

How to Guide

ESO Authorised Person: Guide to the Advocacy Register

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Who is an Authorised Person?

An Authorised Person is nominated by an ESO to be responsible for the administration of trainees, advocates and ESO contact information on the ATDP Advocacy Register.

What is the ATDP Advocacy Register (AR)?

The ATDP Advocacy Register (AR) is a database primarily used by veterans and families to find an ESO with qualified advocates in compensation and/or wellbeing support.

The AR can be found: [Advocacy Register \(advocateregister.org.au\)](http://advocateregister.org.au)

The AR has the following functions:

- **Search engine** – for veterans to source the location of qualified advocates who provide advocacy services (for both Compensation and Wellbeing). ESO details and Levels of advocate qualifications are shown.
- **Login Portal** for ESO Authorised Persons – The ESO Authorised Person registered with ATDP can log in and manage the ESO contact details, add/remove advocates and trainees from their ESO, request a mentor. This is also the location for ESO Authorised Persons to nominate training for a new trainee or further training for an existing trainee/advocate.

What are the Roles and Responsibilities for an Authorised Person?

An Authorised Person plays an essential role in ensuring the accuracy of the Advocacy Register (AR) and nomination of trainees. Your assistance ensures that veterans and families have access to the correct and current information when searching for an advocate in the AR.

Essential tasks include:

- Nominating new trainees or existing advocates for additional training or RPL.
- Add/Remove advocates within the ESO in the Advocacy Register as changes occur.
- Logging in to the AR regularly to respond to any requests for Mentors.
- Logging into the AR at least once every 6 months to confirm:
 - ESO contact details are correct; and
 - Advocates and Trainees listed are current.
- Being a conduit of information for ATDP communications for their advocates and trainees.
- Providing an ESO Letter of Authority to each advocate within their ESO on an annual basis.

How many Authorised Persons can each ESO have?

There is a maximum of two Authorised Persons for each ESO.

Can I be an Authorised Person for multiple ESOs?

Yes. If you are an Authorised Person for more than one ESO you will have access to multiple lists.

What is Advocate Training?

Advocate training is delivered through the Advocacy Training and Development Program (ATDP) by the completion of relevant [Units of Competency \(UoC\)](#) within the Course in Military Advocacy (CiMA). On completion of the training the advocate will have developed skills and understanding to support veterans and families.

Part of your role as an Authorised Person is to nominate trainees for the relevant Unit of Competency on behalf of your organisation. A brief overview of advocates and training is provided for your awareness.

The CiMA is conducted by a Registered Training Organisation (RTO) and has received accreditation from Australian Skills Quality Authority (ASQA). This training is funded by the Department of Veterans Affairs and comes at no cost to the ESO.

The training is aimed to support the following roles within Advocacy:

- Wellbeing Advocates.
- Compensation Advocates.
- Mentors.

Advocates can choose which training they'd like to undertake.

You can read the full training course document by clicking on this link - [11019NAT Course in Military Advocacy](#).

What is a Wellbeing Advocate?

Wellbeing advocates assist veterans and their families to connect with government and community-based services and support including:

- Providing information and/or referrals for health, rehabilitation, housing, transport, household assistance, education schemes, and other government or community services and benefits
- Providing advice and information about government services or transitioning from the military to civilian life
- Providing information and/or referrals for medical, financial, legal and police matters
- Providing information and/or referrals for funeral arrangements and bereavement assistance and
- Other wellbeing advice and information as determined in discussion with the client.

What is Wellbeing training?

There are two units of competency for Wellbeing Advocates. The different levels help identify the type of services the advocate can provide:

Wellbeing Advocate Level 1 - Advocate qualified to assist a veteran or dependents in obtaining the welfare assistance they require, **supervised by a suitably qualified advocate**.

Wellbeing Advocate Level 2 - Advocate qualified to assist a veteran or dependents in obtaining the welfare assistance they require **without** supervision.

What is a Compensation Advocate?

