



Australian Government Department of Veterans'Affairs

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.-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

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 Facilitated Learning Pathway (FLP) 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.

If the nominee already in the ATDP system	If the Nominee new to ATDP
Search for the candidate	Please fill the below form to create a new ATDP profile.
Enter Candidate's USI or email Search	This is for advocates who do not already have an ATDP profile. These nominees will receive an enrolment email which they will needs 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 Mr Family name Mobile phone

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

<u>New Nominees:</u> 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 a Level 1 course and then press the Proceed button.



Note: There are three options available. Select the course that the trainee wants to complete.

It is recommended that all Level 1 trainees complete the Combined course to have an understanding of all supports available to a veteran and their family.

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.

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5elect Pathway	2 Candidate Information	3 Unit of Compentency	3 Mentor Information	S Review and Submit	

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		
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Step 8: Confirmation of a successful nomination

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



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 DVAtrain to access their eLearning.