

The Employment Fund



This module gives providers the information they need to understand the intention of the Employment Fund and how to use it effectively to support participants on their caseload.

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≡ [Making Employment Fund decisions](#)

≡ [Claiming reimbursement](#)

≡ [Evaluating purchasing decisions](#)

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Welcome



The Employment Fund is one of the many tools a provider can use to support participants

As a provider, you play a key role in delivering personalised support to participants to help them find a job based on their strengths, skills and experience. You also assist employers with their recruitment needs, matching these needs with participants on your caseload who are the right fit to achieve sustainable employment.

Some of the participants on your caseload will need additional support to help them overcome barriers to employment. The Employment Fund can help by reimbursing you for the purchase of eligible goods and services needed for participants to get and keep a job.

In this module you will learn about the Employment Fund and how you can use it to provide effective support to participants on your caseload.



Learning outcomes

At the end of this module you will be able to:


- describe the Employment Fund and how it can support participants
- describe your role as a provider in administering the Employment Fund
- assess the appropriateness of purchases against the Employment Fund requirements
- make a reimbursement claim for an Employment Fund purchase
- evaluate the effectiveness of the purchase in relation to overcoming the participant's barrier to seeking and sustaining employment.

This module doesn't show you how to use the department's IT system. There is separate IT training that helps you do that. You will be better prepared to do the IT training if you do this module first.

The module has been designed using research-based training methods. It presents you with new information and supports you to practise using it. It gives you the opportunity to check your understanding and apply your new knowledge.

Each lesson follows a similar format and includes:

- definitions
- descriptions of your role and responsibilities
- process diagrams
- scenarios
- activities
- feedback
- quiz questions
- links to cheat sheets and other resources.

 This training module (the Module) is provided to assist Workforce Australia Employment Services Providers (Providers) realise the objectives of Workforce Australia Services in providing employment services under the Workforce Australia Employment Services Providers Deed of Standing Offer 2022 – 2028 (the Deed). The Module is made available to Providers solely for the purpose of receiving training from the Commonwealth to assist in

their performance of their obligations under the Deed. Providers may not use the Module for any other purpose than receiving training from the Commonwealth.

The Module does not in any way vary the Deed or the obligations of Providers under the Deed (including without limitation any Guidelines). Any general statements in the Module do not diminish specific obligations applicable to Providers under the Deed or the Guidelines. The Module is not incorporated into the Deed.

The Module may contain videos representing working environments. These videos should be taken as illustrative only and may not necessarily represent what is a safe system of work as required by the Deed or by work health and safety laws in Australian jurisdictions in which Providers operate.

[GET STARTED](#)

Overview

The Employment Fund

In this lesson you will discover what the Employment Fund is and how to use it.



The Employment Fund is one of the many tools a provider can use to support participants

What is the Employment Fund?

The Employment Fund is a flexible pool of funds available to providers to offer tailored support that meets the needs of participants, employers, and the local labour market. Each provider receives

credits they can use to claim reimbursement for the purchase of goods and services that support participants to gain the tools and build the skills and experience they need to get and keep a job.

You should consider the Employment Fund as part of your package of support to participants.

What is your role as a provider?

Your role is to decide if there are any goods and services you could purchase to support eligible participants to secure and keep a job. This involves:

- identifying participants' barriers to employment
- identifying what employers are looking for when hiring
- determining whether the barriers and employer needs can be addressed through the purchase of goods and services
- deciding if the Employment Fund can support the purchase.

So, when deciding if you should use the Employment Fund to support participants you need to consider not only the needs of the participants but also the requirements of a particular job, industry or employer.

Click on the tabs to learn more about each.

PARTICIPANT NEEDS

EMPLOYER REQUIREMENTS

Participants come from a diverse range of backgrounds and experiences. Not all participants will need assistance from the Employment Fund. However, some will have significant non-vocational and vocational barriers that they will need to overcome to enter the workforce.

Examples of non-vocational barriers

- Mental health or substance abuse issues
- Homelessness
- Lack of access to transport or internet to help them with their job search

Examples of vocational barriers

Lack of appropriate:

- training
- skills
- qualifications.



PARTICIPANT NEEDS

EMPLOYER REQUIREMENTS

Some jobs, employers and industries have requirements that need to be met before participants start a job (or to keep a job).


Examples of vocational barriers to employment

- Pre-employment checks (e.g. medical, working with children, working with vulnerable people, police)
- Licences (e.g. security, forklift, heavy rigid)
- Certificates (e.g. working at heights, first aid, responsible service of alcohol, responsible conduct of gambling)



How does the Employment Fund work?

Providers receive credits as new or transitioned participants commence on the Workforce Australia Services caseload. These credits represent the available funds providers can use to support participants. To access these credits, as a provider you must first pay for eligible purchases and then claim reimbursement through the Employment Fund. You must not make purchases in anticipation of future credits.

 Refer to the Deed for credit amounts and timing.

Check your understanding

Now you have learnt about the Employment Fund, let's see if you can match each term with its correct definition.



Non-vocational barriers to work

Personal barriers that prevent a person from obtaining and sustaining employment



Vocational barriers to work

The lack of appropriate training, skills or qualifications for employment



Employment Fund

Flexible pool of funds available to help participants transition into long-term employment



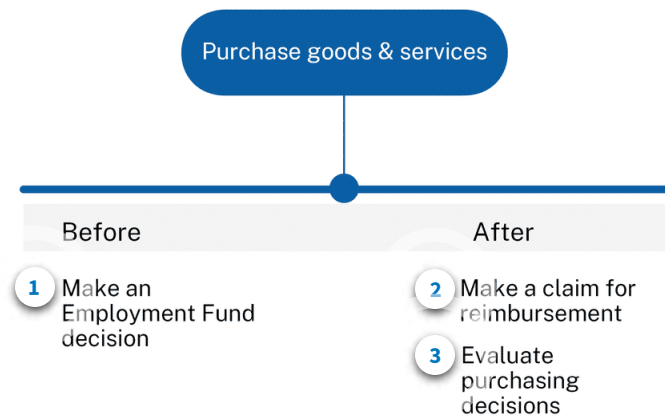
Credits

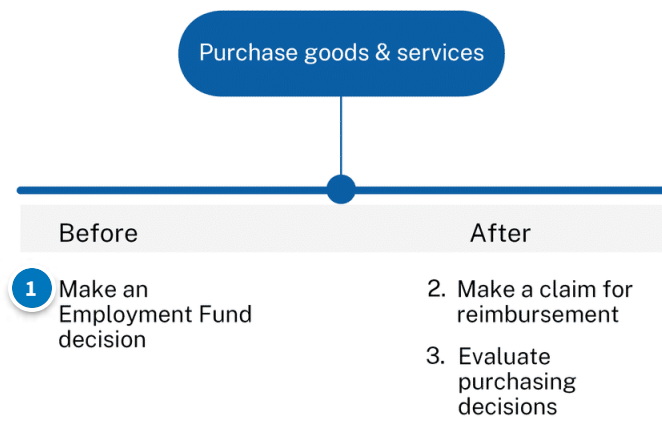
Amounts allocated when participants commence or transition to Workforce Australia Services

SUBMIT

Steps to using the Employment Fund

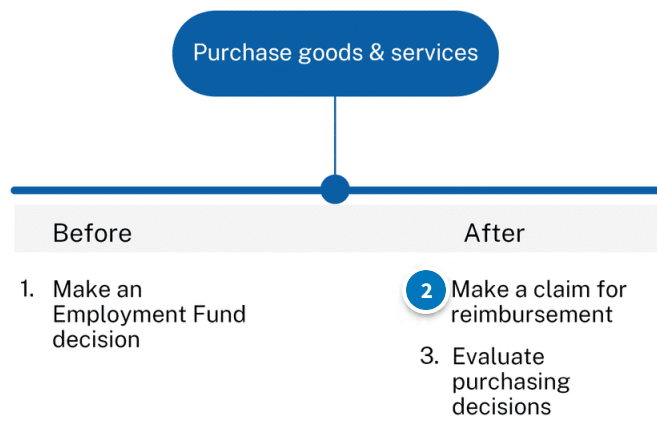
There are 3 steps to using the Employment Fund. Click on the numbered points for more information about each step.





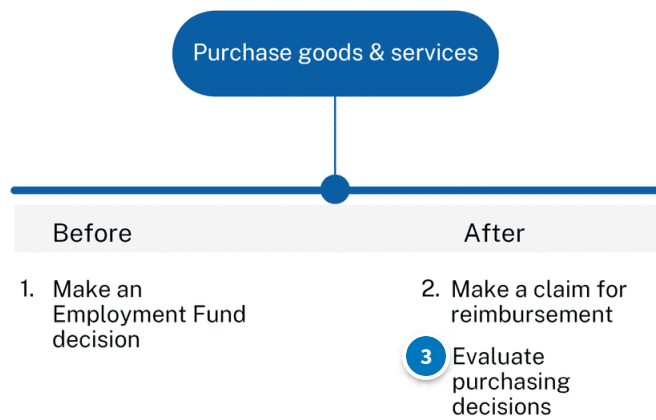
Decisions

Making a decision includes determining the eligibility of participants, the eligibility and suitability of the purchase, and the availability of credits.