Compensation advocates assist veterans and their families with rehabilitation and compensation claims, Veterans Review Board (VRB) appeals or Administrative Review Tribunal (ART) appeals.

Compensation Advocates may provide the following services:

- Prepare and/or lodge liability, compensation and income support claims
- Prepare requests for review of DVA decisions
- Prepare appeals for review by the Veterans' Review Board or the Administrative Review Tribunal
- Provide representation at hearings by the Veterans' Review Board and Administrative Review Tribunal.

Important: A Compensation advocate is required to complete specific Units of Competency in order to be qualified to provide VRB or ART appeal support. More information is in the next section.

What is Compensation training?

There are four levels of training (UoC) for individuals who want to be a Compensation advocate. The different levels help identify the type of service the advocate can provide:

Compensation Advocate Level 1 - Advocate qualified to complete a primary claim, **supervised by a suitably qualified advocate.**

Compensation Advocate Level 2 - Advocate qualified to complete a primary claim **with no supervision.**

Compensation Advocate Level 3 - Advocate qualified for representation of clients at the **Veterans' Review Board (VRB).**

Compensation Advocate Level 4 - Advocate qualified for representation of clients at the **Administrative Review Tribunal (ART).**

What is a Mentor?

A mentor provides ongoing support to a trainee as they undertake their training. They play a pivotal role in providing written observations in the Work Experience Log (WEL) as the trainee completes a task.

Advocates who are interested in becoming a mentor should have:

- completed their Level 2 training in Wellbeing and/or Compensation
- been practicing at Level 2 for at least 12 months
- a genuine desire to coach and mentor.

If you would like to discuss further, please contact your Program Support Officer.

What is Mentor training?

Mentoring Workshops are designed to provide additional skills and knowledge to develop mentoring skills in supporting a trainee. Skill development includes:

- How mentoring can help the professional development of Advocates
- Roles and responsibilities of a mentor in the ATDP context
- Diversity in individual learning approaches
- Developing a mentoring relationship
- Supporting a mentoring relationship
- Methods to improve mentoring skills.

Mentoring Workshops are conducted online on a regular basis. In person workshops can be arranged if you have a minimum of 8 eligible advocates.

ESO Letter of Authority

The Advocacy Training and Development Program (ATDP) requires ex-service organisations (ESOs) to issue a Letter of Authority to each advocate who provides advocacy services on its behalf.

What is the Purpose of a Letter of Authority?

The Letter of Authority provides assurance to veterans and families that their advocate is qualified to provide complete and up-to-date advice and information.

The letter should contain:

- ESO Information
- Advocate's name
- Advocate's ATDP Qualification/s and
- CPD Currency.

The Letter of Authority also confirms that the advocate is covered by their ESO's professional indemnity insurance.

Who can be issued with a Letter of Authority?

A Letter of Authority can only be issued to an advocate who:

- is a member of their organisation
- is in good standing with the ESO
- is an accredited ATDP advocate
- complies with the [ATDP Code of Ethics](#)
- maintains their currency through the ATDP Continuing Professional Development program
- only offers advocacy services consistent with their level of training
- does not charge the client a fee (except for the recovery of minor administrative costs such as postage and photocopying)
- does not provide legal advice or financial advice.

Who can issue a Letter of Authority?

Letters of Authority are to be issued by an ESO's responsible officer who is familiar with the advocate's qualifications and currency, and is accountable for ensuring the letters are only issued to qualified advocates.

Consult your ESO to find out who the responsible officer is in your organisation. It may be the President or Secretary at the national, state or sub-branch level.

Is there a template for a Letter of Authority?

Yes. You can find the Letter of Authority Guidelines and the template on the home page of the ATDP website within the documents section. The document is called: **Suggested ESO Authority for an Advocate** and the letter template is on page 2.

Or you can click:

[ESO Guidelines - Letters of Authority](#)

How to Login to the ATDP Advocacy Register (AR)

Purpose: This instruction will assist you to login to the Advocacy Register.

