

# Fact Sheet: Overview of Trade Support Loan applications in ADMS

This fact sheet introduces the components and process for Australian Apprentices completing Trade Support Loan applications in ADMS. Use this fact sheet along with the other ADMS help and support resources to submit loan applications.

Visit Support for Australian Apprentices for further information about Trade Support Loans.

## ADMS Home Screen

To begin your application for a Trade Support Loan, you will first need to log into ADMS.

After you have logged into ADMS, you will see the ADMS home page. Click the 'Apply for Trade Support Loan' button in the Actions section to begin your application.

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# Apprentice Trade Support Loan application

Clicking on the 'Apply for Trade Support Loan' will open a page which will provide background information about Trade Support Loans. Before clicking 'Next' at the bottom of the page, make sure you carefully read the information provided. Once you have clicked 'Next', your Trade Support Loan application will open. When completing your application, you will need to add information and evidence to support your application before submitting.

The Trade Support Loan application contains the following sections:

## Apprentice details

The Apprentice details section displays your name and key contact information.

Apprentice details		
Name Maria LANCASTER	<b>Phone</b> 0434009210	
Date of birth 27 May 1982	Email MariaLANCASTER@example.com	
Residential address 40 Willow St NEW AUCKLAND QLD 4680	Residency status Australian Citizen or Permanent Resident	
		_

#### Tax file number

The tax file number section allows you to add or edit your tax file number (TFN). As repayments of your loan are made through the tax system, ADMS will attempt to verify your TFN with the Australian Tax Office. If your TFN is unable to be verified, check that you entered the correct TFN and that your details are up to date with the ATO.

You can still submit your application with an unverified TFN, but your application won't be approved until it is verified. Your Australian Apprenticeship Support Network (AASN) provider will contact you to discuss when this is the case.

Tax file number
You must add a tax file number (TFN) in order to submit your application.
Your TFN must be verified with the Australian Tax Office as repayments of your loan are made through the tax system.
Add

#### Apprenticeship details

The Apprenticeship details section displays your apprenticeship qualification and commencement details.

Apprenticeship details	
Commencement date 17 Jun 2022	Occupation (Code & Title) 321111 - Automotive Electrician
Qualification (Code & Title) AUR30320 - Certificate III in Automotive Electrical Technology	Recommencement date with employer —

### Employer details

The Employer details section displays your employer's business details.

Employer details	
Business Name	Employer address
Bathurst Toyota	28 Nolan Dr TURA BEACH NSW 2548

#### Bank details

The Bank details section allows you to select which bank account you would like your payment to be paid into.

Contact your Australian Apprenticeship Support Network (AASN) provider if the bank details on record are incorrect, or if you would like to add a new bank account.

Bank details	
Name of account holder test	<b>BSB</b> 0000
Name of bank, credit union, or building society test	Account number —
Select	

#### Provider details

The Provider details section displays details about your Australian Apprentice Support Network (AASN) provider.

Provider details	
Provider name	Provider contact number
Apprenticeship Support Australia	1300 363 831

#### Document Evidence Required

Evidence to confirm your identity and residency status is required to support your loan application. Documents can be uploaded with the following format: ".jpeg", ".jpg", ".bmp", ".png", ".tiff", ".xls", ".xlsx", ".pdf", ".doc", ".docx", ".ppt", ".pptx".

Jpload document evidence	
pload the supporting document below.	
<u>±</u>	
Choose file(s)	
or drag and drop files here to upload. ach file must be jpeg, jpg, bmp, png, tiff, xls, xlsx, pdf, doc, docx, ppt or pptx file nder 5Mb.	
ttached evidence	
Australain Passport.pdf	

#### Apprentice declaration

The Apprentice declaration section is where you will need to declare that you checked all information on the application is accurate and that you understand providing false information is a serious offence.

#### Submitting your Trade Support Loan application

Once you have completed all sections of the Trade Support Loan application, you are ready to submit for processing.

Appre	entice declaration
~	I declare that:
_	I have read and understood the information provided in this application.     To the best of my knowledge, the details entered in this application are true and correct.
	I acknowledge and accept that:
	<ul> <li>If my application is successful, I will receive up to six Trade Support Loan payments.</li> <li>I am required to reay the amount borrowed through the Trade Support Loans program, plus any indexation, when my income reaches or exceeds the minimum repayment income threshold.</li> <li>I am responsible for successful, further Trade Support Loan payments if needed.</li> <li>I am responsible for successful payments are support Loan payments are needed.</li> <li>I must notify my Apprenticeship Network Provider of <ul> <li>any changes to my contact details;</li> <li>any changes to my contact details;</li> <li>where I fail to update my details, I may incur a debt that need to repay immediately.</li> </ul> </li> <li>Intentionally giving false or misleading information is a serious offence.</li> </ul>
Appren Maria L. Submit	tice Signatory Name ANCASTER ted on this day
Submit	Save and close

## Support

For assistance with ADMS, contact your Australian Apprenticeship Support Network (AASN) provider.