Reimbursement

Once you have paid for eligible goods or services, you can claim reimbursement through the department's IT system as long as you have documentary evidence.



Evaluation

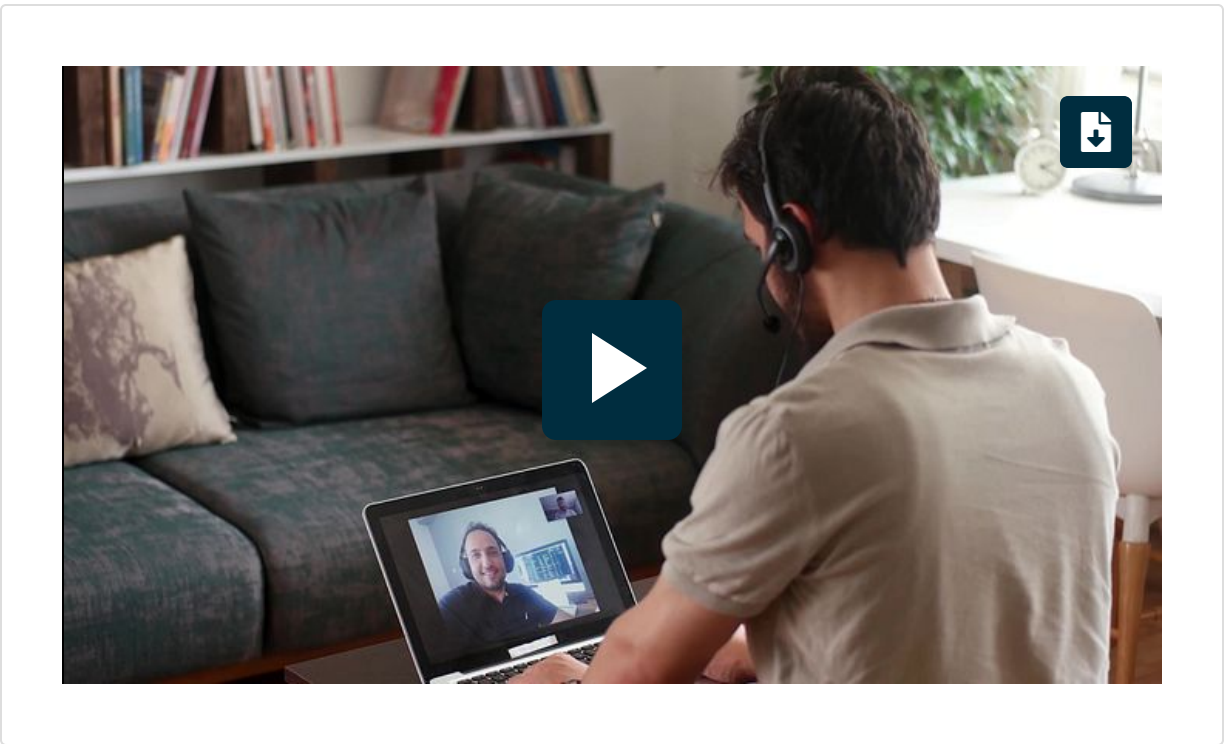
Once you've provided Employment Fund support to a participant it is important to reflect on whether the purchase was effective at assisting participants overcome barriers to employment. Doing this will help you make informed decisions in the future, including how you can further assist participants.

The lessons that follow will help you understand and be able to carry out these steps.

Next up - Making Employment Fund decisions

CONTINUE

Making Employment Fund decisions



Checking eligibility

If you want to be reimbursed for a purchase through the Employment Fund you must make sure that both the participant and the purchase are eligible. The information below is a summary. Check the Employment Fund chapter in the guidelines for the details of the eligibility criteria.

Participant eligibility —

All participants on your caseload are eligible for assistance from the Employment Fund. It is at your discretion to determine what support can be provided based on individual circumstances. Participants concurrently serviced by other programs are also eligible for assistance through the Employment Fund.

Purchase eligibility —

An eligible purchase is any purchase that:

- meets the Employment Fund principles
- is not prohibited
- satisfies any specific Employment Fund category requirements.

Find out more about the eligibility of purchases in the next section. You will also find the guidelines a useful reference.

Steps to making an Employment Fund decision

There are 5 steps you have to take to make an Employment Fund decision. Click on the numbered points for more information about each step.





Is the participant eligible for the Employment Fund?

Participant eligibility is based on when the individual receives the goods or service by your organisation. A participant is eligible:

- when they commence with your organisation
- if they are pending or suspended after previous commencement with your organisation
- within 183 calendar days after being exited or transferred from your organisation.

Participants who are pending with your organisation are eligible for Certified Interpreter Services.

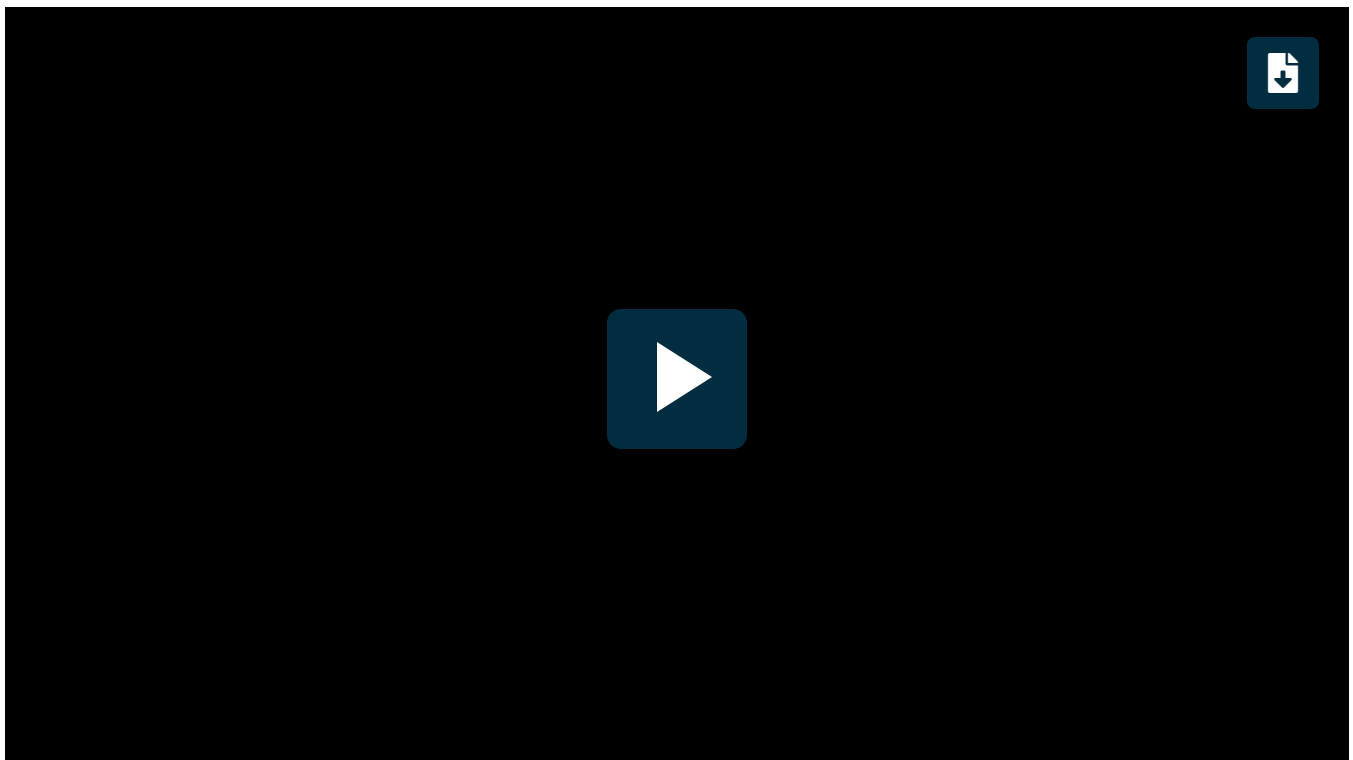


Are there enough credits to cover the cost of the purchase?

You can view the Employment Fund credit balance on the department's IT system. The credit balance will reduce each time you make a commitment to purchase goods or services. You must not make commitments in anticipation of future credits.



Does the purchase meet the Employment Fund principles?



The Employment Fund principles provide guidance to help you assess what goods and services are appropriate to ensure the intent of the Employment Fund is met. Each purchase must:

- provide 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
- provide value for money
- comply with any work, health and safety laws that may apply
- withstand public scrutiny
- not bring the services, the provider or the department into disrepute.



Is the purchase prohibited?