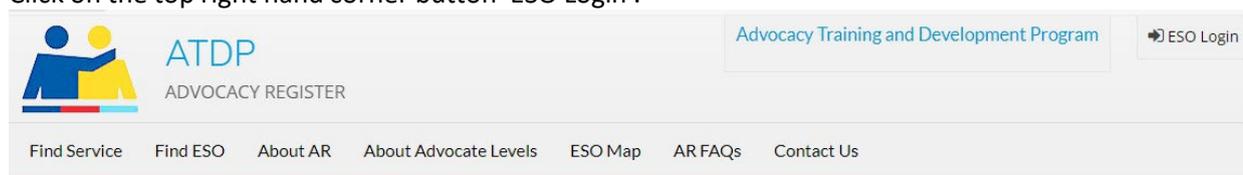
Step One:

There are two ways to the login screen:

ATDP Advocacy Register Website

Go to the website: [Advocacy Register \(advocaterregister.org.au\)](http://advocaterregister.org.au)

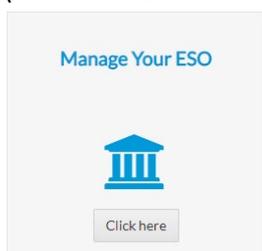
Click on the top right hand corner button 'ESO Login'.



OR

ATDP Website Home Page

(Scroll to the bottom of the page and click on the [Click here](#) button in the 'Manage your ESO' box.



Step Two:

Either of the above methods will take you to the ESO Management login screen:



Maintain your ESO's details.

Mobile number
Phone

Email address
Email

Next

Enter your Mobile number and Email address and select [Next](#).

A PIN will be sent to your mobile phone to complete the log in process.

IMPORTANT: Login information for the ESO is the email and phone number of the Authorised Person/s.

How to nominate a new or existing Advocate/Candidate for training or Recognised Prior Learning (RPL)

Purpose: This instruction will support you to:

- enrol a Candidate into a NEW Unit of Competency (UoC); or
- to ADD another UoC to an existing Advocate/Candidate.

Before you begin you will require:

- The Candidate's full name, email and mobile
- What Unit of Competency the Candidate is to be enrolled into
- The Candidates Unique Student Identifier(USI), to enter an existing advocate

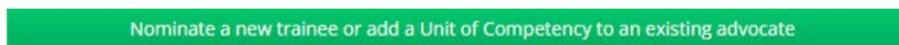
For level 2 and above training:

- Who the Candidate's Mentor is.

Step One: Login to the Advocacy Register

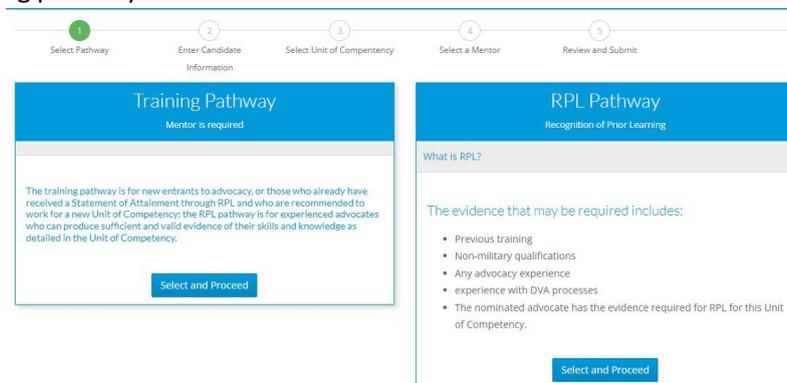
Step Two:

Click on:



Step Three

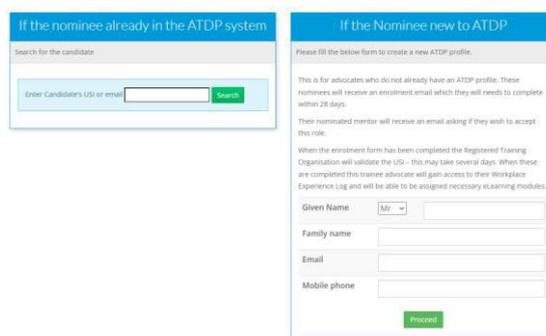
There are two training pathways:



Click on  under the relevant training pathway.

