



Apprenticeships Direct

an easy way to manage your
Australian Apprentices and Trainees

As part of our service to employers, Queensland Apprenticeship Services offers the free use of *Apprenticeships Direct*.

This portal allows you to access everything you need to efficiently manage all documentation regarding your Australian Apprentices and Trainees.

By monitoring upcoming claims, you will be able to print claim forms and lodge them by the due date so that you don't miss out on receiving payment of your eligible incentives.

Access to information – View, Export, Print

- Manage training contract registrations, claims and payment of Australian Government incentives
- Work directly in the portal or export to Microsoft Excel
- Print your own claim forms.

Login to Apprenticeships Direct

The login area can be found under the navigation menu on the QAS website at www.qas.org.au. Enter your username and password, then click the 'login' button.

First time users will need to register.

A screenshot of the 'Apprenticeships Direct' login interface. It features a blue header with the title 'Apprenticeships Direct'. Below the header are two white input fields: 'Username' and 'Password'. A green 'login' button is positioned to the right of the password field. At the bottom, there are two links: a question mark icon followed by 'Register' and 'Forgot Password?'. The background of the form is a dark blue gradient with light blue streaks and circles.

Apprenticeships Direct Features

Overview

This section displays an overview of the Claims Forecast, Claims History, Issues and Statistics.

Export to Excel

You are able to customise the reporting period and export to an Excel spreadsheet by clicking on 'Open in Excel', found under the navigation menu. This is available for the:

- Claim Forecast
- Claim History
- Registration Summary
- Apprentice Reports.

Claim Forecast

View upcoming claims here. Generate reports based on:

- All Claims
- Claims due now
- Claim information still outstanding
- Claims that are almost expiring.

Claim History

Generate reports based on:

- All Claims
- Claims Paid
- Claims past expiry date.

Registration Summary

Generate reports based on:

- All Apprentices – shows all apprentices and trainees that you have employed.
- Active – all current apprentices and trainees
- Open Sign Up Tasks
- Unapproved apprentices at 3 months
- Training contract information still outstanding
- Apprentices due to complete within next 30 days
- Completed apprentices with information outstanding.

Apprentice Reports

View a forecast or history of your apprentice reports. You have the ability to view by claim type or status including:

- Claims due now
- All Claims
- Claims due for the month
- Claim information still outstanding
- Claims with 60 days til expiry
- Future payable.

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www.qas.org.au

or call us on 1300 360 955