Some purchases are prohibited. This could be because they are considered core services under Workforce Australia Services or are funded by other means. The Employment Fund chapter of the guidelines lists all the prohibited purchases.



Does the purchase meet the specific category requirements?

Each purchase through the Employment Fund is recorded under a category. Some categories have specific requirements that need to be met for the purchase to be eligible. Refer to the list of categories in the guidelines when making your decision.

Back to Simran...

Watch the video about Simran again and take note of his request and circumstances. Let's use the Employment Fund decision process to decide if the Employment Fund can help Simran.

Click each step to understand how Simran's eligibility can be assessed.

Participant eligibility

**Yes. Simran commenced
with his provider last**

Is Simran eligible for
Employment Fund support?

with his provider last
month and is eligible for
the Employment Fund.

Credits
Are there enough credits to
cover the cost of the
purchase?

Yes. Simran's provider
checked the provider's
Employment Fund
notional bank balance
and there were enough
credits to cover the cost
of the request.

Principles
Does the purchase meet the
Employment Fund
Principles?

Yes. A Working with
Vulnerable People check
is required for Simran to
start his new job in aged
care.

Prohibited purchases

Is the purchase prohibited?

No. Simran's provider checked the prohibited items list in the guidelines and confirmed the purchase is not prohibited.

Category requirement

Does the purchase meet the specific category requirements?

Yes. Simran's provider checked the guidelines and confirmed that there weren't any other requirements for this type of purchase.

We now know that the Employment Fund can be used to support Simran. Simran's request meets all the requirements of an Employment Fund decision. We know that:

- the participant is eligible for the Employment Fund
- there are enough credits to cover the cost of the purchase
- the purchase meets the Employment Fund Principles

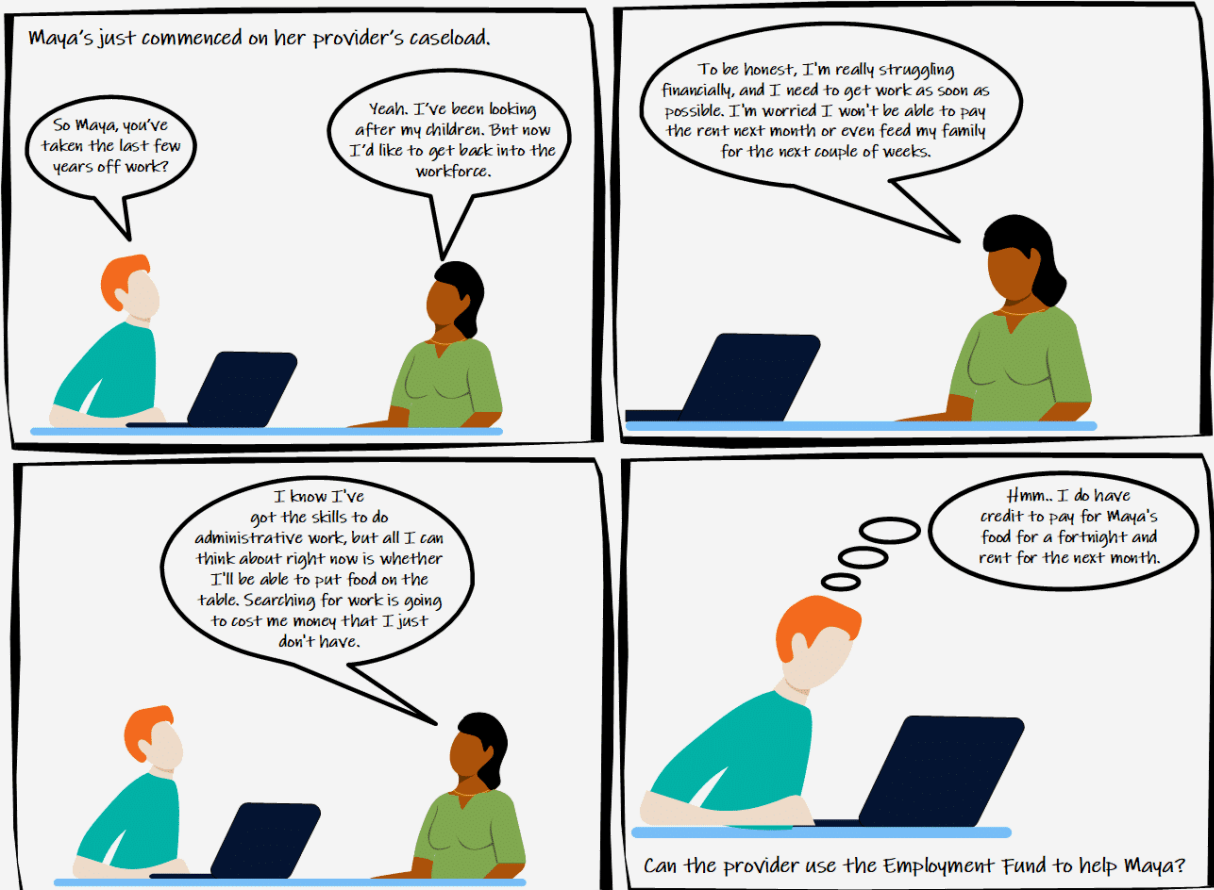
- the purchase is not a prohibited purchase
- the purchase meets specific category requirements.

Now try these on your own

Working with vulnerable people checks are just one way the Employment Fund can support participants. Let's look at other examples.

Review the information given for each scenario and provide your answers for each decision-making step.

Maya's situation



1 of 5. Is Maya eligible for Employment Fund support?

Yes

No

SUBMIT



Complete the content above before moving on.

2 of 5. Are there enough Employment Fund credits to cover the cost of the purchase?

Yes



No

SUBMIT



Complete the content above before moving on.

3 of 5. Does the purchase meet the Employment Fund principles?



Yes



No

SUBMIT





Complete the content above before moving on.

4 of 5. Is the purchase prohibited?

Yes

No

SUBMIT



Complete the content above before moving on.

5 of 5. Does the purchase meet the specific category requirements?

