



Australian Government



jobactive

Guideline:

Using the Employment Fund General Account

The Employment Fund General Account (Employment Fund) is a flexible pool of funds available to all jobactive providers (Providers) to offer support tailored to the needs of participants, employers and the local labour market. Each Provider receives credits they can use and then claim Reimbursement for the purchase of goods and services that genuinely support and assist participants to gain the tools, and build the skills and experience they need to get and keep a job.

For information on Wage Subsidies, refer to the [Managing Wage Subsidies Guideline](#).

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Changes from the previous version (Version 5.1)

Policy changes:

Nil

Wording changes:

(Pg. 3) Footnote: Clarifying the higher credit amounts for all Streams will continue through to 30 June 2022.

(Pg. 9) Removed System step regarding claiming reimbursement for GST free and GST inclusive items.

(Pg. 9) Removal of Regional Employment Trials from the prohibited items listing as the program ended 30 June 2021.

Document Change History:

A full [Document Change History](#) is available at the end of this Guideline.

Related documents and references

[Activity Management Guideline](#)

[Employment Fund General Account IT Supporting Document](#)

[Provider Indigenous Mentoring Capability Proposal template](#)

[Eligibility, Referral and Commencement Guideline](#)

[Insurance Readers Guide](#)

[Managing Wage Subsidies Guideline](#)

[Managing PaTH Internships Guideline](#)

[Maximum Time Transfers Guideline](#)

[Managing Relocation Assistance to Take Up a Job Guideline](#)

[Transfers Guideline](#)

[Structural Adjustment Program Guideline](#)

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1. Crediting the Employment Fund General Account

A once-only credit per Period of Unemployment is made to the Employment Fund notional bank balance for a Provider:

- when the participant Commences in Stream B, Stream C or Stream A as a Volunteer

or

- after 13 weeks of Period of Service for a participant Commenced in Stream A (and is not a Volunteer). While Stream A participants are allocated the credit at 13 weeks, they are eligible for assistance from day one.

Credits are made at Provider Site level. The amount credited will be in line with Table 3, Annexure B2¹ of the Deed².

An additional credit will be made if a participant Commences in a higher Stream during their Period of Unemployment.

Where a Participant transfers from Online Employment Services (OES) and Commences in jobactive, credits for the Participant are allocated in line with Clause 88.12 of the Deed.

Where a Participant transfers from the New Employment Services Trial (NEST) or Volunteer Online Employment Services Trial (VOEST), and Commences in jobactive, credits for the Participant are allocated in line with Clause 88.9 of the Deed.

However, where a Participant transfers from NEST or VOEST to jobactive and the Participant has previously been serviced under jobactive by the Provider or another Employment Provider, the Provider's Employment Fund General Account will not be credited when the Participant Commences in jobactive again, unless the Participant Commences in a higher Stream.

Where Participants are eligible for support under a Structural Adjustment Program (SAP), Providers may receive a once-only SAP credit in addition to the Stream B credit. The amount credited will be in line with the amount listed in the [Structural Adjustment Program Guideline](#).

(Deed references: Clauses 88.9, 88.11, 88.12, 88.13, Annexures B1, B2)

Managing Employment Fund Credits

The notional bank balance of credits will reduce each time a Provider makes a commitment in the Department's IT Systems to purchase goods or services.

A Provider must not make commitments in anticipation of future credits. The total amount committed for goods or services must not exceed the total amount credited to a Provider.

The Department may determine that credited amounts within the Employment Fund are to be quarantined or reserved for a particular purpose. A Provider must not use the quarantined or reserved credits for a purpose other than that for which the amounts have been quarantined or reserved.

¹ The amount credited per Stream increased from 1 July 2020 and will continue to 30 June 2022.

² Transitioned participants on their initial Commencement after 30 June 2015 will attract credits in line with Table 1, Annexure B1 of the Deed.

SAP credits can only be used for SAP participants or Stronger Transitions Package³ participants. To assist a Provider, the Department's IT Systems displays the balance of the additional SAP credits separately to the General Account balances.

Refer to the [Employment Fund General Account IT Supporting Document](#) for guidance on how to view the General Account and SAP notional bank balances at Site level in the Department's IT Systems.

(Deed references: Clauses 88.7, 88.10)

Managing Employment Fund Credits for Wage Subsidies

Providers can use Employment Fund General Account credits for certain Wage Subsidies and should consider using Wage Subsidies as part of the overall support provided to participants through the Employment Fund.

As there will be no change to Providers' notional bank balance, Providers should:

- ensure that there are sufficient Employment Fund General Account credits in the relevant Site's notional bank balance before negotiating and entering into Wage Subsidy Agreements created in the Department's IT Systems on or after 2 January 2019 for:
 - Restart Wage Subsidy (50 years of age and over)
 - Youth Wage Subsidy (25-29 years of age)
 - Long Term Unemployed & Indigenous Wage Subsidy
 - Parents Wage Subsidy.

If there are insufficient Employment Fund General Account credits in the relevant Site's notional bank balance, a Provider can choose to transfer credits between any of its Sites. Refer to the [Transferring Credits between Sites](#) section for more information.

- ensure that overall support can continue to be provided to all Participants from the Employment Fund General Account, when managing and making decisions in relation to using the Employment Fund General Account for Wage Subsidies.

Refer to the [Managing Wage Subsidies Guideline](#) for more information on the negotiation of Wage Subsidy Agreements.

2. Transferring Credits

Credits can be transferred between a Provider's individual Sites, and when a participant transfers to another Provider.

Refer to the [Employment Fund General Account IT Supporting Document](#) for guidance on how to transfer credits in the Department's IT Systems.

Transferring Credits between Sites



System step: A Provider can transfer Employment Fund credits between any of its Sites within or across any Employment Region unless:

- the credit transfer is from a NEST Employment Region to a jobactive Employment Region

³ The Stronger Transitions program closed to new entrants on 1 July 2020.

- the credit transfer is from a jobactive Employment Region to a NEST Employment Region
 - the Department has quarantined or reserved those credits for a particular purpose
- or
- the Department has placed limits on or restricted a Provider's ability to transfer credits between its Sites.

(Deed references: Clauses 88.15, 88.16)

Transferring Credits to another Provider



System step: When a participant transfers to another Provider, the transfer of any Employment Fund credits is to be negotiated and agreed to between the current and gaining Providers unless the transfer is due to the participant reaching their maximum time with a Provider. A Provider cannot transfer credits to another Provider if:

- the credit transfer is from a NEST Employment Region to a jobactive Employment Region
- or
- the credit transfer is from a jobactive Employment Region to a NEST Employment Region

When a participant has reached their maximum time with a Provider, the Department will automatically transfer to the gaining Provider 50 per cent of the Employment Fund credit for the Stream that the participant is currently Commenced in. These automated transfers may result in a negative notional bank balance for the current Provider. In these cases, a Provider may either:

- transfer credits from another Site
- wait until additional credits have been accrued.

For more information on transfers due to a participant reaching their maximum time with a Provider, refer to the [Maximum Time Transfers Guideline](#) and the [Transfers Guideline](#).

For information on transferring SAP credits, see the [Structural Adjustment Program Guideline](#).

(Deed references: Clauses 81.1, 88.14, Annexure B2)

Transferring Credits due to Site Closure or Reduction of Business Share

The Department may restrict a Provider from transferring credits between its Sites when a Site is being closed or the Business Share of that Site is being reduced and participants are being transferred to another Provider.

The Department will determine the total amount of credits to be transferred from the reduced or closed Site to the gaining Provider's Site.

For more information on transfers, refer to the [Transfers Guideline](#).

(Deed references: Clauses 88.14, 101.3, Annexure B2)

3. Determining who is eligible

A Provider can claim Reimbursement for Stream Participants (participants), if the participant received the good or service when they were either:

- commenced in a Stream
- suspended after Commencement in a Stream
- pending after previous Commencement in a Stream
- pending participants who require accredited interpreter services
- exited within 183 days of Exit, except Exited participants on a Wage Subsidy Placement as post placement support and professional services can be delivered to participants for the entire duration of the Wage Subsidy Agreement
- transferred within 183 days of transfer to another Provider.



System step: Providers can claim Reimbursement at the Site level for any of their participants, regardless of the participants Site. This includes attributing participants to a bulk purchase. A Provider cannot claim Reimbursement if the participant is serviced under the NEST.

Participants concurrently serviced by other programs, are also eligible for assistance, including those participating in:

- New Enterprise Incentive Scheme (NEIS) and have not yet commenced their NEIS Business
- PaTH Internships and/or PaTH Employability Skills Training
- placements supported under the Indigenous Advancement Strategy, including Jobs, Land and Economy Program projects, for example Vocational Training and Employment Centres, administered by the Department of the Prime Minister and Cabinet.

For more information on participant eligibility, refer to the [Eligibility, Referral and Commencement Guideline](#).

(Deed reference: Clause 88.1)

4. Making Purchases – the Employment Fund Principles

A Provider must first pay for eligible purchases and then claim Reimbursement through the Employment Fund.

A Provider must ensure the purchase meets the Employment Fund Principles before purchasing goods and services that will be reimbursed from the Employment Fund:

- provides eligible participants with the work-related tools, skills and experience that correspond with their difficulties in finding and keeping a job in the relevant labour market
- provides value for money
- complies with any work, health and safety laws that may apply
- withstands public scrutiny, and
- will not bring employment services or the Government into disrepute.

