

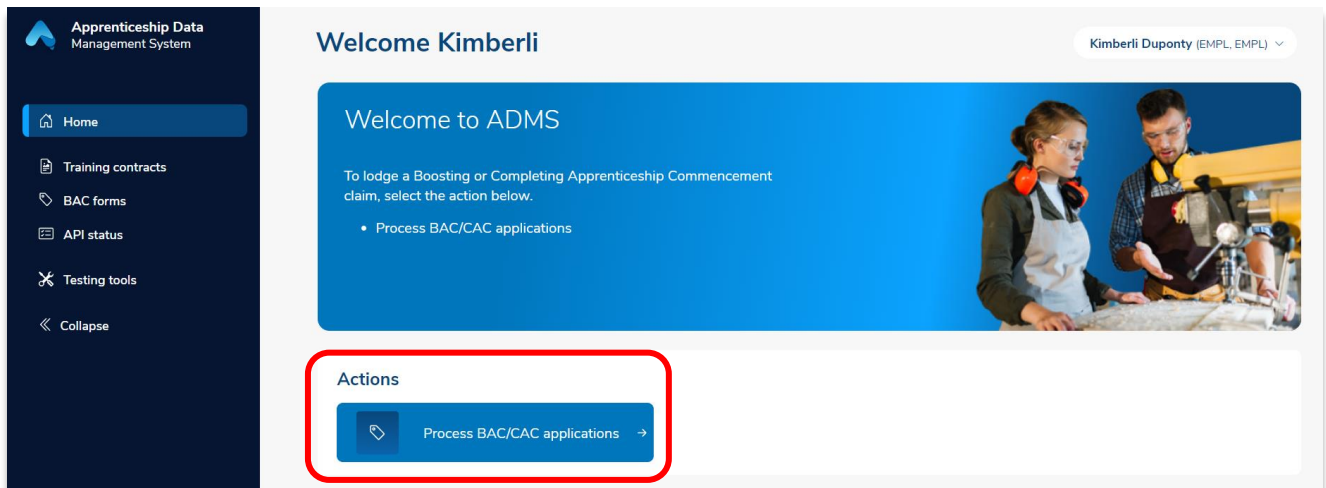
Fact Sheet: Overview of the BAC and CAC wage subsidy claim application process

This fact sheet introduces the Boosting Apprenticeship Commencements (BAC) and Completing Apprenticeship Commencements (CAC) wage subsidy claim application process and the components of the user interface. Use this fact sheet along with the other ADMS help and support resources to quickly raise and submit BAC and CAC wage subsidy applications.

