



Linking an Advocate to your ESO

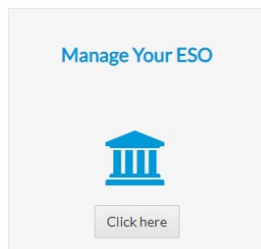
Linking an advocate to your ESO in the ATDP Advocacy Register (AR)

Only an ESO Authorised Person (AP) can maintain the ATDP Advocacy Register (AR). 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 AR.

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 numbr. A PIN will be sent to your mobile phone 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 the ATDP, you need to click on the GREEN button, 'Nominate a new trainee or add a Unit of Competency to an existing advocate'. Use this button if you want to enrol a candidate into a new Unit of Competency (UoC) to add another UoC to their profile.

[Nominate a new trainee or add a Unit of Competency to an existing advocate](#)

[Nominate an advocate for Basic in Mentoring Workshop](#)

Click on the Purpose link 'Nominate an advocate for Basics in Mentoring Workshop' if you want to nominate an advocate for Mentoring.

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

[View ESO Details](#)

NB – If you are an AR 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 AR 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:

Manage your ESO

- Authorise an advocate
- Review the list of advocates linked to your ESO
 - if the name is in Purple 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 - if the name is in red they have been archived.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 AR – no advocate's personal details are shown in a search of the AR.
- Review and update the contact details for your ESO – these are the details that will be shown in the AR. These details should be checked and updated at least once every year.
- Update the ESO's AR 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 are 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.

The advocate will only be added to your ESO's 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