Determining what is an Eligible Purchase

An eligible purchase is any purchase that:

- meets the Employment Fund Principles
- is not prohibited, and
- satisfies any specific Employment Fund category requirements.



System step: Each eligible purchase that a Provider will be claiming Reimbursement for must be committed in the Department's IT Systems and recorded against the relevant category as listed in [Table 1 – Category Details and Documentary Evidence Requirements](#).

Refer to the [Employment Fund General Account IT Supporting Document](#) for guidance on how to:

- create a commitment and Reimburse a commitment in 2 steps

or

- create and Reimburse a commitment in one step

in the Department's IT Systems.

(Deed references: Clauses 88.1, 88.2)

Determining what is a Prohibited Purchase

A Provider must not claim Reimbursement through the Employment Fund General Account for prohibited goods and services. Prohibited purchases are:

- any goods and services purchased prior to Commencement of the jobactive Deed on 1 July 2015
- job search training, including résumé writing, job application and interview skills development
- any costs associated with non-government program approved for Annual Activity Requirement purposes if delivered by a Provider's Own Organisation or a Related Entity
- non-accredited training, except:
 - employability and foundation skills training for Stream B and C participants not in the Work for the Dole Phase and Indigenous participants in any Stream or Phase under targeted pre-employment preparation
 - Employer-required training which is a specific requirement of an Employer to prepare the participant for their Vacancy
 - if delivered to Indigenous participants under the Indigenous training and mentoring category
 - if it forms part of a non-government program approved by the Department for Annual Activity Requirement purposes
 - if required to enable a participant to participate in an approved non-Work for the Dole Activity for Annual Activity Requirement purposes
 - 'refresher' training for a current valid licence
 - if delivered to refugee participants under the Refugee training and mentoring category
- mentoring Services outside of post placement support (including NEIS Participants), except:
 - if it forms part of a non-government program approved by the Department for Annual Activity Requirement purposes

- if delivered to Indigenous participants under the Indigenous training and mentoring category
- if delivered to Refugee participants under the Refugee training and mentoring category
- any assessment tool costs, including the cost of accessing or using any skills, vocational or non-vocational assessment tools, except:
 - Comprehensive skills assessments for Stronger Transitions Eligible Participants⁴. Assessments claimed prior to 1 July 2020 must be conducted by Transition Services Panel Members, or any other Departmental approved service providers.
- any Contacts with the participant
- reverse marketing
- any costs associated with Work for the Dole or funded through Work for the Dole Activities, except:
 - police checks
 - pre and post placement mentoring to Indigenous participants and Host Organisations of Indigenous participants participating in a Work for the Dole Activity
 - pre and post placement mentoring to refugee participants and Host Organisations of refugee participants participating in a Work for the Dole Activity
- the costs of police or criminal records checks for Supervisors on non-Work for the Dole Activities
- any costs and overheads, such as travel time, travel costs and administration costs associated with either:
 - the provision of employment services
 - cost of Service delivery on an outreach basis
 - the administration of the Employment Fund
- legal fees or security costs incurred by a Provider
- an Employer's workers compensation or insurance policy Payments
- any costs that can be claimed or are subject to a claim under the Department's personal accident insurance and combined public and/or product liability insurance policies for participants undertaking Activities or the Provider's insurance policies
- Provider-supplied transport, such as costs associated with hiring, purchasing, running and/or maintaining vehicles owned by a Provider's Own Organisation to transport multiple participants to a training activity or Employment location
- verification of Employment or Education for the purpose of an Outcome claim
- assets that remain the property of a Provider
- assets for a participant or Employer that are not used primarily to assist the participant in accordance with the [Employment Fund Principles](#)
- gifts, cash and incentives to participants or Employers, including payout of loans or credit cards
- penalties, fines or court fees (examples of penalties include costs associated with participation in any Alcohol Interlock Program/Scheme or Traffic Offender Intervention Program)

⁴ The Stronger Transitions program closed to new entrants on 1 July 2020.

- relocation assistance to assist participants relocating overseas
- medical expenses for Stream A and Stream B participants prior to 7 December 2015, except pre-employment medical checks
- long term gym memberships and long-term lifestyle/fitness programs
- goods or services if a Provider is entitled to payment from the Department, other Australian Government sources or state, territory or local government bodies for those items, such as National Work Experience Programme Payments
- goods or services that are directly funded through the Indigenous Advancement Strategy, including costs already paid for by a Vocational Training Employment Centre (VTEC), such as mentoring support
- goods or services that are directly funded through other Government programs or grants
- any goods or services a Provider has indicated in their tender response that they would fund outside the Employment Fund
- Youth Bonus Wage Subsidy
- Restart Wage Subsidy, Youth Wage Subsidy, Parents Wage Subsidy and Long Term Unemployed and Indigenous Wage Subsidy, but only where the Wage Subsidy Agreement for these particular Wage Subsidies was entered into prior to 2 January 2019
- Career Transition Assistance payments from 4 May 2020
- PaTH Internship Host Business payments
- Digital Training Fee payments as defined in the NEST Deed 2019-2022
- Employment Preparation Activity payments
- any interest charged on credit cards, including account and credit card fees
- any costs incurred by participants while participating in the OES, VOEST or NEST.

(Deed reference: Clause 88.1)

5. Claiming Reimbursement

All claims for Reimbursement must be made within 56 days from the date that a Provider paid the supplier unless otherwise provided for in the [Employment Fund General Account IT Supporting Document](#) (refer to Actioning Overrides section).



Documentary Evidence: A Provider must have met all of the Documentary Evidence requirements at the time of claiming Reimbursement. For more information, refer to the [Summary of required Documentary Evidence](#) section of this Guideline.



System step: The Australian Business Number (ABN) and name of the supplier must be entered into the Department's IT Systems for each eligible purchase. The generic ABN (99 999 999 999) must be used when a Provider reimburses a participant directly or the supplier does not have an ABN (such as an international supplier).

If a layby fee or credit card surcharge has been charged by a supplier for a purchase, then a Provider may claim Reimbursement for the full amount (i.e. the cost of the item or service and the fee or surcharge).

Refer to the [Employment Fund General Account IT Supporting Document](#) for guidance on how to claim Reimbursement in the Department's IT Systems.

(Deed references: Clauses 88.1, 88.2)

Claiming Reimbursements for Wage Subsidies

The following Wage Subsidies can be reimbursed through the Employment Fund General Account:

- Restart Wage Subsidy
- Youth Wage Subsidy
- Long Term Unemployed & Indigenous Wage Subsidy
- Parents Wage Subsidy.

Wage Subsidy Agreements created in ESS Web before 2 January 2019 cannot be reimbursed from the Employment Fund General Account. When Providers create a Wage Subsidy Agreement, the total Wage Subsidy amount of either \$10,000 or \$6,500 (GST inclusive) will be committed out of the relevant Site's notional bank balance. This commitment is held to fund all Reimbursements against that Wage Subsidy Agreement. At the end of the Wage Subsidy Agreement period, any unclaimed credits of the Wage Subsidy Agreement return to the relevant Site's notional bank balance.

Providers must refer to the [Managing Wage Subsidies Guideline](#) to ensure that the Wage Subsidy meets the Wage Subsidy Placement eligibility and Documentary Evidence requirements prior to claiming Reimbursement through the Employment Fund.



System step: Providers must refer to the [Managing Wage Subsidies Guideline](#) for system steps on claiming Reimbursement for Wage Subsidies.

Entering the correct Dates



System step: A Provider must enter the date the supplier was paid for the goods or services for each Reimbursement in the Department's IT Systems.



System step: A date of service/purchase is required against each individual participant attributed to the Reimbursement. The date will be either:

- the date that the goods or items were given to the participant
- the date that the participant attended an appointment
- the date that the participant started in the linked Activity or Vacancy.

(Deed reference: Clause 88.1)

Determining the correct GST Treatment

The Department considers that all Reimbursements from the Employment Fund constitute 'consideration for a taxable supply made by a Provider to the Department' in line with the Australian Taxation (ATO) Private Ruling 1011478547799.

The relevant taxable supply is the supply of contracted services to participants as described under the Deed. This means a Provider will need to remit 1/11th of all Reimbursements from the Employment Fund as Goods and Services Tax (GST) to the ATO.

A Provider should refer to the [Employment Fund General Account IT Supporting Document](#) for guidance on selecting the correct GST treatment in the Department's IT Systems for purchases of goods and services.

The explanations below are provided as examples only and do not constitute tax advice. A Provider must obtain their own independent tax advice relevant to their particular situation.

Reimbursing Goods or Services purchased from a third party supplier

If a Reimbursement is sought from the Employment Fund for a purchase on behalf of a participant and the purchase includes GST, then a Provider can usually claim an input tax credit for the GST component of the cost of the purchase.

The Department will reimburse a Provider the amount paid, less the input tax credit amount. However, the Department will add GST as the Reimbursement is 'consideration for a taxable supply made by the Provider to the Department' and therefore a Provider has to remit GST to the ATO in respect to the Reimbursement. This means the GST is taken off (the input tax credit), but then the GST is added on (the GST on the service supplied to the Department). So the final Reimbursement is equal to a Provider's original cost for the item.

If the Employment Fund is used to pay for a purchase on behalf of a participant and the item purchased is GST free, then a Provider cannot claim an input tax credit, as there is no GST component of the purchase.