Step Four

The following screen will display:



There are two options for the nomination process:

New Nominees:

If the Candidate is NEW and doesn't already have an ATDP profile, please complete the section:

If the Nominee new to ATDP

Please fill the below form to create a new ATDP profile.

This is for advocates who do not already have an ATDP profile. These nominees will receive an enrolment email which they will need to complete within 28 days.

Their nominated mentor will receive an email asking if they wish to accept this role.

When the enrolment form has been completed the Registered Training Organisation will validate the USI - this may take several days. When these are completed this trainee advocate will gain access to their Workplace Experience Log and will be able to be assigned necessary eLearning modules.

Given Name

Family name

Email

Mobile phone

[Proceed](#)

and then select [Proceed](#)

Note: Nominees new to ATDP will require their USI for the enrollment form.

OR

Existing Trainees/Advocates:

If the Candidate is already an existing candidate or advocate with ATDP then enter the Candidate's USI details and then select [Search](#)

If the nominee already in the ATDP system

Search for the candidate

Enter Candidate's USI or email [Search](#)

Step Five

Select the appropriate Unit of Competency (UoC) and then [Proceed](#).

Unit of Competency

All new advocates commencing their training must start at Level 1 (Compensation or Wellbeing). Subsequent progression along the ATDP learning pathway must be sequential. In the case of experienced advocates they may enter the program by way of RPL at Level 2. However, Level 3 & 4 qualifications must be obtained sequentially (that is, Level 2 first then Level 3 then Level 4).

Unit of Competency

Select an available unit of competency for this nominee to undertake in the Training pathway. Only eligible unit of competencies will display.

- Level 1 (Combined Compensation and Wellbeing)
- Compensation Advocate Level 1
- Wellbeing Advocate Level 1

[Proceed](#)

Note: Future system changes for level 1 training will enable you to nominate the trainee for only Wellbeing or Compensation. In the short term, if you have a trainee that does not want to proceed with one of the advocacy streams, please email your Program Support Officer – contact details are below.

Click [Proceed](#) to continue.

Step Six

There are different steps depending on the level of training and training pathway:

Training Pathway – Level 1:

No mentor is required for level 1 training. Click on [Proceed to review](#) to continue.

Manage your ESO [Back to ESO List](#)

ESO - [redacted]

1 Select Pathway Training Selected

2 Candidate Information Ms TESTER2 Test

3 Unit of Competency Combined C1/W1

4 Mentor Information

5 Review and Submit

Mentoring not required for RPL pathway or Combined C1/W1

[Proceed to review](#)

Training Pathway – Level 2 and above:

The candidate will require a **Mentor** to be nominated. You will be required to enter the Mentor's USI and select [Search Mentor](#).

1 Select Pathway
Training Selected

2 Candidate Information
Mr Test Test

3 Unit of Competency
Compensation
Advocate Level 1

4 Mentor Information

5 Review and Submit

ATDP Mentoring

Mentors are a vital part in the ATDP training process. Mentors constantly monitor a trainee and provide feedback about what a trainee may have learned or the way in which a particular task was undertaken.

To be a mentor of level 1 candidates, the person must hold a level 2 qualification in the same stream.

Mentors enter their feedback in the Workplace Experience Logbook of their trainees and notify ATDP when certain milestones have been achieved.