Yes



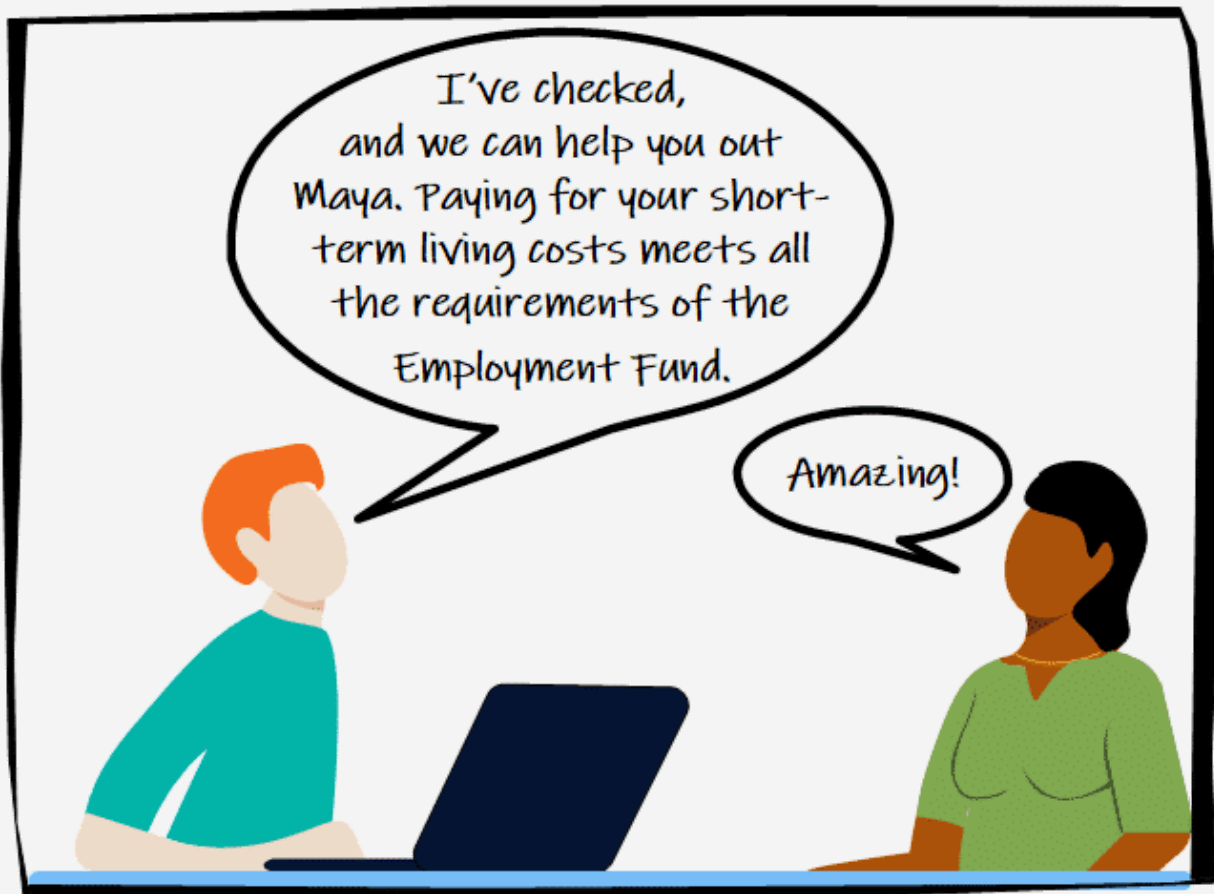
No

SUBMIT

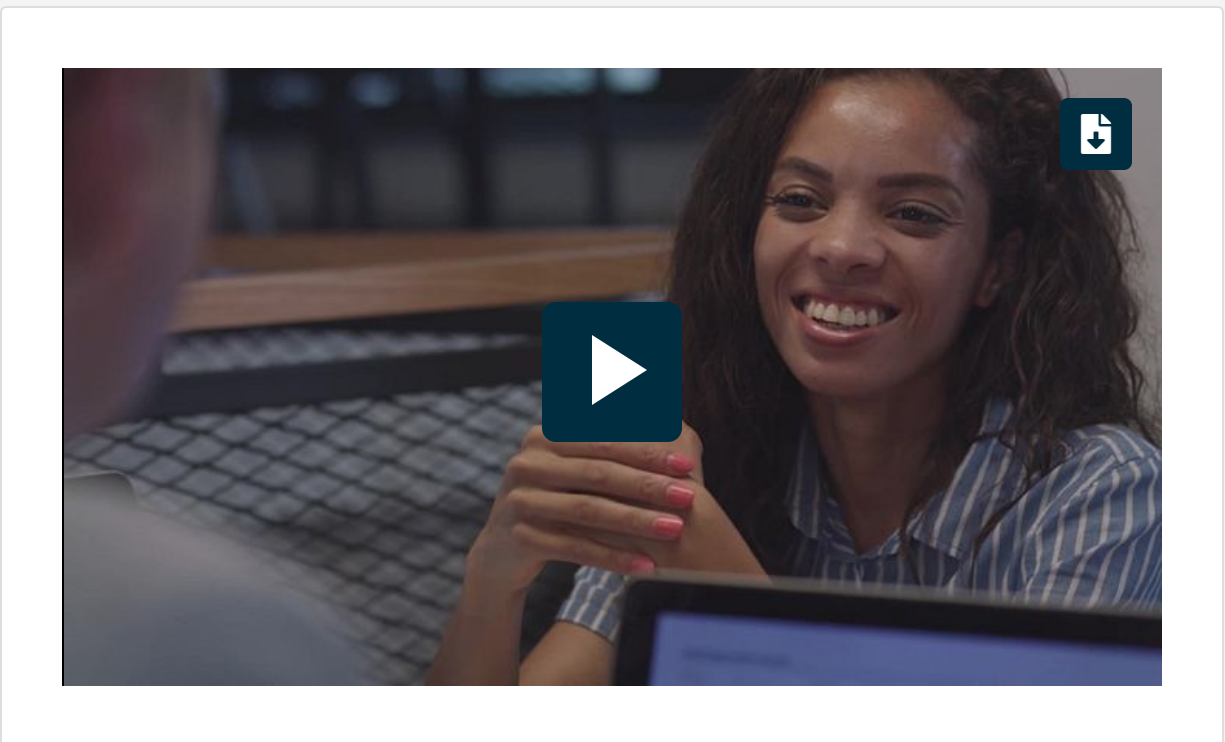


Complete the content above before moving on.

So, can the Employment Fund be used to help Maya?



Sam's situation



1 of 6. Is Sam eligible for Employment Fund support?

Yes

No

SUBMIT



Complete the content above before moving on.

2 of 6. Are there enough credits to cover the cost of the purchase?

Yes

No

SUBMIT



Complete the content above before moving on.

3 of 6. Does the purchase meet the Employment Fund principles?

Yes

No

SUBMIT



Complete the content above before moving on.

4 of 6. Is the purchase prohibited?

Yes

No

SUBMIT



Complete the content above before moving on.

5 of 6. Does the purchase meet the specific category requirements?

Yes

No

SUBMIT



Complete the content above before moving on.

6 of 6. Can the Employment Fund be used to help Sam?

Yes

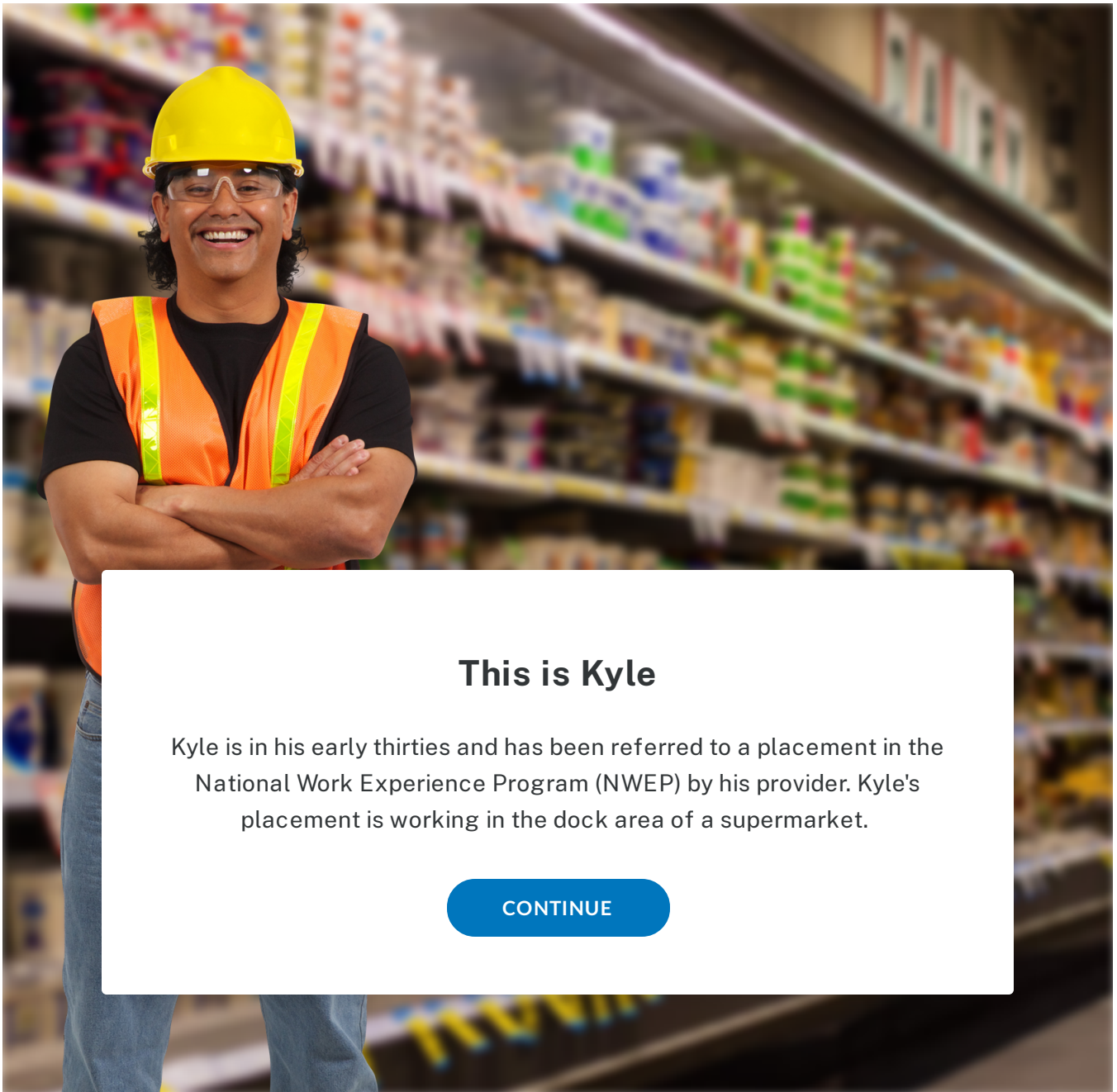
No

SUBMIT



Complete the content above before moving on.