The Department will reimburse a Provider the amount paid, but will add GST as the Reimbursement is a separate taxable supply and a Provider has to remit GST to the ATO in respect to the Reimbursement. This means that nothing is taken off but 10 per cent GST is added. So the final Reimbursement is equal to a Provider's original cost plus 10 per cent.

Reimbursing Goods or Services purchased by a participant

If a Reimbursement is sought from the Employment Fund to pay for goods or services paid for directly by a participant and a Provider has reimbursed the participant, then a Provider cannot claim an input tax credit because there has been no purchase.

The Department will reimburse a Provider the amount paid, but will add GST as the Reimbursement is a separate taxable supply and a Provider has to remit GST to the ATO in respect to the Reimbursement. This means that nothing is taken off but 10 per cent GST is added. So the final Reimbursement is equal to a Provider's original cost plus 10 per cent.

6. Purchasing Goods or Services in Bulk



System step: A Provider can choose to purchase eligible goods or services in advance. These purchases are known as bulk purchases. Bulk purchases are used when eligible goods or services are purchased but a Provider is yet to determine which participant the good or service will assist.

(Deed references: Clauses 88.1, 88.2, 88.3)

Making Bulk Purchases

Providers who choose to make eligible bulk purchases, and have the required Documentary Evidence, are able to immediately claim Reimbursement from the Employment Fund for the purchase prior to attributing to individual participants.

All claims for Reimbursement of a bulk purchase must be made within 56 days from the date that a Provider paid the supplier.



System step: If a Provider chooses to make a bulk purchase, then the quantity of items purchased must be entered into the Department's IT Systems.

Refer to the [Employment Fund General Account IT Supporting Document](#) for guidance on how to claim Reimbursement of Bulk purchases in the Department's IT Systems.

(Deed references: Clauses 88.2, 88.3)

Determining Eligible Categories

Bulk purchases are permitted for:

- accredited interpreters
- accredited training
- cards and vouchers for food, phone calls or petrol
- clothing and presentation
- job seeker transport
- tools, books, equipment and mobile phones, and
- work-related licencing.

Attributing Bulk Purchases to Participants



System step: Bulk purchases that are \$300 (GST inclusive) or more in total must be fully attributed to individual participants in the Department's IT Systems.



System step: Bulk purchases for:

- accredited training
- cards and vouchers for food, phone calls or petrol, and
- tools, books, equipment and mobile phones

must also be fully attributed to individual participants in the Department's IT Systems, regardless of the value.

For any other bulk purchases, a Provider will not be required to fully attribute the purchases to individual participants in the Department's IT Systems unless the bulk purchase is randomly selected by the Department.

All bulk purchases that are required to be fully attributed to individual participants in the Department's IT Systems must be completed within 183 days from the date of Reimbursement.

Acquitting Bulk Purchases randomly selected by the Department

The Department will notify a Provider of randomly selected bulk purchases and advise the timeframes to fully attribute the purchases to individual participants.

The Department will determine the size of the random sample. In determining the size of this random sample – which may be up to 100 per cent - the Department will consider:

- a Provider's level of compliance in attributing bulk purchased goods and services to individual participants within the set timeframes
- the rate of non-compliant bulk purchases, and
- a Provider's overall use of bulk purchases.

7. Summary of required Documentary Evidence

A Provider must have met all of the Documentary Evidence requirements at the time of claiming Reimbursement.

For Documentary Evidence requirements for Wage Subsidies, Providers must refer to the [Managing Wage Subsidies Guideline](#).



Documentary Evidence: The following information must be recorded in the Department's IT Systems prior to claiming Reimbursement:

- the supplier name and ABN or, if applicable, whether the payment was made to a Provider's Related Entity or Own Organisation
- whether the purchase was a bulk purchase, and if it is, the number of purchased items
- the total invoice amount and whether the payment was GST free
- the date the supplier was paid
- the job seeker's identification number (JSID) except for bulk purchases that do not require attribution to the individual participant, and
- the date the goods or service was provided to the participant.



Documentary Evidence: There is additional information that must be recorded in the Department's IT Systems for some categories. These additional requirements are listed in [Table 1 – Category Details and Documentary Evidence Requirements](#).

A Provider must also retain other forms of Documentary Evidence for externally and internally supplied services in addition to the above Departmental IT System requirements.

(Deed references: Clause 15.4, 16.2)

Evidence to be retained for Externally Supplied Services



Documentary Evidence: If a Provider has paid an external supplier (this includes participants) for a purchase, then a Provider must retain sufficient items of evidence that in combination clearly identifies:

- prior payment from a Provider to the supplier which reflects payment in full or a zero outstanding balance
- the date that the supplier was paid
- the details of the supplier (including ABN) (note: if the generic ABN is used for participant Reimbursements, then the ABN is not required)
- the details of the items purchased and/or details of the service delivered, and
- whether the purchase was GST inclusive or GST free.

Suitable items of evidence include a remittance advice, record of transaction or a Tax Invoice, receipt, layby docket, internal billing documentation or purchase order.

If, in addition to the above:

- a supplier has authorised another organisation to collect payments on their behalf (e.g. Australia Post) and the Tax Invoice from that third party does not clearly identify the supplier or detail the items to be reimbursed, then additional Documentary Evidence which includes this information must be retained. For example, a completed fork lift licence application; a completed working with vulnerable people application; or a utility bill
- a layby fee or credit card surcharge is charged by a supplier for a purchase and the fee or surcharge is charged separately (i.e. does not appear on the Tax Invoice), then additional Documentary Evidence must be retained that supports the total purchase cost to a Provider.

A Provider should refer to the [ATO website](#) to determine what is considered a valid Tax Invoice. A Recipient Created Tax invoice (RCTI) will be considered valid if it contains all of the information required of a tax invoice (except for ABN if the recipient is not registered for GST). A written agreement between the Supplier and the Recipient does not need to be supplied to the Department.



Documentary Evidence: There is additional information that must also be retained by a Provider for some categories. These additional requirements are listed in [Table 1 – Category Details and Documentary Evidence Requirements](#).

A Provider must submit the Documentary Evidence retained for Employment Fund Reimbursements within 5 Business Days of any request by the Department to do so in accordance with the Deed.

(Deed references: Clauses 15.4, 16.2)

Evidence to be retained for Internally Supplied Services



Documentary Evidence: If a Provider has delivered a service using a Provider's Own Organisation or a Related Entity, then a Provider must retain sufficient items of evidence that in combination clearly identifies:

- the details of the supplier (including ABN)
- the details of the items purchased and/or details of the service delivered, and
- whether the purchase was GST inclusive or GST free.

Suitable items of evidence include a Tax Invoice/receipt, internal billing documentation or purchase order.



Documentary Evidence: There is additional information that must also be retained by a Provider for some categories. These additional requirements are listed in [Table 1 – Category Details and Documentary Evidence Requirements](#).

A Provider must submit the Documentary Evidence retained for Employment Fund Reimbursements within 5 Business Days of any request by the Department to do so in accordance with the Deed.

(Deed references: Clauses 15.4, 16.2)

8. Table 1 – Category Details and Documentary Evidence Requirements

Category	Category Details	Documentary Evidence Requirements
Accredited interpreters	<p>This category is to be used for the purchase of accredited and/or certified interpreter services for participants, including for pending participants.</p> <p>The cost of the accredited and/or certified interpreter can be claimed under this category when an interpreter is arranged, but the participant does not attend the scheduled appointment.</p>	<p>Refer to Summary of required Documentary Evidence section of this Guideline for the Documentary Evidence requirements for all purchases.</p> <p>There are no additional Documentary Evidence requirements for this category.</p>
Accredited training	<p>This category is to be used for nationally recognised training. A Registered Training Organisation (RTO) must deliver the training, and the course or unit must be on the RTO’s Vocational Education and Training (VET) scope of registration as listed on training.gov.au.</p> <p>This category can also be used for secondary education, although the training organisation and/or course may not be listed on training.gov.au.</p>	<p>In addition to the Documentary Evidence requirements for all purchases detailed in the Summary of required Documentary Evidence section of this Guideline, a Provider must:</p> <ul style="list-style-type: none"> • create an Activity ID in the Department’s IT Systems in accordance with the Activity Management Guideline • enter the name of the RTO and the relevant course code or unit code as identified on training.gov.au (or the course name if secondary education and not listed on training.gov.au) in the Activity ID details • enter the associated Activity ID into the commitment in the Department’s IT Systems • retain sufficient items of Documentary Evidence that in combination identifies the RTO and the course code or unit code as listed on training.gov.au (or the course name if secondary education and not listed on training.gov.au) • retain additional Document Evidence that demonstrates the relationship between a training organisation who is not a registered RTO but is auspicing through a registered RTO, to substantiate the training is nationally recognised. <p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on creating Accredited training commitments in the Department’s IT Systems.</p> <p>Refer to Summary of required Documentary Evidence section of this Guideline for the Documentary Evidence requirements for all purchases.</p> <p>There are no additional Documentary Evidence requirements for this category.</p>
Cards and vouchers for food, phone calls or petrol	<p>This category is to be used for the:</p> <ul style="list-style-type: none"> • purchase of phone or data cards or vouchers, including top-ups, to enable participants to use phones or the internet • purchase of petrol cards or vouchers • Reimbursement of direct purchases of petrol for participants. <p>For Stream C participants, this category can also to be used for the purchase of food vouchers and Reimbursement of purchases of food.</p>	<p>Refer to Summary of required Documentary Evidence section of this Guideline for the Documentary Evidence requirements for all purchases.</p> <p>There are no additional Documentary Evidence requirements for this category.</p>
Clothing and presentation	<p>This category is to be used for the purchase of items such as:</p> <ul style="list-style-type: none"> • work-related clothing, for example business shirts • personal protective clothing, such as hi-vis shirts and steel cap boots, where these are not for a participant to participate in a Work for the Dole Activity • clothing for a participant to improve their presentation, for example when attending interviews, PaTH Internships or participating in programs or training • hygiene packs • basic haircuts. 	<p>Refer to Summary of required Documentary Evidence section of this Guideline for the Documentary Evidence requirements for all purchases.</p> <p>There are no additional Documentary Evidence requirements for this category.</p>
Driving lessons	<p>This category is to be used only for driving lessons for driver’s licence classifications C (Car) and R (Motorcycle).</p> <p>Reimbursements under this category are capped at \$1,100 (GST inclusive) per participant, per Provider, per Period of Unemployment.</p> <p>Assistance given to a participant to gain or re-gain their driver’s licence after loss due to driving offences can be claimed under this category. However, assistance is limited to one claim per participant, per Period of Unemployment. Exceptions to this are listed under the Determining what is a Prohibited Purchase section of this Guideline.</p>	<p>Refer to Summary of required Documentary Evidence section of this Guideline for the Documentary Evidence requirements for all purchases.</p> <p>There are no additional Documentary Evidence requirements for this category.</p> <p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on creating driving lessons commitments in the Department’s IT System.</p>

