

Australian Apprenticeship 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 Apprentices 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
- [WPC Group 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)

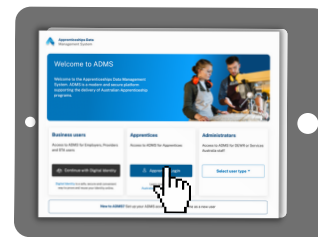
[PDF Versions of the TFN Declaration](#)

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 administration@wpcgroup.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 administration@wpcgroup.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](#)