ADMS Home Screen

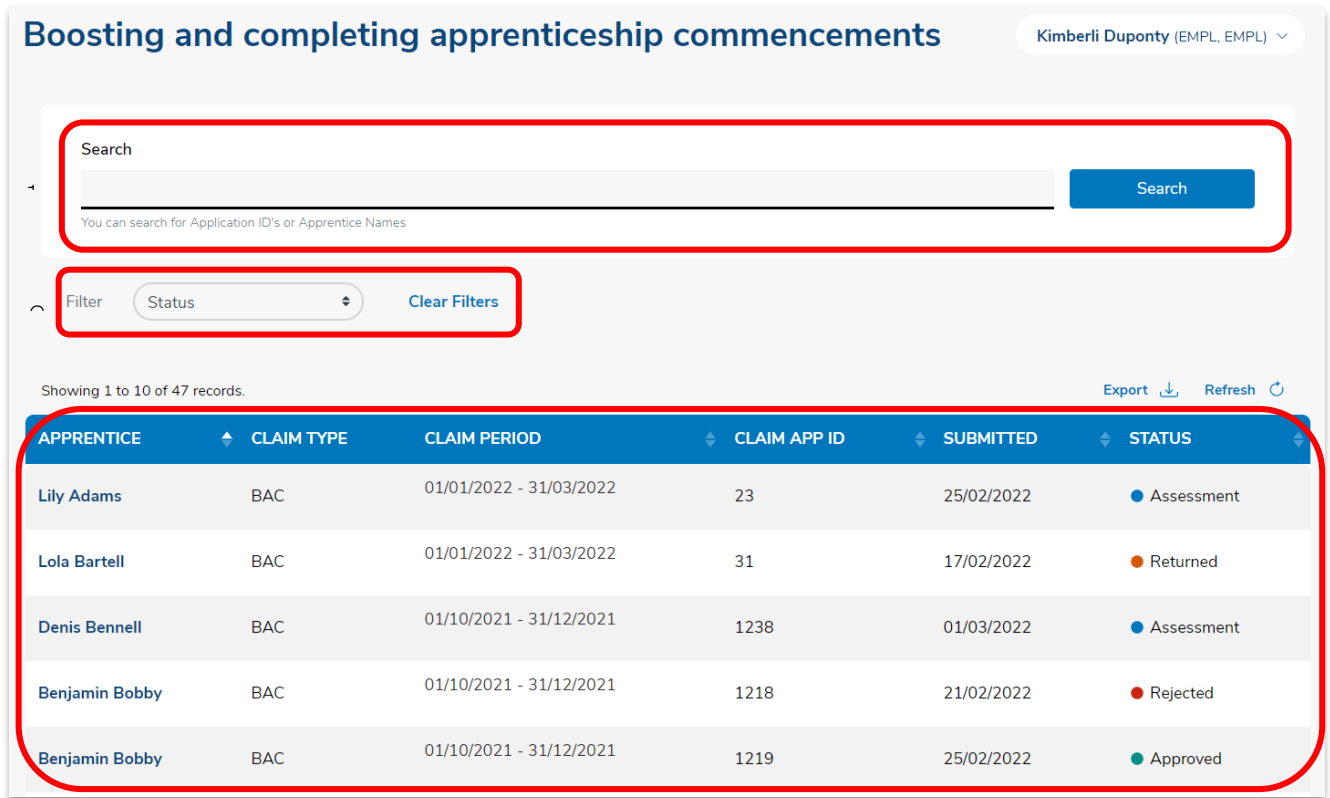
Once you have received a notification that you can lodge a BAC or CAC wage subsidy claim application, you will need to log in to ADMS. We have a range of help guides that will help you [set up your ADMS access here](#).

After you have logged in to ADMS, you will see the ADMS home screen. To access the BAC/CAC claim application list, click the large button labelled “Process BAC/CAC applications” in the Actions section of the home screen.



BAC/CAC claim application list

The BAC/CAC claim application list displays all available claims for your business.



This page has three main components:

Number	Name	Description
1	Search Bar	The search bar allows you to search for a specific wage subsidy claim application using the Application ID or Apprentice Name.
2	Filter	The Filter allows you to limit the claim applications that appear in the list below based on the status of the claim. For example, you can filter the list so that only claims in 'Draft' are displayed.
3	Claim List	<p>The claim list shows all BAC and CAC claims available to you to process, and all claims previously submitted. To help you find claims quickly and easily, you can sort the claim list in ascending or descending order by any of the columns displayed:</p> <ul style="list-style-type: none"> ● Apprentice name ● Claim type (BAC or CAC) ● Claim period ● Claim Application ID ● Submitted date ● Status <p>To sort, just click the up and down arrows next to the column heading. To reverse the sort order, click them again.</p>

BAC/CAC claim application user interface

Clicking on an entry in the claim list will open the claim application user interface. This screen will allow you to add information to support your claim and submit it for processing. As an employer, you can edit the claim when the status column displays “Ready”, “Draft”, or “Returned”. You can view, but not edit the claim when the status column displays “Submitted”, “Assessment “Approved”, or “Rejected”.

A guide to all the fields in the claim application, and how to use them [is available here](#).

The claim application user interface contains the following sections:

Apprentice details

The Apprentice details section displays the apprentice’s name and key information about the qualification they are working towards. This section cannot be edited.

Apprentice details

Name
Nicholas Martin

Qualification

Qualification (Code, AQF Level & Title)
MOBILE PLANT TECHNOLOGY

Commencement date
01 Dec 2020

Expected completion date
01 Dec 2024

Employer details

The Employer details section displays key information about the business and allows you to select which bank account you would like your wage subsidy to be paid into. If your preferred bank account does not appear, contact your network provider. Only the bank account can be edited in this section.