Category	Category Details	Documentary Evidence Requirements
Employer-required training (non-accredited)	<p>This category is to be used for non-accredited training that is a specific requirement of an Employer for a specific job.</p> <p>Examples of Employer-required training (non-accredited) include:</p> <ul style="list-style-type: none"> • barista training • asbestos awareness • manual handling training • pre-employment food safety training • pre-employment training with fitness components. 	<p>In addition to the Documentary Evidence requirements for all purchases detailed in the Summary of required Documentary Evidence section of this Guideline, a Provider must:</p> <ul style="list-style-type: none"> • create a Vacancy and refer the participant to the associated Vacancy ID in the Department's IT Systems • enter the associated Vacancy ID into the commitment in the Department's IT Systems • enter a specific description of why the training is required, the duration of the training and the ratio of participants to vacant positions into the commitment in the Department's IT Systems • retain written evidence demonstrating that the training was a specific requirement of the Employer for the associated Vacancy ID (e.g. email or letter from the Employer). <p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on creating Employer-required training commitments in the Department's IT Systems.</p>
Indigenous training and mentoring	<p>This category is to be used for:</p> <ul style="list-style-type: none"> • culturally appropriate non-accredited pre-placement training that cannot be claimed under the Accredited training, Employer-required training (non-accredited) or Targeted pre-employment training categories • pre and post placement mentoring. <p>Indigenous training and mentoring can be delivered by staff members employed by a Provider's Own Organisation or Related Entity, or by an external organisation.</p> <p>Exceptions to the use of this category are listed under the Determining what is a Prohibited Purchase section of this Guideline.</p> <p>Culturally appropriate non-accredited pre-placement training</p> <p>This service type is to be used for non-accredited training delivered to Indigenous participants and their employers or host organisations. Such as:</p> <ul style="list-style-type: none"> • foundation or life skills (e.g. time management, how to use public transport, budgeting) • vocational pre-employment training to help participants prepare for engagement in the workforce • cultural competency training. <p>When claiming Reimbursement for culturally appropriate non-accredited pre-placement training delivered by a Provider's Own Organisation or Related Entity, assistance is limited to a cap of \$1,650 (GST inclusive) per participant, per financial year.</p> <p>There is no cap for culturally appropriate non-accredited pre-placement training delivered by an external organisation.</p> <p>Pre and post placement mentoring</p> <p>This service type is to be used for mentoring services delivered to Indigenous participants and their employers, host organisations and family and community members. Such as:</p> <ul style="list-style-type: none"> • support to address participant issues (e.g. work-related, health, justice system or housing issues) • goal setting • assisting the participant's family to understand the support that the participant will need from home. <p>When claiming Reimbursement for pre and post placement mentoring delivered by a staff member of a Provider's Own Organisation or Related Entity, assistance is limited to a cap of \$1,650 (GST inclusive) per participant, per financial year.</p> <p>There is no cap for pre and post placement mentoring delivered by an external organisation.</p> <p>Providers can also choose to use the Post placement support category to claim post placement mentoring. Refer to the Post placement support category description for more information.</p>	<p>In addition to the Documentary Evidence requirements for all purchases detailed in the Summary of required Documentary Evidence section of this Guideline, a Provider must:</p> <ul style="list-style-type: none"> • select the service type (pre-placement training or mentoring) in the commitment in the Department's IT Systems • retain sufficient items of Documentary Evidence that in combination identifies the service type as either pre-placement training or mentoring for services delivered by a Provider's Own Organisation or a Related Entity. <p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on creating Indigenous training and mentoring commitments in the Department's IT Systems.</p>

Category	Category Details	Documentary Evidence Requirements
Job seeker transport	<p>This category is to be used for Reimbursements for public and private transport and travel assistance, including accommodation, for participants to attend job search related activities, medical appointments and health interventions, training, Internships, participate in programs or Employment.</p> <p>Costs associated with hiring a bus or other vehicle to transport multiple participants to a program or activity (including Activities but excluding Work for the Dole Activities), Employment, or employment-related activity such as a job fair or interview may be claimed. This does not include driving time or overhead costs (as per the Determining what is a Prohibited Purchase section of this Guideline). To claim Reimbursement for bus-hire costs, the Provider must only hire a bus from a Related Entity, community sector organisation or external organisation (i.e. not from a Provider's Own Organisation) and ensure the bus is registered.</p> <p>Examples of purchases to be recorded against this category include:</p> <ul style="list-style-type: none"> • public transport cards, including top-ups • vehicles including cars or bicycles • vehicle registrations (new and renewal) and inspections • compulsory third-party vehicle insurance • train ticket and over-night accommodation for a participant to attend a job interview in another city. 	<p>Refer to Summary of required Documentary Evidence section of this Guideline for the Documentary Evidence requirements for all purchases.</p> <p>There are no additional Documentary Evidence requirements for this category.</p>
Medical expenses	<p>This category is to be used for medical and health related expenses if health issues are inhibiting a participant's capacity to find and keep a job.</p> <p>If a medical expense is not bulk-billed or offered as a free services (e.g. through an Aboriginal Medical Service), a Provider can claim Reimbursement for the out-of-pocket expenses not covered by Medicare, private health insurance, other subsidies or programs. Out-of-pocket expenses that can be claimed include:</p> <ul style="list-style-type: none"> • medical consultations, including Medicare Health Assessment for Aboriginal and Torres Strait Islander People • prescribed medicines and medical aids as directed by a medical professional • dental and optical care • ear health and hearing services (e.g. hearing checks and fitting hearing aids) • the detection and management of chronic diseases (e.g. blood tests and scans) • addressing health risk factors, such as poor diet and nutrition. For example, support: <ul style="list-style-type: none"> ▪ to improve diet through dieticians or dietary programs, and ▪ to improve fitness through participation in boot camps or targeted health programs as recommended by a medical professional, Employer or a Provider. <p>If a participant has lodged a claim through the Department's Personal Accident Insurance policy, there are additional requirements for claiming Reimbursement for medical and out-of-pocket expenses. These are detailed in the Insurance Readers Guide.</p> <p>This category does not include pre-employment medical checks, which must be recorded against the Work-related items category.</p> <p>Exceptions to the use of this category are listed under the Determining what is a Prohibited Purchase section of this Guideline.</p>	<p>Refer to Summary of required Documentary Evidence section of this Guideline for the Documentary Evidence requirements for all purchases.</p> <p>There are no additional Documentary Evidence requirements for this category.</p> <p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on creating medical expenses commitments in the Department's IT Systems.</p>