Kyle's situation



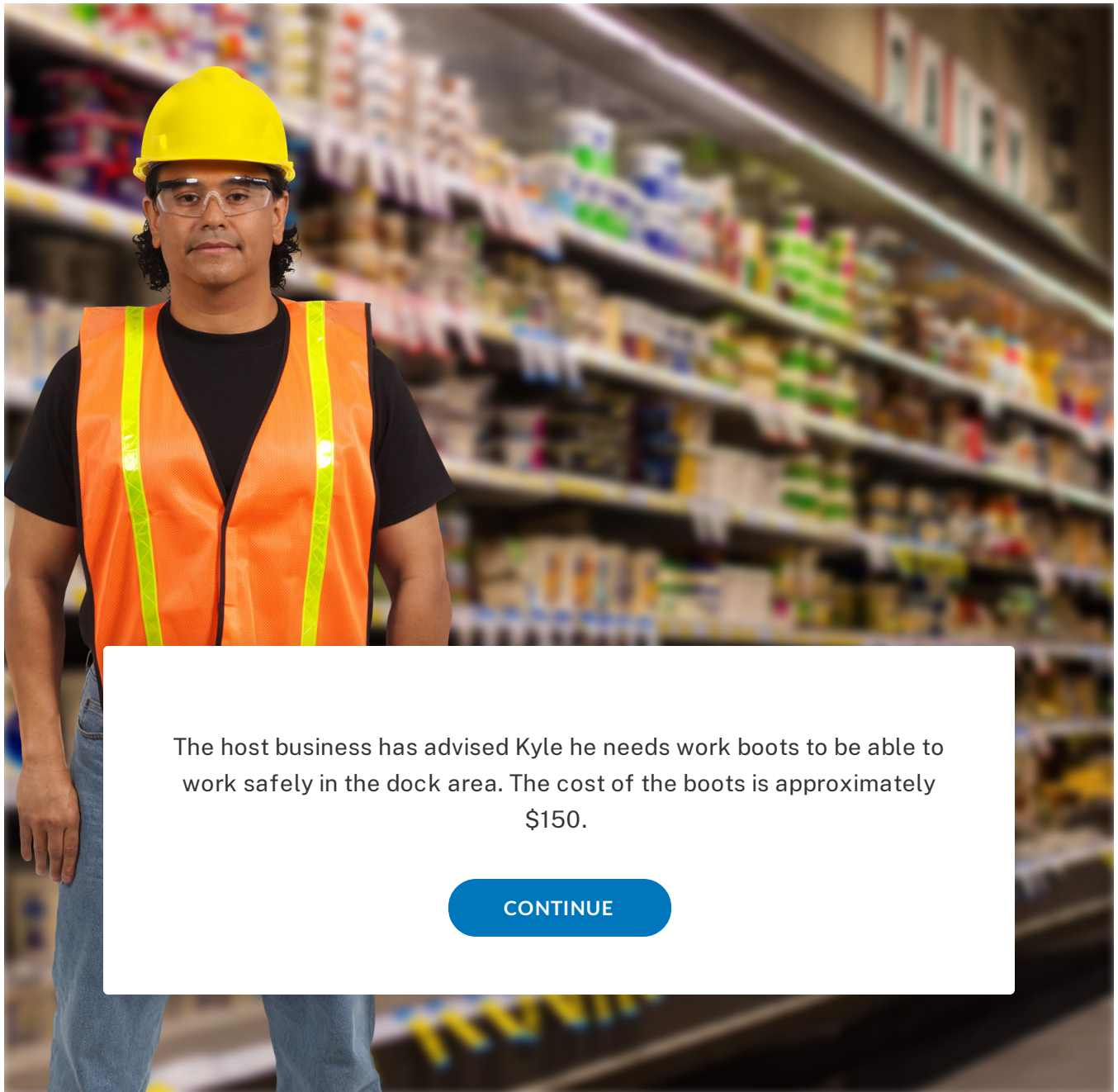
This is Kyle

Kyle is in his early thirties and has been referred to a placement in the National Work Experience Program (NWEPP) by his provider. Kyle's placement is working in the dock area of a supermarket.

[CONTINUE](#)

Scene 1 Slide 1

[Continue](#) → [Next Slide](#)

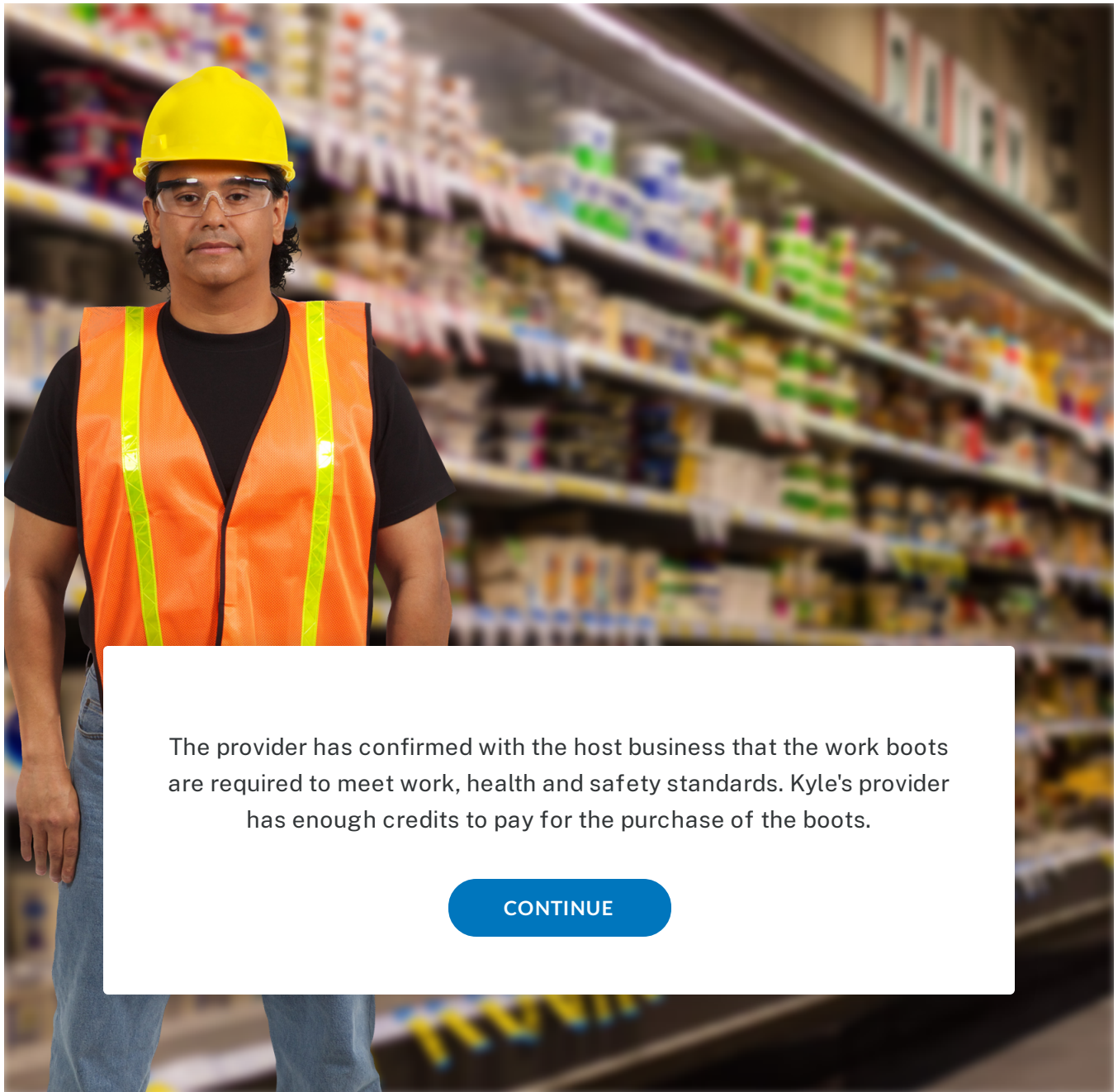


The host business has advised Kyle he needs work boots to be able to work safely in the dock area. The cost of the boots is approximately \$150.

