

# APPLICATION FORM

## Non-government programs approved for Annual Activity Requirement purposes

### Part A – Background

Community and private sector organisations can apply to have their work-focussed program approved by the Department of Employment (the department) as a suitable activity to count towards a job seeker’s mutual obligation requirements while with jobactive.

As part of their mutual obligation requirements, most job seekers are expected to undertake approved activities for six months each year, during their Work for the Dole Phase. This is called the Annual Activity Requirement (AAR).

Further information on mutual obligation requirements and the AAR can be found on page 6 of this document.

The department will assess your application and, if approved, the program will be listed as a suitable activity for jobactive providers to refer job seekers to. As an approved activity, the hours a job seeker participates will count towards meeting their AAR during the Work for the Dole Phase.

### Who can apply?

Organisations with a program which has a demonstrated ability – or a high likelihood – of moving job seekers into sustainable work may apply.

The program cannot be a training program only and organisations seeking approval of a program must not be a jobactive provider or a related entity of a jobactive provider.

### Application process

- The Application Form at **Part B** is submitted by the organisation delivering the program.
- The department will assess the application and provide an email response within 15 business days from the application being received.
- Applications will be assessed on a case-by-case basis against the following four principles:
  1. The program must have a demonstrated ability – or high likelihood – of moving job seekers into sustainable work during the program or upon completion.
  2. The program must comprise more than just the delivery of a training course. Any training delivered as part of the program must be vocational (and preferably accredited) or directed at increasing the job seeker’s employability.
  3. The program must not duplicate the services jobactive providers are contracted to deliver under jobactive.
  4. The organisation seeking approval of a program must not be a jobactive provider or a related entity of a jobactive provider.

- The department will assess applications based on information provided in the application form. It is important applicants provide sufficient information in the application form in order for the department to make a decision.
- Completed application forms must be submitted to the department at: [activitymanagement@employment.gov.au](mailto:activitymanagement@employment.gov.au)

### **Important information**

Before submitting an application, organisations are encouraged to discuss their program with local jobactive providers and incorporate their feedback. jobactive providers ultimately have discretion on the suitability of a program for their job seekers and if they are interested in accessing a particular program. You can find your local jobactive providers at: <http://jobsearch.gov.au/ServiceProviders>

Approval by the department of your program for AAR purposes does not constitute approval of any costs associated with the program. You must liaise with individual jobactive providers regarding potential program costs. Providers are required to adhere to Employment Fund principles concerning reimbursement of program costs.

The department reserves the right to revoke the approval status of a program if the program does not continue to meet the assessment principles.

If a program is not approved by the Department for AAR purposes, there is no restriction on organisations making arrangements with jobactive providers to deliver the program for their job seekers. However, the job seeker's participation in the activity will not count towards meeting their AAR.

## Part B – Application Form

Program name:

---

Name of organisation:

---

Name of organisation contact:

---

Phone number:

---

Email:

---

Organisation website:

---

### 1. PROGRAM DETAILS

a. Please provide a brief description of the program, including its aims and objectives.

b. How is the program funded? Is there a cost to job seekers? *Note: Departmental approval of the program as a non-government program approved for AAR purposes does not constitute approval of any costs associated with program.*

c. Where will the program be delivered? If the program will be delivered at multiple locations, you should list these, including street addresses (where available)

**d. What is the duration of the program? Please provide details regarding the number of hours of participation per week as well as the number of weeks.**

**e. Does the program have individual components e.g. formal training, work experience placements, personal development or specialised assistance etc? If yes, please list the components of the program and their duration.**

**f. How many program places will be made available to jobactive job seekers?**

**g. Have you discussed the content of the program with local jobactive providers? If yes, does the program have the support of the providers? You should also indicate which providers you have talked to.**

## 2. RESPONSE AGAINST ASSESSMENT CRITERIA

**Principle 1: The program must have a demonstrated ability – or high likelihood – of moving job seekers into sustainable work during the program or upon completion.**

**a. Please provide a response against this criterion. Your response should include details of:**

- i. How the program will move job seekers into sustainable work during the program or upon completion;
- ii. The number of job seekers who have moved (or are expected to move) into sustainable employment as a result of participation in the program;
- iii. The way in which the program addresses a local labour market need or the needs of a particular local industry; and
- iv. How the program has links with local employers and how these links are leveraged to provide employment or work experience opportunities for program participants.

