprentice with meaningful exposure, experience, and work in the clean energy sector on an ongoing basis, at commencement or recommencement, and agrees to provide the Australian Apprentice with ongoing on-the-job training in clean energy work and/or project(s).

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)

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

The clean energy occupations are identified by the ❖ symbol and green highlighting on the Australian Apprenticeships 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>

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 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.

**2** Click Apprentice Login

**3** Sign in using [my.gov.au](https://my.gov.au) (myGov) or your [myid.gov.au](https://myid.gov.au) (myID)

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 myID? Create one at [www.myid.gov.au/set-up](https://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](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.

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 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.

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