Employer details

Is the employer a Group Training Organisation?
Yes

Business name
—

ABN
66 068 259 647

Workplace address on the claim end date
Line 1
Line 2
Line 3
Some Suburb
VIC 1234

Employer contact name
Test Name

Employer email address
test@test.com.au

Employer contact number
+61 02 6041 0607

Bank account [Change](#)

National Australia Bank
Tycoon Developments
BSB: **084-705** ACC: *******7308**

Claim details

The claim details section is where you enter key information about the claim, including any other Australian government wage subsidies you receive in relation to the apprentice, and upload the training plan if you have not previously.

Claim details

Note
You are able to lodge one claim per apprentice or trainee for the claim period. Claims can only be lodged after the claim period has ended.

Date the apprenticeship or traineeship commenced
01 Dec 2020

During the Claim Period was the apprenticeship or traineeship cancelled, withdrawn or completed? (required)

Yes No

Have you received, or are you in receipt of, JobMaker Hiring Credit, Boosting cash flow for employers, Australian Apprentice Wage Subsidy (AAWS) OR Jobactive Wage Subsidies for the apprentice or trainee during this claim period? (required)

Yes No [More info](#) ⓘ

Wage subsidy you are receiving <small>(required)</small>	Start date <small>(required)</small>	End date <small>(required)</small>	
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>	
+ Add another			

Have you previously submitted evidence that training has commenced? (Note: this information is usually provided as part of a commencement claim.) (required)

Yes No [More info](#) ⓘ

Wage evidence

The wage evidence section is where you upload evidence of wages paid to the apprentice during the claim period. Wage evidence is typically pay slips or exports from your account software. ADMS is linked to the Australian Tax Office, which helps us to ensure correct payment amounts are paid for wage subsidy claims.

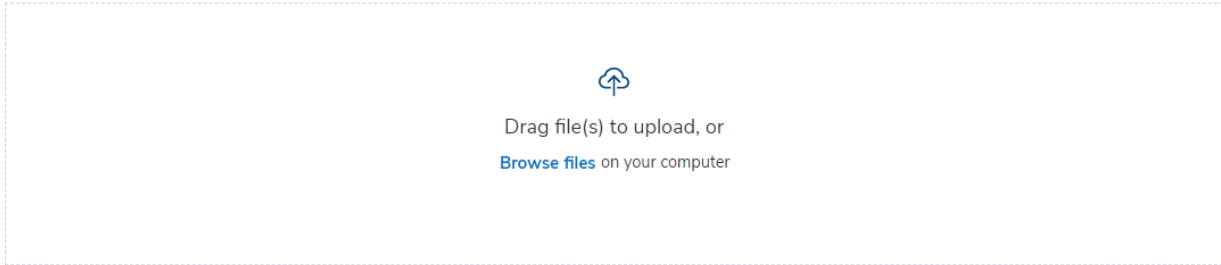
If wage evidence for the claim period overlaps at the start or end of another claim period you should still upload it, and report the total amount for the wage evidence, not just the amount paid during the claim period. ADMS will do those calculations for you.

Wage evidence

Provide evidence of wages paid for the period from 01 April 2021 to 30 June 2021 to support your claim.

Wage evidence can include payroll prints, time and wages sheets, payslips or payroll summaries that confirms all of the below:

- Employer ABN (or just Employer name if lodging a payment summary)
- Apprentice name
- Payment period (date range aligning to the period being claimed)
- Payment amount



Pay Slip 1.pdf PDF 04/03/2022

Date from (required)	Date to (required)	Amount (required)
01 Apr 2021	14 Apr 2021	\$ 2,000.00

Gross amount recorded \$2,000.00

Estimated claim amounts

This section will display an estimate of your wage subsidy claim amount based on the evidence you have provided. It should be noted that this is just an estimate, and the total amount paid will be validated as the claim is processed.

Estimated claim amounts

BAC estimate

\$1,000.00

Gross amount paid to TestBacClaimrosefn TestBacClaimroseIn between 01 April 2021 and 30 June 2021: **\$2,000.00**

Employer declaration

The employer declaration section is where you can declare that you have read and understood the wage subsidy agreement, are authorised to submit the claim, and accept the terms and conditions of the wage subsidy.

Submitting your claim

Once you have completed all sections of the wage subsidy claim, you are ready to submit for processing.

Support

For assistance with ADMS, contact the National Customer Service Line (NCSL) on **1800 020 108**.

For feedback on this quick reference guide, contact ADMSEngagement@dese.gov.au.