

Australian Apprentice Support **Payment Workflow**

Assess your eligibility

Have you:

- Commenced your apprenticeship on or after **01/07/22**
- Is your occupation on the **Priority Occupation List?**
- Work Full-time or Part-time
- Not in receipt of Disabled Australian Apprentice Wage Support Program

At 6 months after commencement

(pending no suspension period in your contract)

- Email from Apprenticeship Support Australia (ASA) is sent to your nominated apprentice email from your orientation signup
- **NextGen Jobs Administration** are able to assist with confirming contact details with ASA if you are unsure
- Instructions on how to proceed

Pre-Claim Checklist

(What you will need to make a claim)

Completing or having these details on hand will make your claim process easier:

- **Bank Details:** BSB and account number my pay goes into
- A completed **Tax File Number Declaration Form**
- A **Payslip** from 6 months after commencement

Making a claim

Log in to your **myGov account** to access the ATO services and submit your **Tax File Number Declaration**

A guide to assist with this step is included here

(this step is only required for the first claim)

PDF Versions of the TFN Declaration

are also accepted in you don't wish to submit via myGov

Make sure you can **save the PDF produced after submitting the declaration** (This needs to be submitted during the claim process)

For ease of access to the next section, it is good to have the **mygovid.gov.au** app installed and set up on your phone.

Go to: <https://adms.australianapprenticeships.gov.au/adms/sign-in>

Click "Apprentice Login"



Use the **Fact Sheet – Submitting a Claim** document to assist with submitting the claim

Currently, you are unable to modify the bank details, please send the details of your nominated bank account to admin@nextgenjobs.org.au and we will send them through on your behalf

Knowledge of your expected annual income for this financial year.

In the "Training Plan" section always click:

"My Network Provider has the necessary evidence"

Have **a copy of your payslip** available that includes the exact date 6 months after your start date, i.e: if you started 06/07/22, then your payslip needs to include 06/01/23

Please send the **Tax File Declaration & Bank Details** to admin@nextgenjobs.org.au after submitting the claim form

Quick Links

- [Claiming Apprentice Incentives](#)
- [Apprentice login fact sheet](#)
- [Quick Reference Guide – Confirming your identity](#)
- [Overview of Apprentice Claim Applications in ADMS](#)
- [Checking the Status of a Claim Application](#)