Advocacy Training and Development Program

What to Expect as a Trainee

Accepting Role of Trainee

The ATDP training is only available through ex-service organisations (ESOs). If you are interested in becoming an advocate, in the first instance, please visit your local ESO. They will have more information about whether there is capacity for a new trainee at their organisation.

70% of the training in on-site at the ESO working closely with a mentor. The mentor is supplied by the ESO. The mentor needs to be Level 2 qualified in the stream you are training in (e.g. Compensation or Wellbeing).

Being Nominated for Training

The ESO's Authorised Person (AP) will nominate you for training if you have met their criteria. They will nominate you through the ATDP Advocacy Register (AR). They will require your name, email address and mobile phone number.

Trainees must be affiliated with a nominating ESO for the duration of the Course in Military Advocacy. Nomination and affiliation are at the discretion of the ESO. If an ESO or trainee cease their affiliation with each other at any stage of the training program, the trainee will be unable to continue until the ESO reinstates its endorsement or an alternative ESO makes a nomination.

Enrollment into the Unit of Competency (UoC)

When the nomination is submitted, you will automatically receive the following email to complete the enrolment process. Note that the email can sometimes go into the JUNK mail folder.

Dear [NAME OF TRAINEE],

You have been nominated for enrolment in 11019NAT, Course in Military Advocacy. This course is nationally recognised training. Your nominating ESO is [NAME OF ESO].

Before completing the enrolment you should read the attached student handbook of our partner Registered Training Organisation. This booklet lists your rights and responsibilities with regard to the training.

If your email system has not delivered the booklet, a copy is available here

The Unit of Competency in which you have been enrolled will be available once you have completed the enrolment process

To access your enrolment form please CLICK HERE. This enrolment must be completed within 28 days or your nomination will automatically be deleted.

Enjoy your training and we trust you get satisfaction from assisting members of the serving and ex-serving community.
Regards
The ATDP team

Make sure you click on the Enrolment Link to complete the Enrolment form. This information is a requirement for the Registered Training Organisation (RTO). You will need to enter your Unique Student Identifier Number (USI).

When you complete the Enrolment Form and SUBMIT, you will receive the following email:

Hello [NAME OF TRAINEE]

Your application to be enrolled in a Unit of Competency in the course 10620NAT has been received. You can access a copy of your enrolment form HERE. Should there be an error in your application, please contact ATDP immediately.

There are now three things which must occur before you can begin your training.

(1)   The RTO will validate your USI with the database.

(2)   The RTO will send you an email regarding any Language, Literacy and Numeracy requirements; and

(3)   your mentor must accept the role.

Once these have been done, you will receive a username and password to the ATDP Online Management System (OMS) and you will be able to commence your formal training.
If you are enrolled in the training pathway you will also have access to your Workplace Experience Logbook (WEL) which contains a series of milestones to gain the skills and knowledge required to be assessed as 'Competent' in the Unit of Competency in which you are enrolled.
Should you wish to enrol in another unit of competency in the training pathway, your ESO's Authorised Person can add Units of Competency using the ESO Portal on the Advocate Register https://www.advocateregister.org.au.
The privacy statement and terms you agreed to when completing the application are attached to your enrolment form.

Please read the RTO Candidate handbook so you are fully aware of your rights and obligations as an ATDP candidate. The handbook is available by this link

Regards,
The ATDP Team

When all the above requirements are met you will receive an email with login details to the ATDP Online Portal.

Hello [NAME OF TRAINEE]

The RTO has now validated your USI and is satisfied you have met any Language, Literacy and Numeracy requirements. You are now ready to begin your training.

To begin your training you will require access to the ATDP management system. To access the system go to https://www.atdp.org.au. Log in using the username [USERNAME] and the password [PASSWORD]. Once logged into the system you are able to change both of the above to something more meaningful to you.

The management system gives you access to some resources you need for your training, your electronic Workplace Experience Log (WEL) and links to the eLearning system. A separate username and password is required for the eLearning system and will be provided to you when you reach certain milestones in your WEL.

