



Quick Guide for ESO Authorised Persons

How to Nominate a Trainee for Level 1

Level 1 training has changed effective from 1 July 2024. There is no longer a requirement for Level 1 trainees to:

- Have a formal mentor;
- Complete a Work Experience Logbook (WEL); or
- Gather a Portfolio of Evidence (PoE).

For more information about Level 1 Training please read [What to Expect as a Level 1 Trainee](#).

The nomination process in the Advocacy Register for Level 1 training has changed because of these changes. Below is a quick guide to assist you with the system changes that effect you as an Authorised Person.

Step 1: Login to the ATDP Advocacy Register

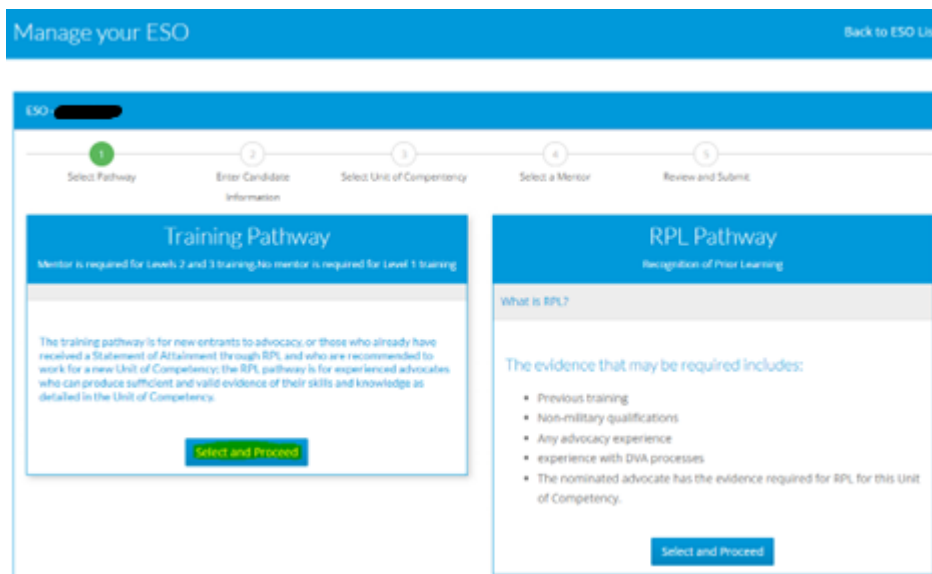
This process has not changed - For detailed instructions on how to login please refer to [ESO Authorised Person - How to Guide.pdf](#)

Step 2: Nominate a New Trainee for Level 1 Training

This process has not changed - To nominate a trainee for the Level 1 Combined C1 & W1 program click on the green button:

Nominate a new trainee or add a Unit of Competency to an existing advocate

Under the "Training Pathway" box, click on the SELECT and PROCEED" button



Step 3: Enter Trainee Details

This process has not changed.

The image contains two screenshots of the ATDP system interface. The left screenshot is titled "If the nominee already in the ATDP system" and shows a search form with the text "Search for the candidate" and a field labeled "Enter Candidate's USI or email" with a "Search" button. The right screenshot is titled "If the Nominee new to ATDP" and shows a form for creating a new ATDP profile. It includes instructions: "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." The form fields are: "Given Name" (with a dropdown menu showing "Mr"), "Family name", "Email", and "Mobile phone". A "Proceed" button is at the bottom.

Existing Nominees in the ATDP System: Enter their USI or registered email address; OR

New Nominees: Enter the new trainee's name, email and mobile phone number:

Click Search/PROCEED to continue.

Step 4: Select Level 1 Training Option

Click on the button to nominate the trainee for the Level 1 (Combined Compensation and Wellbeing) course and then press the Proceed button.

The screenshot shows a screen titled "Unit of Competency". Below the title, it says "Select an available unit of competency for this nominee to undertake in the Training pathway. Only eligible unit of competencies will display." There is a radio button selected for "Level 1 (Combined Compensation and Wellbeing)". A "Proceed" button is at the bottom.

Note: Future system changes will occur to 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.

Step 5: Select Level 1 Training Option

You will note that there is no longer a requirement to enter any information about a mentor.

Click 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

Step 6: Review your Nomination and Agree to the Declaration

This process has not changed. Review your entries and then read the “Nominator declaration”. At the bottom of the declaration:

- Select the box next to the “I declare the above”
- Click the green SUBMIT button to submit the nomination.

I declare the above

Submit

Step 8: Confirmation of a successful nomination

This process has not changed. The next screen confirms your nomination has been successful.

100%

New UoC records created ✓

Candidate Linked to ESO ✓

Email sent to Candidate with online Application ✓

Email sent to ESO ✓

New UoC record Created ✓

An Email is sent to Program Support Team ✓

Nomination Successfully Completed

What happens next?

- When this nomination form is submitted an enrolment email is sent to the email address of the trainee.
- The enrolment email is valid for 28 days and is specific to the individual – it can't be shared.
- When the enrolment form is correctly completed by the trainee, the RTO will validate the USI – this may take several days.
- Level 1 trainees will have access to their E-Learning Logbook when they receive their ATDP Portal login details.
- Level 1 trainees will receive a different Login and Password to DVAttrain to access their eLearning.

Additional Support and Contact Details

If you require additional support, please contact your Program Support Officer (PSO):

Name	Region	Email	Mobile
William	Region 1 (QLD/NT)	ATDP.PSO1@dva.gov.au	0472 704 592
Samone	Region 2 (NSW/ACT/WA)	ATDP.PSO2@dva.gov.au	0472 674 665
Phil	Region 3 (VIC/SA/TAS)	ATDP.PSO3@dva.gov.au	0472 704 948

Alternatively, you can email ATDPEnquiries@dva.gov.au.