Category	Category Details	Documentary Evidence Requirements
Non-government programs approved for Annual Activity Requirement purposes – costs	<p>This category is to be used when a Provider is claiming Reimbursement for costs related to delivery of a non-government program which has been approved by the Department in accordance with the Activity Management Guideline.</p> <p>Exceptions to the use of this category are listed under the Determining what is a Prohibited Purchase section of this Guideline.</p> <p>For information on how and what to include in a non-government program application, refer to the Application Form – Non Government Programs.</p>	<p>In addition to the Documentary Evidence requirements for all purchases detailed in the Summary of required Documentary Evidence section of this Guideline, a Provider must:</p> <ul style="list-style-type: none"> enter the associated Activity ID into the commitment in the Department’s IT Systems retain an itemised cost breakdown of the program costs supplied by the organisation delivering the program retain the number of participants and related JSIDs for participants who have participated in the program. <p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on claiming Reimbursement and creating Non-government programs approved for Annual Activity Requirement purposes – costs commitments in the Department’s IT Systems.</p>
Non-Work for the Dole Activity costs	<p>This category is to be used for non-Work for the Dole Activity costs such as:</p> <ul style="list-style-type: none"> risk assessments or additional insurance costs overhead costs or additional costs to enable participants to participate in the Activity that cannot be recorded against another category non-accredited training if it is required to enable a participant to participate in an approved non-Work for the Dole Activity for Annual Activity Requirement purposes additional costs to ensure the Activity meets the requirements as outlined in the Activity Management Guideline supervision costs when the supervisor is undertaking the literal supervision of participants on that Activity and not undertaking other tasks considered to be services under the Deed. <p>Exceptions to the use of this category are listed under the Determining what is a Prohibited Purchase section of this Guideline.</p>	<p>In addition to the Documentary Evidence requirements for all purchases detailed in the Summary of required Documentary Evidence section of this Guideline, a Provider must:</p> <ul style="list-style-type: none"> create an Activity ID in the Department’s IT Systems in accordance with the Activity Management Guideline enter the associated Activity ID into the commitment in the Department’s IT Systems retain dated and signed timesheets or written evidence (e.g. an email) showing the hours completed by the Supervisor in their role the Supervisor for the Activity if Reimbursement is being sought for the costs of supervision of non-Work for the Dole activity/ies. <p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on creating Non-Work for the Dole Activity costs commitments in the Department’s IT Systems.</p>
PaTH Internship placement costs	<p>This category is to be used for PaTH Internship placement costs that cannot be claimed under another category. These costs may include either:</p> <ul style="list-style-type: none"> costs associated with risk assessments additional insurance costs (if required) other costs required to support and enable the participant to participate in a PaTH Internship placement that is not covered by other categories. <p>To claim Reimbursement for PaTH Internship placement costs, a Provider must ensure the PaTH Internship placement meets the requirements as outlined in the Managing PaTH Internships Guideline, including creation of a Vacancy in the Department’s IT Systems.</p>	<p>In addition to the Documentary Evidence requirements for all purchases detailed in the Summary of required Documentary Evidence section of this Guideline, a Provider must:</p> <ul style="list-style-type: none"> refer the participant to the associated Vacancy ID in the Department’s IT Systems enter the associated Vacancy ID into the commitment in the Department’s IT Systems.
Post placement support	<p>This category is to be used to address issues that are impacting, or could impact, on a participant’s ability to sustain their Employment, PaTH Internship, Wage Subsidy, training or Education placement. Examples of Post placement support include:</p> <ul style="list-style-type: none"> mentoring and coaching to a participant who is at risk of leaving a job placement due to difficulties they are facing in the workplace assisting participants and staff at the participants workplace through workforce-based training such as cross-cultural awareness, diversity training, or bullying workshops working one-on-one with employers of at-risk jobseekers to identify and overcome barriers affecting the viability of the placement. <p>Post placement support does not include:</p> <ul style="list-style-type: none"> routine monitoring or ‘tracking’ of a participant the time spent arranging goods or services for a participant post placement 	<p>In addition to the Documentary Evidence requirements for all purchases detailed in the Summary of required Documentary Evidence section of this Guideline, a Provider must:</p> <ul style="list-style-type: none"> enter the duration of the services (in minutes) into the commitment in the Department’s IT Systems retain sufficient items of Documentary Evidence that in combination includes a description of the service delivered and the duration of the service. <p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on creating Post placement support commitments in the Department’s IT Systems.</p>

Category	Category Details	Documentary Evidence Requirements
Professional services	<p>• conducting any risk assessment or other communication with the participant when there is no reason to believe their placement is not sustainable.</p> <p>Post placement support can be delivered by an external supplier or by staff members of a Provider’s Own Organisation or Related Entity.</p> <p>A maximum rate of \$60.00 per hour (\$1.00 per minute) (GST inclusive) applies for post placement support delivered by staff members of a Provider’s Own Organisation or Related Entity. There is no maximum rate for post placement support that is delivered by an external organisation.</p> <p>Post placement support can be delivered to Exited participants who are on a Wage Subsidy Placement for the entire duration of the Wage Subsidy Agreement.</p> <p>Purchases made for other categories (for example, accredited training or professional services) must not be recorded under this category even if delivered post placement.</p> <p>Requirements for any professional service</p> <p>This category is to be used for professional services such as:</p> <ul style="list-style-type: none"> • prevention, detection and management of mental and substance abuse disorders • drug and alcohol counselling and rehabilitation • mental health and family counselling • anger management • personal development for addressing self-esteem and confidence issues • vocational rehabilitation for participants to re-enter Employment. <p>All professional services must be delivered by either a:</p> <ul style="list-style-type: none"> • qualified psychologist who is currently registered as a psychologist with the Australian Health Practitioner Regulation Agency (AHPRA) • qualified allied health professional⁵ who has a degree or graduate diploma in either: <ul style="list-style-type: none"> • allied health services or behavioural sciences • social work • rehabilitation counselling • other allied health qualifications. <p>If the allied health qualification relates to a field that requires professional registration to practise, the allied health professional must be currently registered with the relevant authority.</p> <p>All professional services can be delivered either in-person, or via video or teleconference.</p> <p>All professional services can be delivered to Exited participants who are on a Wage Subsidy Placement for the entire duration of the Wage Subsidy Agreement.</p> <p>All claims for Reimbursement must only be for either:</p> <ul style="list-style-type: none"> • the delivery of the actual appointment • the preparation of a psychological report (as defined by the Australia Psychological Society⁶). <p>Administrative costs such as time taken writing appointment case notes, letters, follow-up or appointment-related phone calls must not be claimed. In addition, any costs associated with the set-up and ongoing cost of using video or teleconferencing for delivery of Professional services must not be claimed.</p>	<p>In addition to the Documentary Evidence requirements for all purchases detailed in the Summary of required Documentary Evidence section of this Guideline, a Provider must:</p> <ul style="list-style-type: none"> • enter the following into the commitment in the Department’s IT System: <ul style="list-style-type: none"> • the specialist type (psychologist or other allied health professional) • the session type (individual, group or report preparation) • the duration of the session (in minutes) • confirmation whether the participant attended the appointment • create and maintain in the Department’s IT System a list of the staff members in a Provider’s Own Organisation or a Related Entity who will deliver professional services (either psychologists or other allied health professionals) • retain sufficient items of Documentary Evidence that in combination includes the following for externally delivered professional services: <ul style="list-style-type: none"> • a description of the service delivered • specify whether the participant attended the appointment • retain sufficient items of Documentary Evidence that in combination includes the following for professional services delivered by a Provider’s Own Organisation or a Related Entity: <ul style="list-style-type: none"> • a description of the service delivered • identify the specialist type (psychologist or other allied health professional) • identify the session type (individual or group) • the duration of the service • specify whether the participant attended the appointment • maintain a listing for professional services delivered by staff employed by a Provider’s Own Organisation or a Related Entity that records the following information: <ul style="list-style-type: none"> • the staff members name • specialist type • qualification details

⁵ Further information on allied health professionals can be found at the [Allied Health Professionals Australia website \(at www.ahpa.com.au/\)](http://www.ahpa.com.au/).

⁶ Australian Psychological Society (APS) defines psychological reports as: “A report is a psychological service that is directly requested by the referring agency or client. Thus reports prepared for clients are usually done so on the basis of explicitly written consent from the client or legal guardian. A report is a structured presentation typically including such components as relevant psychosocial history, history of presenting issues, present condition, test results, option and intervention recommendation. Professional letters to medical or other referral agencies concerning treatment needs of the client are not considered to constitute reports. Note that report preparation time is inclusive of relevant file and document review.” (Definition sourced from APS national schedule of recommended fees and item numbers for psychological services).