Search for the Mentor

Enter Mentor's USI or email

OR

RPL Pathway:

If RPL is chosen then the Candidate does not require a Mentor to be nominated. You will need to click on

ESO [REDACTED]

1 Select Pathway
RPL Selected

2 Candidate Information
Mr Test Test

3 Unit of Competency
Compensation
Advocate Level 1

4 Mentor Information

5 Review and Submit

Mentoring not required for RPL pathway

Step Seven

Review and Submit:

Nominator declaration:

- I am the person named above and
- I have the authority of the ESO RSL Kingaroy, to nominate this person to undertake ATDP training.
- The candidate was chosen using the Guidelines for the Selection of Candidates and the ESO is satisfied the candidate displays all the characteristics which would make him/her suitable to work with vulnerable clients.
- The candidate has been assessed as having the required computer skills necessary to conduct research, keep records and lodge online forms as required by an advocate.
- The nominating ESO is satisfied that the nominated person has the literacy and numeracy skills required and that the training and assessment the person is to undertake is appropriate to the nominee.
- The ESO accepts responsibility for meeting all costs associated with the training of the candidate, including travel and accommodation to attendance programs.
- The information entered is, to the best of my knowledge, truthful and complete.
- I consider that this ESO has access to a suitable advocacy workload to support this candidate's timely training needs, and capacity for advocacy following awarding of a Statement of Attainment.
- I have made sure that the trainee advocate has access to the ATDP Code of Ethics

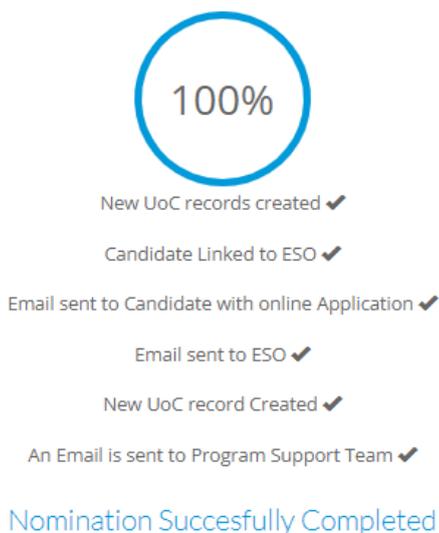
I declare the above

Please read the Nominator declaration:

1. You will be agreeing to the conditions listed.
2. It is important to review each statement.

You will need to tick the box to agree to the declaration and then select to finalise.

The next screen confirms your nomination has been successful:



Next Steps:

Once the nomination form has been submitted the following will occur:

- Enrolment email will be sent to the Candidate for them to complete within 28 days. This email is specific to the Candidate and can't be shared.
- For Candidates in the training stream at level 2 or higher, the Mentor will receive a Mentor validation email (not required for RPL).
- When the enrolment form is correctly completed by the Trainee, the Registered Training Organisation (RTO) will validate the USI – this may take several days.
- If required, the RTO will contact Trainee to inform of Language, Literacy and Numeracy (LLN) requirements (not required for RPL).
- Once the above has been completed an email with a username and password will be sent to the Trainee, allowing access to the ATDP online portal:
 - Training pathway candidates - will be able to access their e-Learning Logbook/Workplace Experience Logbook (WEL) when they receive their ATDP Portal login details.
 - DVAttrain Login and Password will be emailed separately to enable access to relevant eLearning materials for all trainees (including RPL).
 - RPL candidates - will be contacted by an ATDP Assessor to further discuss the RPL assessment process. See [How to Guide - RPL](#) for more information about the RPL process.

If a trainee has been previously nominated, has withdrawn, but decides to recommence at a later stage, you do not need to re-nominate them. Their profile will already be created in the ATDP Portal. The ESO Authorised Person should contact the Program Support Officer (PSO) for your region to re-activate the trainee's training or RPL process.

How to nominate an Advocate for a Mentor Workshop

Purpose: This instruction will allow you to nominate an advocate for mentor training.

The following eligibility criteria must be met for an advocate to be nominated for a Mentoring Workshop:
Advocate must have a Statement of Attainment (SoA) at Level 2 (Compensation or Wellbeing);
Advocate must have the SoA issued for at least 1 year; and
Advocate must have access to the ATDP Code of Ethics

Step One: Login to the Advocacy Register

Step Two:

Click on

Nominate a advocate for Mentoring Workshop

Step Three:

- Enter the Advocate's Unique Student Identifier (USI).
- Read and select the declaration if all the criteria are met and 'Submit Nomination'.