Should you wish to enrol in another unit of competency, the person who maintains your ESO's record on the advocate register is able to add additional Units of Competency.

As you will be aware, your training is largely workplace experience based with 70% of your learning coming from doing the job, 20% from information you get from your mentor and other advocates and 10% from the formal learning units.

The workplace experience log allows you to journal what you learn at each milestone and reflect back on that as the learning continues. The log is important evidence further on in making a determination about competence with respect to the Unit of Competency. Make sure you journal all your experiences and identify them against the case files which must be produced at the consolidation and assessment program.

We trust you enjoy your training experience.

Regards,
The team at ATDP

Assigning E-Learning Modules

The Program Support Officer (PSO) will assign your e-learning at the beginning of your training. If you haven't received separate login details to DVA Train, contact the PSO:

https://web.atdp.org.au/call.php

Logging into the ATDP Online Portal

Go to https://web.atdp.org.au/

Click ADVOCATE LOGIN in top right hand corner of screen

Enter the Username and Password that was sent to you in the email.

You will see a screen similar to below:

To access your Workplace Experience Logbook (WEL) click on the UNIT OF COMPETENCY in the main heading.

Units of Competency

Units of Competency enrolment overview

#	Unit of competency	Pathway	Status	Mentor	WEL Milestones Checklist	Workplace Experience Logbook (WEL)	Action
1	Compensation Advocate Level 1	Training	In Progress	Mr ▬▬▬	View	View	message

Click on the middle column (Workplace Experience Logbook (WEL) – VIEW button.

Home   Resources   Units of Competency   CPD

Log book : Compensation Advocate Level 1

Total Progress

Candidate Progress

Mentor Progress

☑ Manage Log Book

Click MANAGE LOG BOOK (Blue Button on right hand side).

You are now able to view the Milestones.

#	Milestone	Portfolio of evidence checklist	Evidence Ready Tick	▓▓▓▓▓▓ Activity	▓▓▓▓▓▓'s Feedback	Action
1	Observe the mentor or another person in the workplace interview a client. Discuss the preparation of the area and all elements of the interview process.					Add
2	Complete the learning unit Introduction to the ATDP. After watching the presentation, complete the quiz.					Add
3	Observe the mentor or another person in the workplace interview two additional clients, preferably where the claims are under different Acts.					Add
4	Complete the eLearning Unit Communications and Interview Techniques.					Add

Confer with your mentor to complete each of the milestones.

You will need to click the ADD button on the right hand side to add your comment. When you have entered your comment, ask your mentor to complete their comment.

Consolidation and Assessment (C&A) Program

When your Workplace Experience Logbook (WEL) is complete and you have completed all of the required E-learning through DVA Train, your mentor can put you forward for the Consoldiation and Assessment (C&A) Program.

Your mentor will send a notification to the ATDP Program Support Officers that you are ready. The Regional Mentor will endorse and forward to the National Training Manager for final endorsement. When this is complete you will be placed on the 'Ready List'.

As soon as a suitable program is scheduled, the Program Support Officer (PSO) will email you with the date of the C&A Program and send you an invitation.

The C&A Program is over 3 days (usually from a Tuesday to a Thursday), 8.30am – 4.30pm. However, times may alter depending on the State you reside.

You will be sent Joining Instructions regarding the program approximately 2 weeks prior to the program commencing.

You will be contacted by the National Training Manager a few days before the program commences to test the Online Platform.

Portfolio of Evidence (PoE)

At the C&A Program you will be asked to present your Portfolio of Evidence (PoE) that supports your WEL entries.

Assessment Book

You will be asked to complete an Assessment Book (AB) which is a quiz on your knowledge.

Statement of Attainment

When you have met all the requirements for the Unit of Competency (UoC) you will either be deemed COMPETENT or NOT YET COMPETENT. If COMPETENT a Statement of Attainment will be mailed to your address.

Contact Details of Program Support Team

If you have any questions at all throughout the training process, please contact the Program Support Officer for your region.

Contact details are located on the website:

https://web.atdp.org.au/call.php