



Supporting Apprentices and Trainees – SmartForm Claim Guide

If potentially eligible you will receive an email from noreply@industry.gov.au.

The subject will start with TYIMS SmartForms - RNWS Claims. (Registration ID:.....). You will receive one claim for each potentially eligible apprentice or trainee.

Prior to lodging the claim you will need the following:

1. Pay records that cover the entire claim period (e.g. 01/01/2020 through to 31/03/2020)
2. Victoria/ Queensland only: A copy of the Training Plan signed by you, your apprentice/trainee & the RTO. The Training Plan is only required if you have not been paid a commencement or recommencement incentive for the apprentice or trainee.)

Opening the SmartForm Claim

Within the body of the email click on the weblink similar to this:

<https://forms.uat.business.gov.au/smartforms/servlet/SmartForm.html?formCode=RNWS-smartform&saveChallenge=true&referenceNumber=V7Y8YVT7>

Your web browser will open displaying:

Open Your Saved Form

To resume your form please complete the following details.

Tracking Code	Tracking Code *
When you saved your form you should have been provided a Tracking Code.	<input type="text" value="V7Y8YVT7"/>

Security Code	Security Code *
	<input type="text" value="219123465889"/>

In the email you received, near the hyperlink there will also be a security code. Copy and paste the security code from the email into the Security Code field on the webpage and click on confirm. The SmartForm will open.

Sarina Russo Apprenticeships

Completing the claim

The claim has two pages. The first page, Initiate claim, has been pre-completed from information Sarina Russo Apprenticeships has in our Apprenticeship Management system.

Please scroll down the claim to verify all the detail is correct. IF the details are incorrect please make a note. No details can be amended on the First page.

Click on **Continue** at the bottom of the page – this opens the Enter claim details tab.

Answer each of the following questions:

- *Was the apprentice or trainee undertaking an Australian Apprenticeship on 1 March 2020?*
- *How many employees were employed by the business at 1 March 2020? For Group Training Organisations, 'the business' is the host employer. ***(Please note this includes all FT, PT and casual staff)***
- *Do any of the details on the previous page(s) need updating? **

If any of the details on the 1st page were incorrect, answer Yes to this question and provide the correct details in the text box

- *Are the bank account details recorded on the Initiate Claim page correct? **

Confirm yes or no to amend

- *Have you received, or are you in receipt of the Australian Apprentice Wage Subsidy (AAWS) or equivalent Australian Government (Federal) wage subsidy for your apprentice or trainee? (this does not include DAAWS). **
- *Claim Period **

Select the claim period remembering claims are paid in arrears.

- *Was the apprentice or trainee commenced or cancelled during the Claim Period? **

If the apprentice has cancelled, select yes and enter details as required

- *Employer contact name **
- *Workplace address on the claim end date*
- *Is the employer a Group Training Organisation? **
- *Have you previously submitted evidence that training has commenced? **

If your apprentice or trainee is employed in New South Wales, the ACT, Tasmania or South Australia please answer this question as **Yes**.

Sarina Russo Apprenticeships

If your apprentice or trainee is employed in Victoria or Queensland and you have been paid a commencement or recommencement incentive for that apprentice or trainee answer the question as **Yes**

If your apprentice or trainee is employed in Victoria or Queensland and you have NOT been paid a commencement or recommencement incentive for that apprentice or trainee answer the question as **No**

Where you answer **No**, you must locate the copy of your signed Training Plan – if you cannot locate it, please call your RTO/Tafe to obtain a copy. Once received please enter the date signed and upload a copy to the SmartForm Claim. Enter the name and address of your RTO/Tafe

Have you previously submitted evidence that training has commenced? *

Yes

No

Date Training Plan signed

For employers in QLD, VIC, WA & NT

If the Training Plan has been signed, evidence must be provided. Either upload a copy of the Training Plan OR a signed RTO declaration Form 1237. If you require FORM 1237, contact your Network Provider who will provide it to you. You can then give FORM 1237 to the RTO to sign. Once this is done, return to this Claims SmartForm to upload the signed Form 1237.

For employers in NSW, ACT & TAS

Either upload a copy of the Training Plan OR a signed RTO declaration Form 1237; however if the Network Provider has indicated they have necessary evidence from the RTO on file then click the 'My Network Provider has the necessary evidence' link.

Evidence of Training Plan



Click to Upload

[My Network Provider has the necessary evidence](#)

Name and address of Registered Training Organisation (RTO) providing the training

Sarina Russo Apprenticeships

Supporting Document Section

- *Do you have any supporting document(s) that you would like to attach to this application? **

This question must be answered **Yes** as payslips for the claim period must be provided before a claim can be paid.

Supporting Document(s)

Provide evidence for the **entire claim period** which confirms the gross wage paid to the apprentice or trainee for each pay period included in the claim (payroll prints, times and wages sheet or payslips). If you do not provide this information here it will need to be provided separately to your AASN.

Do you have any supporting document(s) that you would like to attach to this application? *

Yes

No

Supporting Document 1

Click to Upload



[I have a paper file and have sent this to my Network Provider](#)

Description *

Add Supporting Document

To upload, save the pay records to a location on your PC/ laptop/etc. Click on the 'Click to Upload' button, locate your file and click on Open. The file will be uploaded. Please enter details in the description field.

If you have more than one file you will need to click on the Add Supporting Document to open up another upload area.

- *Gross wages paid to apprentice or trainee during the period of claim **

Enter the Gross Wages paid to the apprentice or trainee for the claim period

Read and complete the Employer Declaration.

Prior to submitting ensure the claim is fully completed, your business bank account details are correct and that you have attached a Training Plan (where required) and all pay records for the whole claim period are attached.

Click on the submit button.



SRA will receive notification that you have completed the claim. Our staff will assess and where eligible pay the claim. We will provide you with a notification of the outcome of your claim.

Once processed you will receive a copy of the claim for your records. Please keep this in a safe place.