The Advocate will be emailed a formal invitation to the Mentoring Workshop from ATDP by a Program Support Officer. The Advocate will need to respond to confirm their **acceptance** of the invitation.

Next Steps:

Further instructions are sent from the Workshop Facilitator on how to join online closer to the Workshop date.

Details of any in person training programs will also be provided closer to the Workshop date.

If the Advocate is unable to attend, ATDP will communicate with the Advocate to identify future Mentor Workshop opportunities.

How to add or remove an existing Advocate to your ESO on the Advocacy Register

Purpose: This instruction will support you to add and/or remove advocates from your ESO as changes occur. This ensures that veterans and families have accurate information when searching for support in the AR.

Step One: Login to the Advocacy Register

Step Two:

Click on [View ESO Details](#) for details of the advocates in your ESO.

Note: If you are the Authorised Person for multiple ESO's, you will see a list of ESO's. Select 'View Details' of the ESO you would like to manage).

Step Three

Under the section 'Authorised qualified advocates (ESO Name)' there will be a list of ATDP qualified Advocates who are authorised by your ESO to provide advocacy services on behalf of your ESO. It will also contain the names of the trainees linked to your ESO.

To REMOVE an existing advocate/trainee:

Next to the advocate/trainee's name click on 'Remove From this ESO'.

Action

[Remove From this ESO](#)

You will be prompted with 'Are you sure you want to remove?' click OK.

This advocate will no longer appear under 'Authorised qualified advocates (ESO Name)'.

To ADD an existing Advocate/trainee:

You will need the Advocate/trainee's Unique Student Identifier (USI).

Add the date of the Letter of Authority issued to the Advocate (if available).

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](#)

How to review an Advocate linked to your ESO (including CPD status)

Purpose: This instruction will support you to view the following information for an advocate/trainee:

- A summary page of their contact details;
- Their USI number;
- The Unit of Competency (UoC);
- Whether they are a Mentor;
- The name of their Mentor (if applicable); and
- Their CPD status

Step One: Login to the Advocacy Register

Step Two:

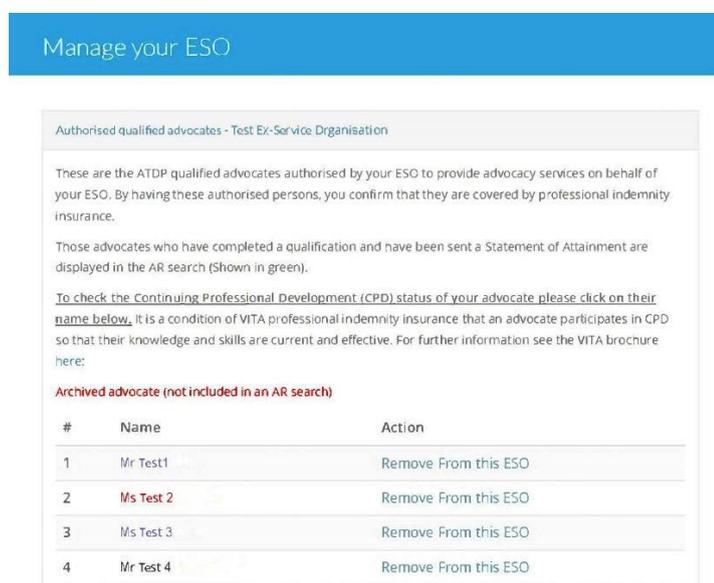
Click on [View ESO Details](#) for details of the advocates in your ESO.

Note: If you are the Authorised Person for multiple ESO's, you will see a list of ESO's. Select 'View ESO Details' of the ESO you would like to manage.

Step Three:

Under the section '**Authorised qualified advocates (ESO Name)**' there will be a list of ATDP qualified advocates who are authorised by your ESO to provide advocacy services on behalf of your ESO.

