



Australian Government

# Workforce Australia

Self-Employment

## Helping people start and run a small business

### Self-Employment Assistance

**Self-Employment Assistance can help you start and run a small business.**

Self-Employment Assistance can help you:

- consider being self-employed
- decide on a business idea and check if it will work
- develop a business plan
- get a business up and running, or
- adjust your own business to keep it viable.



### What Self-Employment Assistance offers

**Self-Employment Assistance offers 6 free services. You can do all of them or only select the ones you want to do.**

**Exploring Self-Employment Workshops** give you information about self-employment, and then help you to generate and test business ideas.

These workshops usually involve 5 sessions delivered over one or two weeks. The workshops should help you make an informed decision about whether you want to pursue self-employment.

**Small Business Training** provides you with the skills you need to start and run a small business. You can access accredited training and choose to do a shorter skillset or a longer Certificate III or IV in Entrepreneurship and New Business.

**Business Plan Development** can help you prepare a viable business plan to help your business succeed. A comprehensive business plan will help you to identify strategies for success and forecast your business cash flow for 2 years into the future. Your Self-Employment Assistance provider can then assess your business plan and provide independent feedback on the likely viability of your business.

**Business Advice Sessions** can offer targeted advice relating to your business idea or existing business. Each session is delivered over the course of an hour, and you can access a maximum of 2 sessions a year.

**Business Health Checks** can help business owners assess how their existing business is running to find ways to improve its viability.

A Business Health Check is delivered over 3 hours in a one-on-one session, and you can access one Business Health Check each year.

**Small Business Coaching** provides business mentoring for up to 12 months. Over the course of a year, you'll be connected to a business mentor who will keep in touch with you to give you guidance, coaching and other business support.

You can also receive a \$300 reimbursement to assist with your eligible business costs (such as business insurance). If you're eligible, you can also receive a Self-Employment Allowance for up to 39 weeks and Self-Employment Rental Assistance for up to 26 weeks.



For more information about these services, visit [www.workforceaustralia.gov.au/individuals/training/activities/self-employment-assistance](http://www.workforceaustralia.gov.au/individuals/training/activities/self-employment-assistance).

## Who can access Self-Employment Assistance

To be eligible to access Self-Employment Assistance you must:

- be at least 15 years of age (noting that a person must be 18 years of age to access Small Business Coaching)
- be:
  - an Australia citizen, or
  - the holder of a permanent visa, or a nominated Visa Holder (including a New Zealand Special Category Visa, Temporary Protection Visa Holder and a Safe Haven Visa Holder)

- not be an undischarged bankrupt
- meet any additional eligibility criteria specific to the Service(s) which they have chosen, including any criteria in the Chapter for the relevant Service.

If you're already self-employed or have a business idea, your local Self-Employment Assistance provider will work with you to assess if your business or business idea is eligible.

## How to find a provider

You can find a list of providers on the Workforce Australia website at [www.workforceaustralia.gov.au/individuals/coaching/providers](http://www.workforceaustralia.gov.au/individuals/coaching/providers).



## For more information

For more information about Self-Employment Assistance visit [www.workforceaustralia.gov.au/individuals/coaching/starting-business](http://www.workforceaustralia.gov.au/individuals/coaching/starting-business).

Alternatively, you can call the Department of Employment and Workplace Relations National Customer Service Line on **1800 805 260**.

## Other resources to help small businesses

- The **SelfStart** online hub provides information to guide people through the first stages of starting a business. Find out more about SelfStart on the Workforce Australia website at [www.workforceaustralia.gov.au/individuals/coaching/starting-business/guides](http://www.workforceaustralia.gov.au/individuals/coaching/starting-business/guides).
- The **Starting a Business Guide** is a step-by-step tool that helps new business owners understand what's ahead when starting a business. You can access it at [business.gov.au/Guide/Starting](http://business.gov.au/Guide/Starting).

## If you need help with this fact sheet

If you need an interpreter, please call the Translating and Interpreting Service on **131 450** and ask for the National Customer Service Line on **1800 805 260**, or visit [www.tisnational.gov.au](http://www.tisnational.gov.au).

If you are deaf, or having a hearing or speech impairment, you can use the National Relay Service. For more information, visit [www.infrastructure.gov.au/national-relay-service](http://www.infrastructure.gov.au/national-relay-service).