CONTINUE

Scene 1 Slide 2

Continue → Next Slide

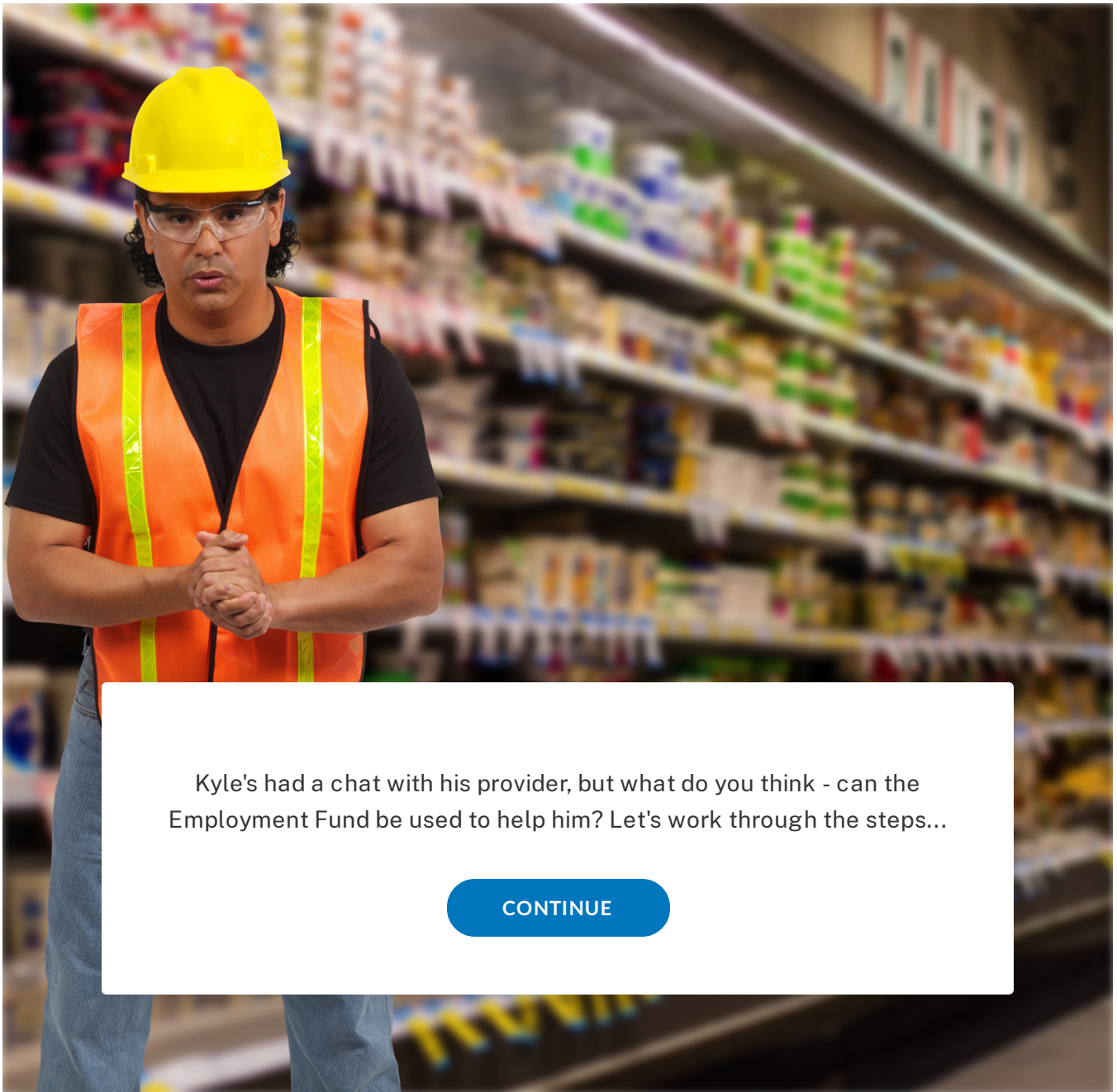


The provider has confirmed with the host business that the work boots are required to meet work, health and safety standards. Kyle's provider has enough credits to pay for the purchase of the boots.

CONTINUE

Scene 1 Slide 3

Continue → Next Slide

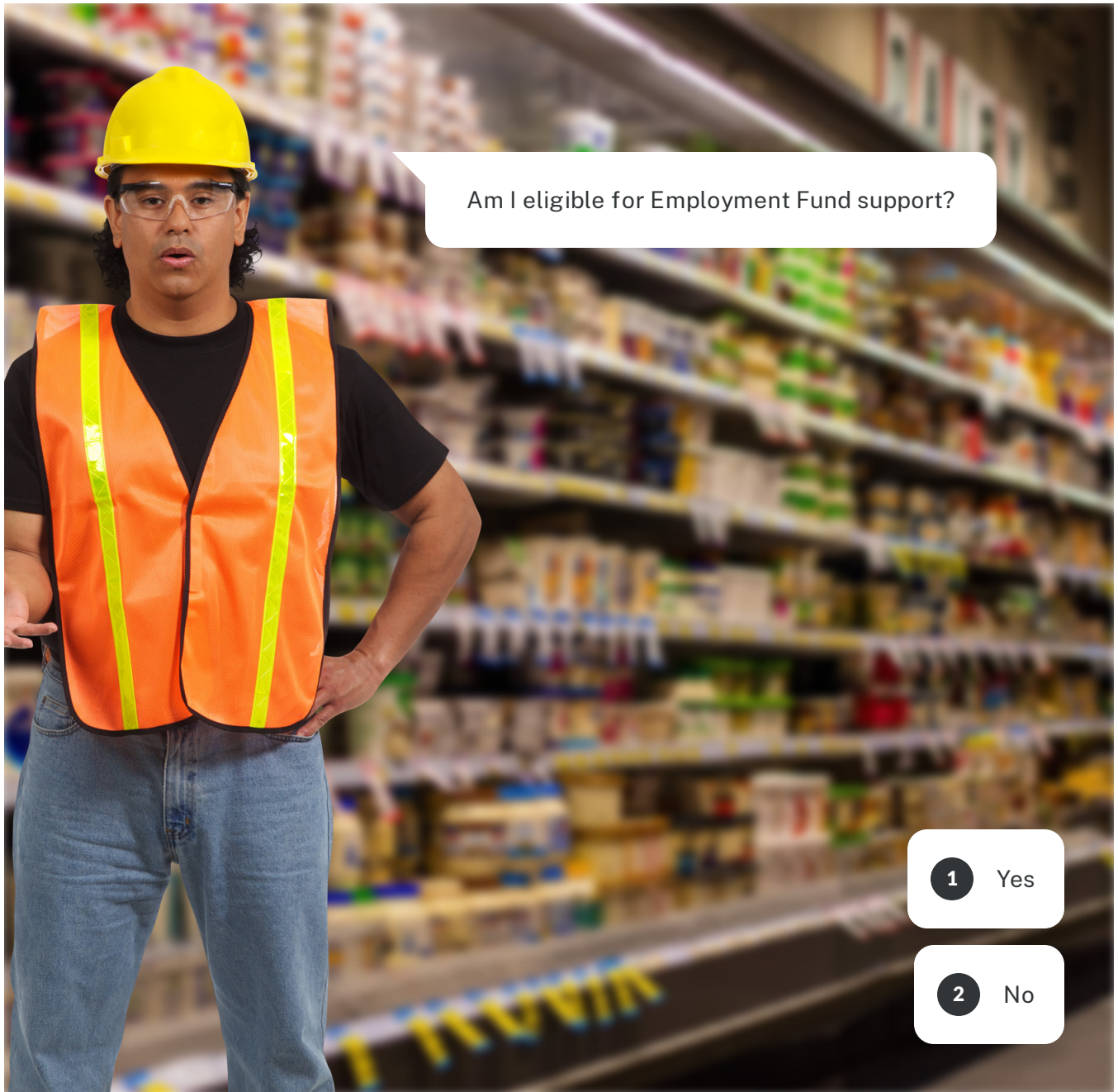


Kyle's had a chat with his provider, but what do you think - can the Employment Fund be used to help him? Let's work through the steps...

