



Advocacy Training and Development Program

Linking an Advocate to your ESO

Linking an advocate to your ESO in the ATDP Accredited Advocate Register (AAR)

Only an ESO Authorised Person (AP) can maintain the Advocate Register (AAR). Each ESO can have up to 2 Authorised Persons.

If you need to add/remove an advocate from the register (or update the ESO details), you will need to log into the AAR.

Go to the website: <https://www.advocateregister.org.au/>


Or you can login through the front page of the ATDP website: <https://web.atdp.org.au/> (Scroll to the bottom of the page and click on 'Manage your ESO').

Click on the top right hand corner button 'ESO Login'. Enter your email address and mobile phone number. A PIN will be sent to your mobile to complete the log in process.


ESO Management

Maintain your ESO's details.

Mobile number

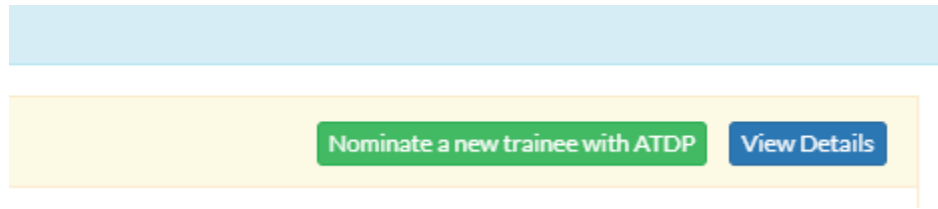
 Phone

Email address

 Email

Next

If you want to nominate a person for training with ATDP, you need to click on the GREEN button, 'Nominate a new trainee with ATDP'. Use this button if you want to enrol a candidate into a new Unit of Competency (UoC).



If you want to add/remove an existing advocate or update your ESO's details, click on the BLUE button, 'View Details'.

NB – If you are an AAR Authorised Person for more than one ESO (and your contact details are the same for each of them) you will be given a list of the ESO AAR profiles for which you are responsible. Select 'View Details' of the ESO you would like to manage.

On the "Manage your ESO" page you will be able to:

- Authorise an advocate
- Review the list of advocates linked to your ESO
 - if the name is in green they have been issued a Statement of Attainment (SoA) for the shown Unit of Competence (UoC):
 - if the name is in black they are still working towards their UoC:
 - if the name is in red they have been archived. (If you think they shouldn't be archived please contact your Program Support Officer). Only the completed UoCs are shown in a search of the AAR – no advocate's personal details are shown in a search of the AAR.
- Review and update the contact details for your ESO – these are the details that will be shown in veteran's search of the AAR.
- Update the ESO's AAR Authorised Person, or login details.
- NB If you click the "Remove authority" link next to an advocate's name you will remove ALL entries for that advocate from your ESO's profile. If you notice things that are odd or that or wrong – please contact your Program Support Officer who can investigate and help.

Adding an Advocate to your ESO

You should contact an advocate to get their Unique Student Identifier (USI) so they know you are adding them to your ESO in the ATDP Accredited Advocate Register. As the ESO you would know the date of the Letter of Authority issued to the advocate.

Authorise an advocate

In order to link another qualified advocate to your ESO, you will require the advocate's Unique Student Identifier.

Linking an advocate means you authorise that person to provide advocacy services to the veteran community on your ESO's behalf and for all Units of Competency held by the advocate.

Advocates, including trainees can be added to your ESO's profile here, but will only be included in your ESO's searchable authority list if

- the USI exists on the ATDP database and
- the Advocate has been sent a Statement of Attainment in at least one Unit of competency

Advocate's USI



Date of letter of authority (if available)



Add this advocate