Click on the Advocate's name you would like to review (the name is a hyperlink and will take you to another screen).



The screenshot shows a blue header bar with the text "Manage your ESO". Below it is a white box with a grey border containing the following text:

Authorised qualified advocates - Test Ex-Service Organisation

These are the ATDP qualified advocates authorised by your ESO to provide advocacy services on behalf of your ESO. By having these authorised persons, you confirm that they are covered by professional indemnity insurance.

Those advocates who have completed a qualification and have been sent a Statement of Attainment are displayed in the AR search (Shown in green).

To check the Continuing Professional Development (CPD) status of your advocate please click on their name below. It is a condition of VITA professional indemnity insurance that an advocate participates in CPD so that their knowledge and skills are current and effective. For further information see the VITA brochure here:

Archived advocate (not included in an AR search)

#	Name	Action
1	Mr Test1	Remove From this ESO
2	Ms Test 2	Remove From this ESO
3	Ms Test 3	Remove From this ESO
4	Mr Test 4	Remove From this ESO

Please note:

- 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 (i.e. still in training):
- If the name is in **Red** they have been archived.
 - If you think they shouldn't be archived please contact your Program Support Officer.

Step Four:

Here you can review the advocate/trainee's:

- Advocate Status
- USI
- "Member since" date
- DOB
- Email
- Mobile
- CPD Status
- Mentor Trained
- Mentor Availability
- Details on any active training
- View CPD details (click on to view)

View Advocate

Authorised qualified advocates - ESO - Name						
Advocate NAME	USI : USI Number					
Advocate Status : Active						
Member Since : DATE	Date of Birth :					
Email :	Mobile :					
CPD Status : CURRENT	View CPD Details					
Mentor Trained : Yes	Mentor Availability : No					
Uoc Name	Started	Mentor Name	Milestones	Assessment Ready	Program Date	Finished
Compensation Advocate Level 1 (RPL)	DATE				DATE	DATE
Compensation Advocate Level 2 (RPL)	DATE				DATE	DATE

Important: The ESO Authorised Person **cannot** edit an Advocate/trainee's contact details.

If an Advocate/trainee's details need to be updated then the **advocate/trainee** needs to either:

- login to their own ATDP Profile and edit themselves; or
- email ATDPEnquiries@dva.gov.au and request changes to be made by their PSO.

Step Five - How to view an Advocate's CPD Status

Note: This information is required in order to issue a Letter of Authority.

A Letter of Authority can be issued if the Advocate's CPD Status is either: CURRENT or IN ARREARS or NO OBLIGATION.

In the event that an advocate is NOT CURRENT, you will need to review your ESO's professional indemnity insurance requirements and consider potential BEST grant implications.

The "View Advocate" (See Step Four) confirms the Advocate/s Trainees overall CPD Status. If you would like to view more detail - Click on [View CPD Details](#) hyperlink.

How to update your ESO information

Purpose: This instruction will support you to update the ESO contact details including the ESO Authorised Person contact details that appear in the AR. You can also remove an existing Authorised Person.

Step One: Login to the Advocacy Register

Step Two: ESO Contact Information

Click on the BLUE button .

Note: *If you are the AP for multiple ESO's select the button next to the ESO you would like to manage.*

To review and update **ESO contact details** or the **Authorised Person/s** for your ESO scroll down the page where you will see the ESO contact and address information.

Note: This is the contact information that will be displayed in the AR.
These details should be checked and updated at least once a year.

Step Three: Authorised Person Details

Below the ESO details are the Authorised Person/s and the Executive Office details of the ESO.

Note: *An ESO can have a maximum of two Authorised Person/s.*

To edit any of this information click on .

Once necessary changes are made click on  at the bottom of the page.

IMPORTANT: The Authorised Person email and phone number is used to login to the Advocacy Register. When you change the Authorised Person you are changing the login details to match that individual.

How to request/provide assistance with mentorship

Purpose: This instruction will support you with the following:

- A. How to request a mentor?
- B. How to manage Mentor requests?
- C. How to remove a mentor request?