**Principle 2: The program must comprise more than just the delivery of a training course. Any training delivered as part of the program must be vocational (and preferably accredited) or directed at increasing the job seeker's employability.**

**b. Please provide a response against this criterion. Your response should include details of:**

- i. Any training provided as part of the program (including a description of all modules and competencies and/or a course outline if available);
- ii. The nature of the training – is it accredited vocational training or training directed at increasing a job seeker's employability?
- iii. How the training will assist program participants to increase their employability or move into sustainable employment.
- iv. An estimate of the proportion of time (hours /weeks) the program has allocated to the delivery of a training course compared to other program components.

**Principle 3: The program must not duplicate the services jobactive providers are contracted to deliver under jobactive.**

**Note:** Under the jobactive Deed, providers are required to deliver a range of general employment services to job seekers including: access to suitable vacancies; advice about the best ways to look for and find work; advice about local, regional, or national employment opportunities; assistance to apply for jobs; information about skill shortage areas; and where appropriate, help to prepare a résumé.

**c. Please provide a response against this criterion. Your response should identify how the program offers services to participants that differ from the services offered by jobactive providers.**

**Principle 4: The program must not be undertaken by a jobactive provider or a related entity of the jobactive provider.**

**d. Does your organisation deliver jobactive, or is it a related entity of an organisation that delivers jobactive?**

### **3. DECLARATION**

In submitting this Application Form I confirm:

- The information in the application is true and correct; and
- The program is not delivered by a jobactive provider or an entity related to a jobactive provider.

**Name**

---

**Position**

---

**Signature**

---

**Date**

---

## 4. PRIVACY STATEMENT

The personal information in this Application Form is collected for the purpose of assessing the program and related purposes. It will not be used or disclosed for any other purpose, unless you have agreed or it is otherwise permitted under the *Privacy Act 1988* (Privacy Act), including where the use or disclosure is required or authorised by law. If you do not provide your personal information you will not be able to make an application for your program.

The department's Complete Privacy Policy (Privacy Policy) contains more information about the way it manages personal information, including information about how you may access your personal information held by the department and seek correction of such information. The Privacy Policy also contains information on how you can complain about a breach of the Privacy Act or the Australian Privacy Principles and how the department will deal with such complaints. A copy of the department's Privacy Policy can be found at [employment.gov.au/privacy](http://employment.gov.au/privacy) or by requesting a copy from the department at [privacy@employment.gov.au](mailto:privacy@employment.gov.au).

In addition, in signing this Application Form, the applicant acknowledges that it may be contacted by the department or providers on matters relating to the program, including but not limited to compliance with and/or promotion of Non-government programs approved for AAR purposes.

## 5. FREEDOM OF INFORMATION

Documents in the possession of the department and its contracted service providers may be subject to disclosure in response to a request made under the *Freedom of Information Act 1982* (FOI Act). There are a number of exceptions to release and, where appropriate, the department will consult with affected individuals or organisations prior to making a decision on access to documents.

## 6. FURTHER INFORMATION ABOUT THE ANNUAL ACTIVITY REQUIREMENT

Under social security law, some job seekers may need to meet certain requirements to keep receiving income support. These are called mutual obligation requirements. Job seekers with mutual obligation requirements will generally need to complete an Annual Activity Requirement (AAR). The AAR is a set number of hours that a job seeker must complete in approved activities such as Work for the Dole, generally for six months each year. You can find more information about mutual obligation and the AAR at: [www.employment.gov.au/jobactive](http://www.employment.gov.au/jobactive).

Approved activities that can contribute towards a job seeker meeting their AAR are:

- part-time employment
- National Work Experience Programme placements
- voluntary work
- part-time study/training (that meets certain rules)
- accredited language, literacy and numeracy courses, which can include:
  - the Skills for Education and Employment programme, and / or
  - the Adult Migrant English Programme
- Defence Reserves
  - Other government programs, including state government programs and the Green Army Programme; and
  - Non-government programs approved for Annual Activity Requirement purposes.