Advocacy Training and Development Program

Demand Management Process

How Does an Advocate Become 'Ready' for a Program?

Since 1 January 2019, ATDP operates on a demand management approach to scheduling programs. An advocate needs to be on the ATDP 'Ready' list before they can be considered for a program. The programs require a minimum number of advocates. Some factors which are considered in scheduling programs include:

- Type of Program (Training or Recognised Prior Learning)
- Unit of Competency
- Location of Advocate / ESO
- Date and time available

An advocate is 'ready' for a program:

- when an advocate on the Recognised Prior Learning (RPL) pathway has completed their enrolment, has a linked mentor, and is linked with an ESO on the ATDP Advocacy Register.
- when an advocate on the Training pathway has completed their Workplace Experience Logbook (WEL) and their eLearning, has a linked mentor and is linked with an ESO in the ATDP Advocacy Register. The advocate's mentor, the Regional Mentor and the National Training Manager (NTM) all need to endorse the advocate for attendance to a program.

There are other limitations that affect when and where we can schedule a program – but in essence if an advocate isn't 'ready' then we can't include then in planning for programs. So if you know of an advocate who wishes to attend a program to complete a Unit of Competency, please encourage them to complete the elements described above. An advocate can only attend a program by invitation from ATDP.
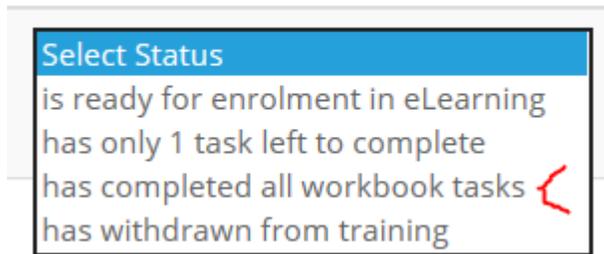
The advocate's **mentor** needs to notify ATDP of an advocate being ready for a program. They do this through their ATDP profile.

When logged into the ATDP Profile, go to 'Mentorship' menu item (far right hand side)
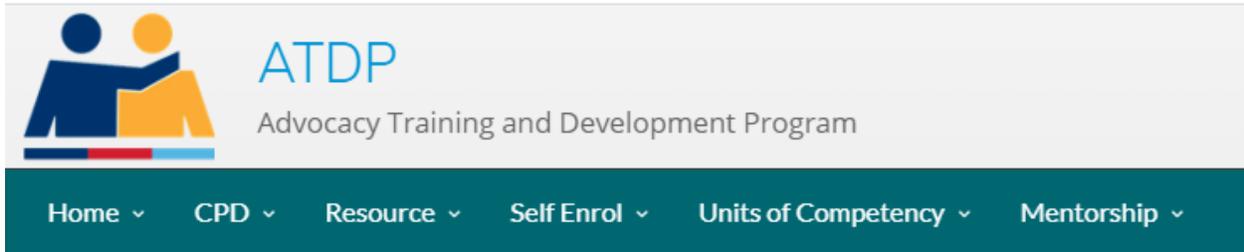
Find the advocate in question and click on the box under the heading 'Progress' – default option is 'Select Status'.

Choose 'Has Completed All Workbook Tasks'

Then select the 'Action' – Notify ATDP

	By RPL	USI Status	Progress	Action
	No	Verified	Select Status	Notify ATDP
	No	Verified	Select Status	Notify ATDP

This will then trigger an email to the relevant Program Support Officer (PSO) as a 'Mentor Notification'