A: How to request a Mentor?

This is the instruction if you require a mentor for one of your trainees at your ESO.

Step One: Login to the Advocacy Register

Step Two:

Click on the BLUE button, [View ESO Details](#)

Note: If you are the AP for multiple ESO's select [View ESO Details](#) of the ESO you would like to manage.

The 'Request a Mentor for ESO' section is located on the top right-hand side of the screen.

The screenshot shows a web interface with a blue header bar containing 'Manage your ESO' and a 'Back to ESO List' link. Below the header, there are two main panels. The left panel, titled 'Authorised qualified advocates - ESO Test 1', contains text explaining that these are ATDP qualified advocates authorised by the ESO to provide advocacy services. It also mentions that those who have completed a qualification and been sent a Statement of Attainment are displayed in the AR search. A link is provided to check the Continuing Professional Development (CPD) status of an advocate. The right panel, titled 'Request a Mentor for ESO Test 1', shows a section for 'Mentors are required for following levels'. It lists four levels with checkboxes: 'Compensation Advocate Level 1' (checked), 'Compensation Advocate Level 2', 'Compensation Advocate Level 3', 'Wellbeing Advocate Level 1', and 'Wellbeing Advocate Level 2'. A green button labeled 'Send request to other ESO' is visible at the bottom of this panel.

Within this section select the Unit of Competency that you require a mentor for (eg: Compensation Advocate Level 2).

Click 'Send request to other ESO'

Next Steps:

- Your request will appear on the Mentor Noticeboard.
- The Mentor Noticeboard is only visible to Authorised Persons' after they login to the Advocacy Register.
- Your organisation may be contacted by another organisation if they can support you with your request.

If you require further assistance, you should contact your PSO.

B: How to manage Mentor requests

This instruction will help you to support other ESO's with requests for mentors.

Step One: Login to the Advocacy Register

Step Two:

On the front page of the 'ESO Management' page, on the right-hand side, there will be a table called 'Mentor Requests from ESOs'.



The screenshot shows two parts of the interface. On the left is a form titled 'Please select an ESO'. It has a yellow header with 'ESO Code : XXXXXXXX' and a blue 'View ESO Details' button. Below are two input fields for 'ESOName' and 'ESO Physical Address'. There are two buttons: a green one for 'Nominate a new trainee or add a Unit of Competency to an existing advocate' and a purple one for 'Nominate a advocate for Mentoring Workshop'. On the right is a table titled 'Mentor Requests from ESOs'. It lists requests for 'Compensation Advocate Level 1', 'Compensation Advocate Level 2', and 'Compensation Advocate Level 4'. Each entry includes the request date and a contact email address.

If you have a mentor in your organisation that has the capacity to support a trainee, please arrange for the mentor or other relevant person in your organisation to contact the ESO via the supplied Contact Email address.

C: How to remove a Mentor request

This instruction will support you to cancel your request for a mentor.

Step One: Login to the Advocacy Register

Step Two:

Click on the BLUE button, [View ESO Details](#)

Note: If you are the AP for multiple ESO's select [View ESO Details](#) of the ESO you would like to manage.

The Mentor Request box is located on the top right-hand side of the screen.

The screenshot shows a form titled 'Request a Mentor for RSL [redacted]'. It has a section 'Mentors are required for following levels' with five checkboxes: 'Compensation Advocate Level 1', 'Compensation Advocate Level 2', 'Compensation Advocate Level 3' (which is checked and has 'Request sent on 6-Nov-2022' next to it), 'Wellbeing Advocate Level 1', and 'Wellbeing Advocate Level 2'. At the bottom is a green button labeled 'Add/Remove request to other ESO'.

To remove your Mentor request, click on the UoC with the request date and then select

Add/Remove request to other ESO

. This will remove the request.

How to Guides

You can find more How to Guides on the ATDP website.

[ATDP - How To Guides \(web.atdp.org.au/psoMsg\)](http://web.atdp.org.au/psoMsg)