CONTINUE

Scene 1 Slide 4

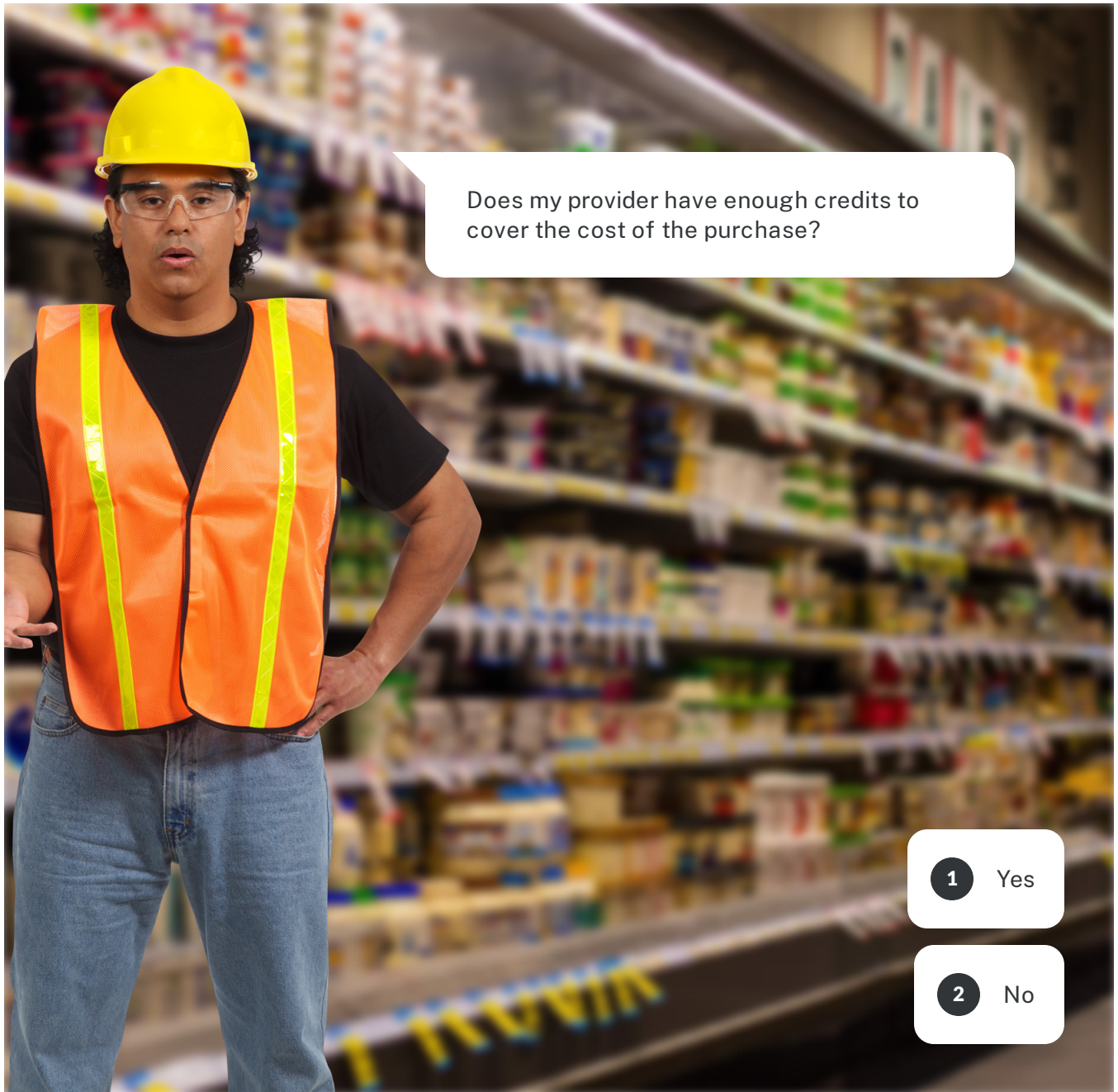
Continue → Next Slide



Scene 1 Slide 5

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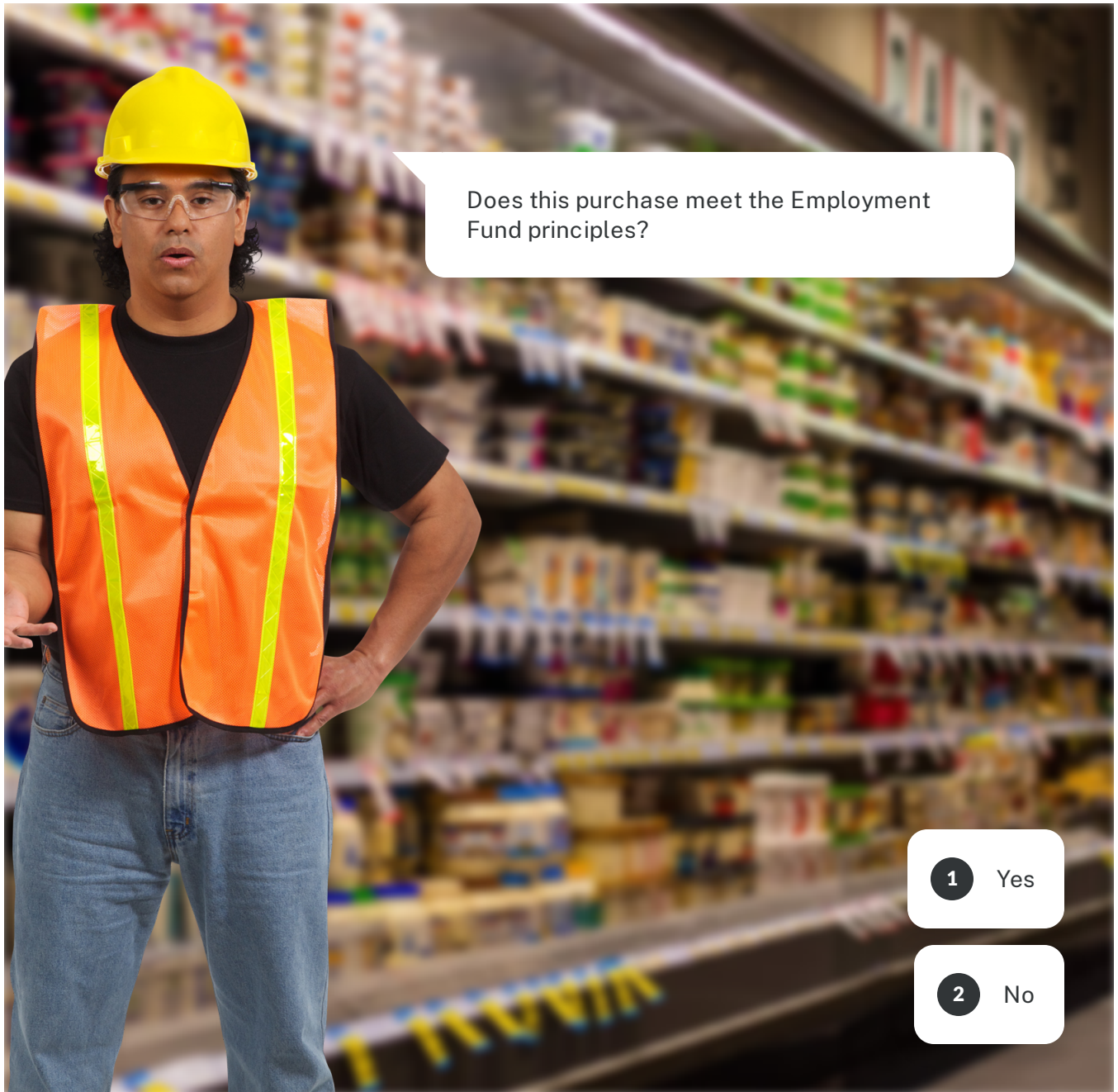
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Scene 1 Slide 6

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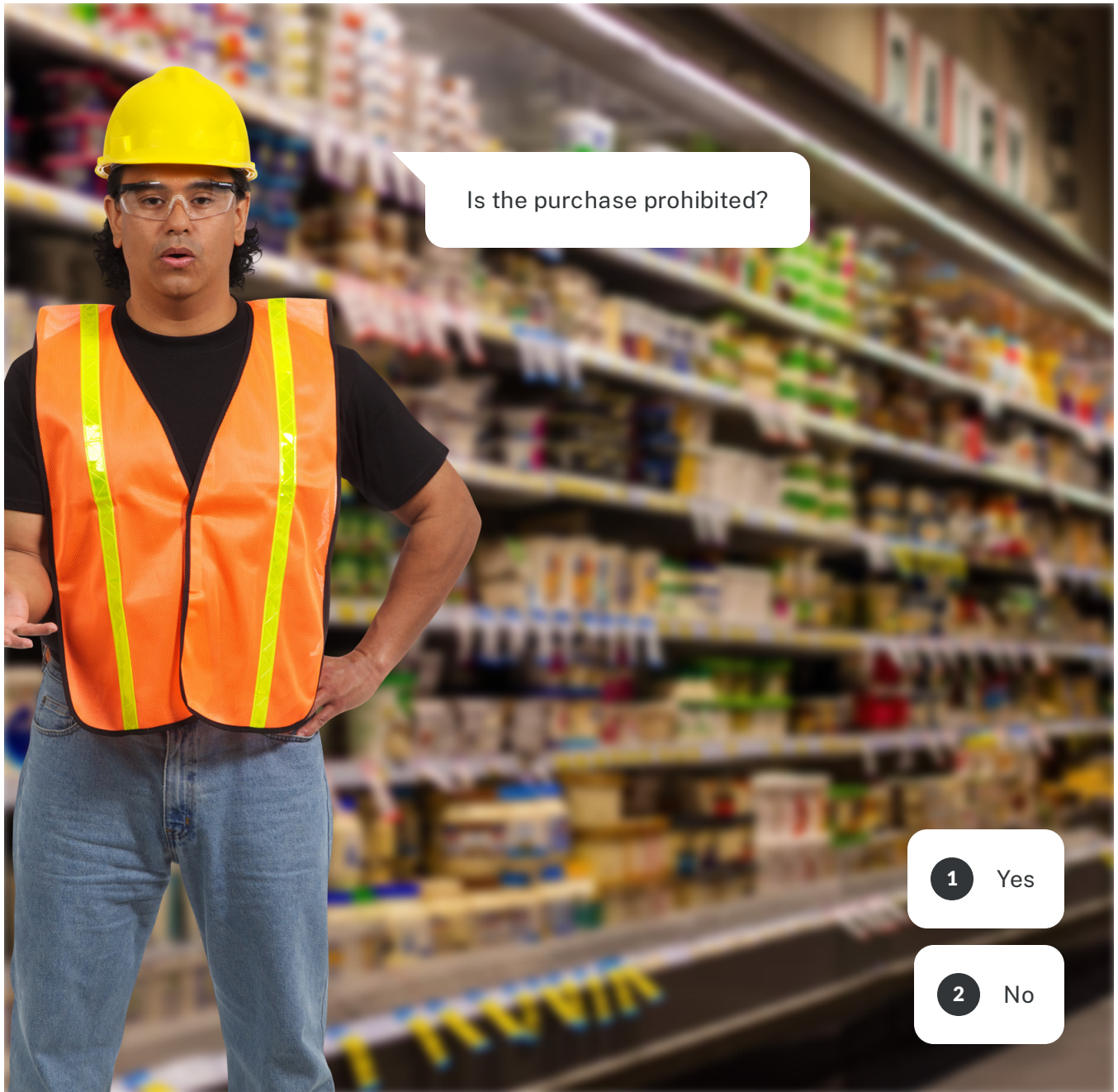
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Scene 1 Slide 7