Category	Category Details	Documentary Evidence Requirements
	<p>Missed appointments can be claimed but are limited to 3 instances per participant, per financial year.</p> <p>Additional requirements for delivery by staff of Own Organisation and Related Entity</p> <p>In addition to the qualification and registration requirements stated above, standard rates apply for professional services delivered by a staff member employed by a Provider’s Own Organisation or Related Entity. The maximum amounts that can be claimed are calculated according to the following rates:</p> <ul style="list-style-type: none"> For individual sessions (including preparation of psychological reports) or group sessions attended by up to 5 participants: <ul style="list-style-type: none"> \$125.40 per hour (\$2.09 per minute) (GST inclusive) for services delivered by a qualified allied health professional \$150.00 per hour (\$2.50 per minute) (GST inclusive) for services delivered by a qualified psychologist For group sessions attended by 6 or more participants: <ul style="list-style-type: none"> \$22.80 per participant per hour (\$0.38 per participant per minute) (GST inclusive) for services delivered by a qualified allied health professional \$25.80 per participant per hour (\$0.43 per participant per minute) (GST inclusive) for services delivered by a qualified psychologist. If participants from a Provider’s caseload make up a portion of the participants in a group session, a Provider must only claim the pro-rata amount of the relevant group session standard rate. For example, if a Provider has 2 participants out of 5 participants in a one hour group session delivered by a qualified psychologist of a Related Entity, a Provider would claim \$30.00 (GST inclusive) for each participant (i.e. \$150 divided by 5 participants = \$30 per participant per hour). The Department’s IT Systems allows the total invoice amount to be reduced where required. 	<ul style="list-style-type: none"> the authority with whom the staff member is registered with (if the qualification of the staff member relates to a field that requires professional registration to practise) registration number where applicable. <p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on creating Professional services commitments in the Department’s IT System.</p>
<p>Provider Indigenous mentoring capability</p>	<p>This category is to be used for expenditure related to a provider building and increasing their Indigenous mentoring capability. For example:</p> <ul style="list-style-type: none"> design or redesign, and implementation of Indigenous Employment Strategy hiring a consultant to develop and implement a Reconciliation Action Plan training (accredited and non-accredited) to staff who will be providing ongoing mentoring to Indigenous participants development and release of IT Applications (e.g. a Mentoring App) professional development (e.g. attendance at conferences and workshops). <p>A Provider must submit a proposal to the Department for approval. Refer to the Employment Fund - Provider Indigenous Mentoring Capability Proposal template.</p> <p>Exceptions to the use of this category are listed under the Determining what is a Prohibited Purchase section of this Guideline.</p>	<p>A Provider must:</p> <ul style="list-style-type: none"> enter the good or service being claimed into the commitment in the Department’s IT Systems prior to claiming Reimbursement upload evidence as detailed in the Summary of required Documentary Evidence section of this Guideline in the Department’s IT Systems prior to claiming Reimbursement. <p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on creating Provider Indigenous mentoring capability commitments in the Department’s IT Systems.</p>
<p>Refugee training and mentoring</p>	<p>This category is to be used for:</p> <ul style="list-style-type: none"> post-placement non-accredited workplace English language training that cannot be claimed under the Accredited training, Employer-required training (non-accredited) or Targeted pre-employment training categories pre and post placement mentoring. <p>Refugee training and mentoring can be delivered by staff members employed by a Provider’s Own Organisation or Related Entity, or by an external organisation.</p> <p>Exceptions to the use of this category are listed under the Determining what is a Prohibited Purchase section of this Guideline.</p> <p>Workplace English Language and Literacy (LL) Training</p> <p>This service type is to be used for post-placement non-accredited workplace English language training delivered to refugee participants.</p>	<p>In addition to the Documentary Evidence requirements for all purchases detailed in the Summary of required Documentary Evidence section of this Guideline, a Provider must:</p> <ul style="list-style-type: none"> select the service type (Workplace English Language and Literacy (LL) Training or Pre and Post Placement Mentoring) in the commitment in the Department’s IT Systems enter the associated Vacancy ID into the commitment in the Department’s IT Systems when the Workplace English Language and Literacy (LL) Training service type is selected retain sufficient items of Documentary Evidence that in combination identifies the service type as either Workplace English Language and Literacy (LL) Training or Pre and Post Placement Mentoring for services delivered by a Provider’s Own Organisation or a Related Entity.

Category	Category Details	Documentary Evidence Requirements
	<p>Pre and Post Placement Mentoring</p> <p>This service type is to be used for mentoring services delivered to refugee participants and their employers, host organisations and family and community members. Such as:</p> <ul style="list-style-type: none"> • support to address participant issues (e.g. health or housing or work/Activity related issues) • goal setting • assistance to translate written materials like an employer's/hosts workplace health and safety documents and process documents • assisting the participant's family to understand the support that the participant will need from home. <p>When claiming Reimbursement for pre and post placement mentoring delivered by a staff member of a Provider's Own Organisation or Related Entity, assistance is limited to a cap of \$1,650 (GST inclusive) per participant, per financial year.</p> <p>There is no cap for pre and post placement mentoring delivered by an external organisation.</p> <p>Providers can also choose to use the Post placement support category to claim post placement mentoring. Refer to the Post placement support category description for more information.</p>	<p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on creating Refugee training and mentoring commitments in the Department's IT Systems.</p>
Relocation assistance	<p>This category is to be used to assist a participant taking up a job in another location. It is only to be used when the participant or placement is not eligible to receive support under the Relocation Assistance to Take up a Job (RATTUJ) Programme.</p> <p>If the participant is eligible to receive support under RATTUJ, but the placement does not meet the RATTUJ eligibility criteria, then claims for Reimbursement can be made as a special claim under this category.</p> <p>For information about RATTUJ, refer to the Relocation Assistance to Take up a Job Guideline.</p> <p>Exceptions to the use of this category are listed under the Determining what is a Prohibited Purchase section of this Guideline.</p>	<p>Refer to Summary of required Documentary Evidence section of this Guideline for the Documentary Evidence requirements for all purchases.</p> <p>There are no additional Documentary Evidence requirements for this category.</p> <p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on creating relocation assistance commitments in the Department's IT Systems.</p>
Rent and crisis accommodation	<p>This category is to be used for short-term rent and crisis accommodation for a participant only when a Provider and participant have exhausted all other avenues of assistance.</p> <p>Assistance under this category is limited to once per participant, per Period of Unemployment. However, further claims for Reimbursement can be made under this category under special circumstances, such as domestic violence.</p>	<p>Refer to Summary of required Documentary Evidence section of this Guideline for the Documentary Evidence requirements for all purchases.</p> <p>When further claims for Reimbursement are made under this category, a Provider must enter a reason for the exceptional circumstance in the Department's IT Systems prior to claiming Reimbursement.</p> <p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on creating rent and crisis accommodation commitments in the Department's IT Systems.</p>
Stream C only	<p>This category is only to be used for Stream C participants where the expenses:</p> <ul style="list-style-type: none"> • are not a prohibited item • cannot be recorded against another category • is inhibiting the participant's capacity to be engaged to find and keep a job. <p>Examples of expenses that can be claimed under this category include utility costs and legal expenses.</p>	<p>Refer to Summary of required Documentary Evidence section of this Guideline for the Documentary Evidence requirements for all purchases.</p> <p>There are no additional Documentary Evidence requirements for this category.</p>

Category	Category Details	Documentary Evidence Requirements
Targeted pre-employment preparation	<p>This category is to be used for employability and foundation skills training.</p> <p>For Stream B and Stream C non-Indigenous participants, assistance under this category is limited to one claim per participant, per Provider, per Period of Unemployment. Assistance is capped at \$330 (GST inclusive) for Stream B participants and \$550 (GST inclusive) for Stream C participants.</p> <p>For Indigenous participants, there are no limits to the number of instances of assistance. Assistance can also be provided while the Indigenous participant is in the Work for the Dole Phase. Each instance of assistance is capped at \$330 (GST inclusive) for Stream A and B Indigenous participants, and \$550 (GST inclusive) for Stream C Indigenous participants.</p> <p>A Provider must seek pre-approval from the Department of the training course content. A Provider will need to demonstrate in their training proposal that the specific training needs are not satisfied by an accredited training course or unit of competency. Only once the Department has approved the training course content will a Provider be able to claim Reimbursement under this category.</p> <p>For information on how and what to include in a training course proposal, refer to the Employment Fund - Targeted Pre-employment Preparation (TPEP) proposal template.</p> <p>Exceptions to the use of this category are listed under the Determining what is a Prohibited Purchase section of this Guideline.</p>	<p>In addition to the Documentary Evidence requirements for all purchases detailed in the Summary of required Documentary Evidence section of this Guideline, a Provider must:</p> <ul style="list-style-type: none"> • create an Activity ID in the Department’s IT Systems in accordance with the Activity Management Guideline • enter the associated Activity ID into the commitment in the Department’s IT Systems. <p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on creating targeted pre-employment preparation commitments in the Department’s IT Systems.</p>
Tools, books, equipment and mobile phones	<p>This category is to be used for the purchase of tools, books and equipment required by a participant to find and keep a job, or to participate in training, programs, PaTH Internships and/or Educational placements.</p> <p>This category is also to be used for the purchase of basic mobile phones. The ‘Cards and vouchers for food, phone calls or petrol’ category must be used if the participant needs assistance with the cost of phone calls or data.</p>	<p>Refer to Summary of required Documentary Evidence section of this Guideline for the Documentary Evidence requirements for all purchases.</p> <p>There are no additional Documentary Evidence requirements for this category.</p>
Wage Subsidies	<p>Refer to the Claiming Reimbursements for Wage Subsidies section on how to reimburse wage subsidies from the Employment Fund.</p>	
Work-related items	<p>This category is to be used for purchases that:</p> <ul style="list-style-type: none"> • are directly related to training, participation in programs, PaTH Internships or Employment • are not a prohibited item, and • cannot be recorded against another category. <p>Examples of purchases that may be claimed include:</p> <ul style="list-style-type: none"> • pre-employment medical checks for all Streams • Working with Children checks • Working with Vulnerable People checks • police checks • out-of-pocket expenses for child care, after-school care or holiday care not covered by Government rebates. <p>This category is also to be used for Comprehensive skills assessments for Stronger Transitions Eligible Participants⁷. Assessments claimed prior to 1 July 2020 must be conducted by Transition Services Panel Members, or any other Departmental approved service providers.</p>	<p>Refer to Summary of required Documentary Evidence section of this Guideline for the Documentary Evidence requirements for all purchases.</p> <p>There are no additional Documentary Evidence requirements for this category.</p>

⁷ The Stronger Transitions program closed to new entrants on 1 July 2020.

