Quick Reference Guide: How to complete Australian Apprenticeship Support Loan (AASL) opt-in applications

Australian Apprentices who are eligible to claim an Australian Apprenticeship Support Loan (AASL) can use this guide to help opt-in to receive payments to support their apprenticeship.

Opt-in will be available once an Australian Apprentice has reached the second last payment of their current Australian Apprenticeship Support Loan or if they have previously stopped an Australian Apprenticeship Support Loan.

1. Navigate to ADMS and login using the Apprentice login button.

NOTE: If you are logging into ADMS for the first time, you will need to set up your ADMS access. Visit the Claiming Apprentice Incentives page on the Australian Apprenticeships website for further information

2. Click 'Opt-in for Australian Apprenticeship Support Loan' in the Actions section.

NOTE: Contact your Australian Apprenticeship Support Network provider if you cannot see the 'Opt-in for Australian Apprenticeship Support Loan' tile.

RESULT: The Australian Apprenticeship Support Loans information page is displayed.
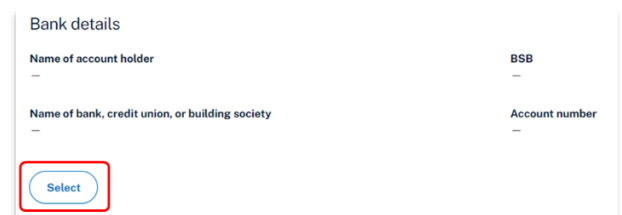
3. Carefully read the Australian Apprenticeship Support Loans information page before clicking 'Next'.

RESULT: The Australian Apprenticeship Support Loans Opt-In Application page is displayed.

4. Confirm you currently live in Australia.

5. Click 'Select' in the Bank details section.

6. Choose a bank account from the 'Select a bank account' pop-up.
7. Click 'Select'.

RESULT: A bank account will be added to your Australian Apprenticeship Support Loan Opt-In Application for the loan to be paid into.

NOTE: To add a new or update an existing bank account, contact your Australian Apprenticeship Support Network provider.

8. Upload additional documents if required.

9. Click 'Next' at the bottom of the screen.
10. Select the checkbox after you have read and agreed to the information in the Apprentice declaration.
11. Select the checkbox after you have completed the Parent/guardian acknowledgement.
12. Click 'Submit' to finalise your application.

RESULT: Your Australian Apprenticeship Support Loan Opt-in Application will be sent for assessment.

NOTE: Contact your Australian Apprenticeship Support Network provider if you need to update any details.

Support

For assistance with ADMS, contact your Australian Apprenticeship Support Network (AASN) provider. If you aren't sure who your AASN provider is, please call 1800 020 108.