Category	Category Details	Documentary Evidence Requirements
Work-related licencing	<p>This category is to be used for the cost of a licence and the associated test fees. The accredited training costs to obtain the licence can also be claimed under this category if the accredited training is a pre-requisite to applying for or obtaining the licence. It can also be used for non-accredited 'refresher' training for a current valid licence.</p> <p>Examples of purchases that can be claimed include:</p> <ul style="list-style-type: none"> • drivers licence (test and licence fee only. Driving lessons for Class C licence must be claimed under the 'driving lessons' category) • motorcycle licence (test and licence fee only. Driving lessons for Class R licence must be claimed under the 'driving lessons' category) • security licence • forklift licence • light/medium/heavy rigid licence, including 'refresher' training for a current licence • taxi licence/driver accreditation/limousine licence • white card (or State/Territory equivalent) • working at heights certificate • first aid certificate • responsible service of alcohol certificate • responsible conduct of gambling certificate. <p>Assistance given to a participant to gain or re-gain their driver's licence after loss due to driving offences can be claimed under this category. However, assistance is limited to one claim per participant, per Period of Unemployment. Exceptions to this are listed under the Determining what is a Prohibited Purchase section of this Guideline.</p>	<p>Refer to Summary of required Documentary Evidence section of this Guideline for the Documentary Evidence requirements for all purchases.</p> <p>There are no additional Documentary Evidence requirements for this category.</p>
Work Trials	<p>This category is to be used for Work Trial Placements for:</p> <ul style="list-style-type: none"> • all Indigenous participants, and • Stream C participants. <p>To claim Reimbursement, the Work Trial must:</p> <ul style="list-style-type: none"> • be linked to the associated Vacancy in the Department's IT Systems • be limited to 2 weeks • not be more than the wages the participant earns for the period of the Work Trial • meet the Wage Subsidy Placement eligibility detailed in the Managing Wage Subsidies Guideline. 	<p>In addition to the Documentary Evidence requirements for all purchases detailed in the Summary of required Documentary Evidence section of this Guideline, a Provider must:</p> <ul style="list-style-type: none"> • refer the participant to the associated Vacancy ID in the Department's IT Systems • enter the associated Vacancy ID into the commitment in the Department's IT Systems • retain evidence that no more than 100 per cent of the participant's wages for the period of the Work Trial has been claimed. This will be one of the following: <ul style="list-style-type: none"> • a statutory declaration, email or other correspondence from the Employer containing the name of the participant • payslips • a print-out from the Employer's payroll software. <p>Refer to the Employment Fund General Account IT Supporting Document for further guidance on creating Work Trials commitments in the Department's IT Systems.</p>

9. Document Change History

Version	Effective date	End date	Change and location
5.1	01 01 21	07 08 21	<p>Policy changes: Nil</p> <p>Wording changes: (Pg. 4 and 10) Change in terminology. From 1 January 2021 the Online Employment Services Trial (OEST) will be referred to as Online Employment Services (OES). Minor editorial changes throughout.</p>
5.0	01 07 20	31 12 20	<p>Policy changes: (Pg. 4) Footnote to indicate Stream credit amounts will increase from 1 July 2020. (Pg. 5, 6, 12, 15, 18 and 19) Removal of Career Transition Assistance (CTA) due to new funding arrangements from 4 May 2020.</p> <p>Wording changes: Minor editorial changes throughout. (Pg. 4) Clarifying Employment Fund credits and access for participants transferred from the Volunteer Online Employment Services Trial. (Pg. 5) Softening of language for wage subsidies to reflect it is discretionary to use the Employment Fund to provide the right goods and services the individual needs. (Pg. 4, 5, 7, 9 and 25) Clarifying Stronger Transitions Package will close to new entrants from 1 July 2020. (Pg. 9 and 25) Removal of the need to use the Transition Services panel or Department approved provider for comprehensive skills assessments from 1 July 2020 due to the Stronger Transitions Package closing to new entrants from 1 July 2020. (Pg. 10) Removal of Seasonal Work Incentive Payments and the addition of Career Transition Assistance on the prohibited items list. (Pg. 10) Clarifying Digital Training fee payments. (Pg. 12 and 18) Removal of Career Transition Assistance Trial (CTA commenced nationally on 1 July 2019 and the transition period ended 31 December 2019). (Pg. 34) Change of Department name.</p>
4.2	04 11 19	30 06 20	<p>Policy changes: Nil.</p> <p>Wording changes: Minor editorial changes throughout. (Pgs. 4, 6 and 10) Clarifying Employment Fund credits and access for participants transferred from the New Employment Services Trial or Online Employment Services Trial. (Pg. 7) Providers can claim Reimbursement at the Site level for any of their participants, regardless of the participants Site.</p>

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			<p>(Pg. 18) Aligning wording in the Accredited Training category description with Vocational Education and Training.</p> <p>(Pg. 18 and 25) Clarifying in Table 1 Category Details and Documentary Evidence Requirements that Career Transition Assistance and wage subsidies may be funded from the Employment Fund.</p> <p>(Pg. 20) Clarifying additional purchases which may be claimed under the Job Seeker Transport category.</p>
4.1	01 07 19	03 11 19	<p>Policy changes: Nil.</p> <p>Wording changes: Minor editorial changes throughout.</p> <p>(Pgs. 5, 12, 15 and 18) Effective 1 July 2019, Employment Fund credits will continue to be used to pay for Career Transition Assistance (CTA) however, CTA Providers will be automatically paid once a CTA Eligible Participant is placed into a CTA Course and the Activity Placement Status is set to 'Placement Confirmed'.</p> <p>(Pgs. 22-23) Under the Professional services category, clarification that all professionals, whether employed by an external organisation or a Provider's Own Organisation or Related Entity, must be appropriately qualified and registered with the appropriate authority to practice.</p>
4.0	02 01 19	30 06 19	<p>Policy changes: (Pgs. 5, 10-11) Effective 2 January 2019, certain Wage Subsidies must be claimed through the Employment Fund General Account.</p> <p>(Pgs. 8-10) Update to prohibited items for the Employment Fund General Account to identify that the following exemptions apply:</p> <ul style="list-style-type: none"> • post-placement non-accredited workplace English language training can be delivered to refugee participants under the Refugee training and mentoring category • refugee participants can access mentoring outside of post placement support under the Refugee training and mentoring category • pre and post placement mentoring can be delivered to refugee participants and Host Organisations of refugee participants participating in a Work for the Dole Activity <p>(Pgs. 8-10) Update to prohibited items for the Employment Fund General Account to identify that the following are prohibited:</p> <ul style="list-style-type: none"> • the Youth Bonus Wage Subsidy • Restart Wage Subsidy, Youth Wage Subsidy, Parents Wage Subsidy and Long Term Unemployed and Indigenous Wage Subsidy, but only where the Wage Subsidy Agreement for these particular

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			<p>Wage Subsidies was entered into prior to 2 January 2019</p> <p>(Pg. 22) Effective 2 January 2019, a new category – Refugee Training and Mentoring – has been added to the Employment Fund. This category allows post-placement non-accredited workplace English language training and pre and post placement mentoring to be delivered to refugee participants.</p> <p>Wording changes: Throughout the Guideline, ‘job seekers’ has been replaced with ‘participants’</p>
3.1	10 09 18	01 01 19	<p>Wording changes: (Pgs. 7-9) Clarification under the prohibited items listing that:</p> <ul style="list-style-type: none"> • any costs that can be claimed or are subject to a claim under the Department’s personal accident insurance and combined public and/or product liability insurance policies for job seekers undertaking Activities or the Provider’s insurance policies. • goods or services that are directly funded through other Government programs or grants, such as Regional Employment Trials <p>must not be claimed through the Employment Fund.</p> <p>(Pgs. 19-20) Clarification under the Professional services category about the fields for Allied Health professionals.</p>
3.0	01 07 18	09 09 18	<p>Policy changes: (Pgs. 4 and 6) Changes to how Employment Fund credits will be made for Online Employment Services Trial Participants. (Pg. 4) Reference to additional credits for those being assisted under the Stronger Transitions package. (Pg. 6) Updates to eligibility listing to exclude Online Employment Services Trial Participants. (Pgs. 7-9) Updates to the prohibited items listing to: allow Comprehensive Skills Assessments conducted by Transition Services Panel Members, or any other departmental approved service providers, for Stronger Transition Eligible Participants. prohibit Reimbursement of any costs incurred by an Online Employment Services Trial Participant while they were participating in the Online Employment Services Trial. (Pg. 15) Addition of a new category, Career Transition Assistance, which comes into effect on 2 July 2018. (Pg. 22) For the Work-related items category, amendment to allow skills assessments conducted by outplacement panel service providers, or any other departmental approved service providers, for job seekers participating in the Stronger Transition package.</p> <p>Wording changes: (Pg. 16) Due to changes to National Accreditation Authority for Translators and Interpreters (NAATI) certification processes, clarification that both accredited and certified</p>

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			<p>interpreters can be claimed under the Accredited interpreters category.</p> <p>(Pg. 21) Clarification that when further claims for Reimbursement are made under the Rent and crisis accommodation category, a Provider must enter a reason for the exceptional circumstance in the Department’s IT Systems prior to claiming Reimbursement.</p>
2.3	01 01 18	30 06 18	<p>Policy changes:</p> <p>(Pgs. 7-8) Updates to the exceptions in the prohibited items: Indigenous job seekers can access employability and foundation skills training under Targeted pre-employment preparation while in the Work for the Dole Phase non-accredited training required to participate in an approved non-Work for the Dole Activity for Annual Activity Requirement purposes</p> <p>non-accredited ‘refresher’ training for a current valid licence</p> <p>Indigenous job seekers can access mentoring outside of post placement support under the Indigenous training and mentoring category</p> <p>(Pgs. 7-8) Updates to the prohibited items: confirming travel time, travel costs and administration costs are prohibited, and long term gym memberships and long-term lifestyle/fitness programs are prohibited.</p> <p>(Pgs. 16 and 20) Addition of two new categories: Indigenous training and mentoring and Provider Indigenous mentoring capability.</p> <p>(Pg. 21) For the Targeted pre-employment preparation category, amendments to allow Indigenous job seekers from all Streams from 1 January 2018.</p> <p>(Pg. 22) Expansion of the Work Trials category to allow Indigenous job seekers in Streams A and B to participate in a Work Trial from 1 January 2018.</p> <p>Wording changes:</p> <p>Clarification on timeframes for claiming Reimbursement (Pg. 9) and clarification on what can be reimbursed through Job seeker transport (Pg. 17), Medical expenses (Pg. 17), Non-Work for the Dole Activity costs (Pg. 18), Professional services (Pg. 19) and Work-related licencing (Pg. 22).</p>
2.2	11 09 17	31 12 17	<p>Policy changes:</p> <p>(Pg. 8) PaTH Internship Host Business payments added to list of prohibited items as these must not be claimed through the Employment Fund.</p> <p>(Pg. 14) Clarification that the Accredited training category can also be used for secondary education, although the training organisation and/or course may not listed on training.gov.au.</p> <p>(Pgs. 16- 17) Clarification that claims for Reimbursement under Professional services can be made for the preparation of psychological reports (as defined by the</p>

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			<p>Australian Psychological Society). Where a psychological report is prepared by a staff member of a Provider’s Own Organisation or Related Entity, the standard rates for Individual sessions or group sessions attended by up to 5 job seekers will apply.</p>
2.1	01 07 17	10 09 17	<p>Policy changes:</p> <p>(Pg. 7) From 1 July 2017, Providers will have the choice to create a commitment and claim Reimbursement in two steps (current process) or create and Reimburse a commitment in one step in the Department’s IT Systems.</p> <p>(Pg. 8) Examples of penalties have been included against the prohibited item on penalties, fines or court fees.</p> <p>(Pg. 12) Clarification that an external supplier includes a job seeker who has been Reimbursed by a Provider.</p> <p>(Pg. 12) Clarification that the Documentary Evidence held for the job seeker Reimbursement does not need to include an ABN as the generic ABN is used for the Reimbursement.</p> <p>(Pgs. 14, 19) Clarification that there are exceptions (such as payment of penalties) to the assistance that can be given to a job seeker to gain or re-gain their driver’s licence after loss due to driving offences under the Driving lessons and Work-related licencing categories.</p> <p>(Pg. 15) From 1 July 2017, Providers will no longer be required to seek pre-approval (offline and online) of Employer required (non-accredited) training requests. Providers will also not be required to create an Activity ID for Employer required (non-accredited) training (completing an Activity ID and linking this to a commitment will be optional). Providers will instead have two new Documentary Evidence requirements, which are:</p> <p>enter a specific description of why the training is required, the duration of the training and the ratio of job seekers to vacant positions into the commitment in the Department’s IT Systems</p> <p>retain written evidence demonstrating that the training was a specific requirement of the Employer for the associated Vacancy ID (e.g. email or letter from the Employer).</p> <p>(Pg. 16) From 1 July 2017, the maximum rate for Post placement support will apply to services delivered by a Provider’s Own Organisation or Related Entity. No maximum rate will be applied to services delivered by an external organisation. Additional examples of post placement have been included in the category description.</p> <p>(Pg. 19) Clarification that pre-employment medical are claimable for job seekers in all Streams.</p> <p>Wording changes:</p> <p>(Pgs. 8-10) The overarching date of service/purchase is now reflected as the date the supplier was paid (in line with definition of overarching date of service/purchase).</p> <p>(Pg. 16) Wording change to other communication with the job seeker in regards to post placement support.</p>

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2.0	27 03 17	30 06 17	<p>Policy changes:</p> <p>Clarification to the list of job seekers eligible for assistance under the Employment Fund to include both those job seekers Suspended after Commencement in a Stream and job seekers participating in NEIS, PaTH Internships and Employability Skills Training (page 6).</p> <p>New category: PaTH Internship placement costs. This category is to be used for costs associated with PaTH Internships that cannot be claimed under another category (e.g. costs associated with risk assessments and additional insurances) (page 16).</p> <p>Clarification for post placement support category: services can be delivered by an external organisation or by staff members of a Provider’s Own Organisation or Related Entity (page 16).</p> <p>Clarification for professional services category: services can be delivered in-person or via video or teleconference, however any costs associated with the set-up and ongoing cost of using video or teleconferencing for delivery of Professional services must not be claimed (pages 16-17).</p> <p>Clarification for work-related licencing category: the training costs to obtain the licence can be claimed under this category if the training is a pre-requisite to applying for or obtaining the licence (page 19).</p> <p>Wording changes:</p> <p>Guideline has been re-written to new template specifications.</p> <p>Category descriptions have been re-worded to be clearer as well as examples of expenditure included for a number of categories.</p> <p>Any interest charged on credit cards, including account and credit card fees and purchases made prior to 1 July 2015 moved from Reimbursement section to the prohibited items listing (pages 7-8).</p> <p>The prohibited item relating to purchase of assets has been re-worded and separated into two dot points (page 8).</p> <p>A table has been included which lists the Category Details and Documentary Evidence requirements (pages 14-19)</p>
1.8	05 12 16	27 03 17	<p>Policy: clarification of transferred job seekers (p4-5), clarification of eligible job seekers (p5), clarification of layby fees, credit card surcharges and credit card interest (p6), increase of driving lessons cap and policy clarification (p7) clarification of post placement support (p9), Professional services (p10), relocation assistance (p10), work-related licencing (p11), removal of prohibited item relating to driving offences (p12).</p> <p>Editorial: increase Targeted Pre-Employment Preparation caps to reflect GST inclusive total (p10).</p> <p>Policy: Additional information on the transfer of credits for business reallocation (p5)</p>
1.7	12 09 16	04 12 16	<p>Policy: clarification of Reimbursements and date of service or purchase (p6).</p>

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			<p>Policy: clarification of driving lessons (p7), Employer Required Training (p7), job seeker transport (p8), medical expenses (p8), post placement support (p9), rent and crisis accommodation (p10), Stream C only (p11), Targeted Pre-Employment Preparation (p11), tools, books and equipment (p11), work-related items (p11) and work-related licencing commitments (p12).</p> <p>Policy: clarification of prohibited items and services (p12-13).</p>
1.6	01 03 16	11 09 16	<p>Policy: clarification of the new professional services group session standard rate release date and Reimbursement at pro rata rate for group sessions (p8 and 9).</p> <p>Policy: Inclusion of police checks for Work for the Dole Activities in work-related item category and update of prohibited Items. Effective from 1 March 2016 (p9-10).</p>
1.5	08 02 16	29 02 16	<p>Policy: addition of new Structural Adjustment Program Guidelines under relevant references (p3)</p> <p>Policy: clarification of commitments, Reimbursements and date of service purchase (p3-5)</p> <p>Policy: clarification of bulk purchases (p10)</p> <p>Policy: Addition of a new category non-government program costs to support the inclusion of the new approved non-government program activity type. (p10 and p13)</p>
1.4	14 12 15	07 02 16	<p>Policy: added definition of driving lessons category (p 6).</p> <p>Policy: minor updates to job seeker transport, medical expenses, professional services, targeted pre-employment preparation and work related licencing categories (p 6 – 10).</p> <p>Updated references to ‘batch’ purchases; now referred to as ‘bulk purchases’ (p 11).</p>
1.3	07 12 15	13 12 15	<p>Policy: added definition of Targeted Pre-employment Preparation training and medical expenses categories (p 6 and 7).</p> <p>Policy: clarification of policy for funding accredited training, relocation assistance, job seeker transport and work-related licencing categories (p 5, 6 and 7).</p> <p>Policy: clarification of Employer required training category approval process (p 5).</p> <p>Policy: clarification of Reimbursement for rent and crisis accommodation (p 7).</p> <p>Policy: update to standard rates for professional services group sessions (p 7). The standard rates for group sessions attended by six or more job seekers will become available in a future ESS Web release, expected in early-2016. Providers should continue to claim the current standard rate for group sessions in the intervening period.</p>
1.2	13 08 15	06 12 15	<p>Policy: clarification of direct Reimbursement to job seekers for cards and vouchers for food, phone calls or petrol (p 5).</p> <p>Policy: clarification of training related to licencing, including driving lessons (p 5 and 7).</p>

Version	Effective date	End date	Change and location
			<p>Policy: Stream C only; clarification relating to the Department's Personal Accident Insurance policy (p 7).</p> <p>Policy: Employer required training and Work Trials; clarification that the expenditure must be linked to the associated Vacancy, as per the Documentary Evidence Guideline (p 5 and 7).</p>
1.1	01 07 15	12 08 15	<p>Policy: inclusion of information on the use of the Employment Fund General Account to assist job seekers participating in Indigenous placements funded through the Department of Prime Minister and Cabinet (p 2 and 8).</p> <p>Policy: clarification of policy for funding accredited training category and cards and vouchers for food, phone calls or petrol category (p 4).</p>
1.0	01 07 15		Original version of document.

All capitalised terms in this Guideline have the same meaning as in the jobactive Deed 2015–2022 (the Deed).

References to Provider mean an Employment Provider and references to participant/s mean Stream Participants as defined in the Deed.

This Guideline is not a stand-alone document and does not contain the entirety of Employment Services Providers' obligations. It must be read in conjunction with the Deed and any relevant Guidelines or reference material issued by the Department of Education, Skills and Employment under or in connection with the Deed.