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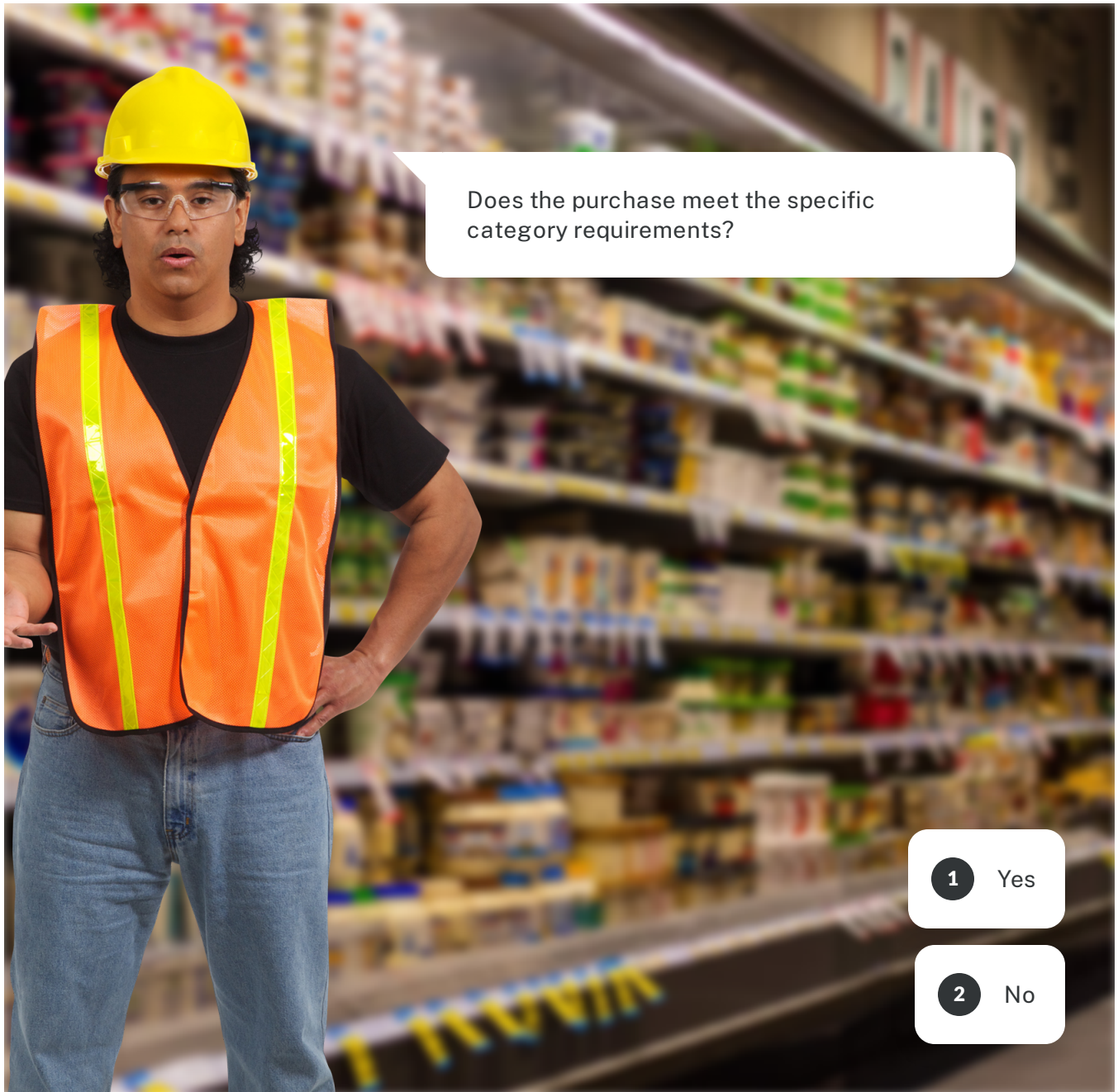
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Scene 1 Slide 8

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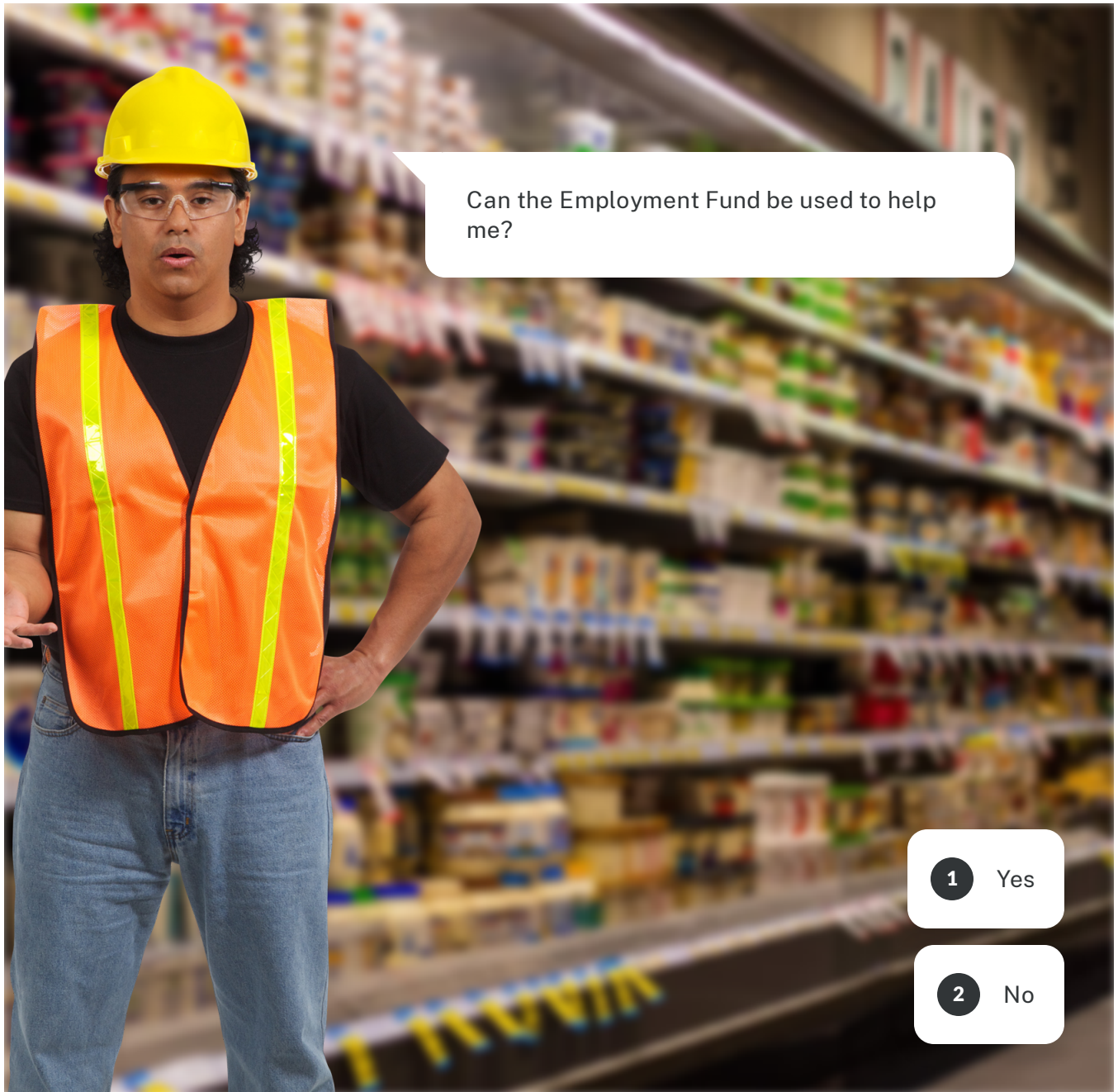
1 → Next Slide



Scene 1 Slide 9

0 → Next Slide

1 → Next Slide



Scene 1 Slide 10

0 → Next Slide

1 → Next Slide



The purchase of items, such as boots, is just one way the Employment Fund can be used to support participants. Refer to the guidelines for more information.

START OVER



Scene 1 Slide 11

Continue → End of Scenario

So, now you know how to decide if a purchase is eligible for Employment Fund support.



Next up - Claiming reimbursement

CONTINUE

Claiming reimbursement

Once you have assessed that a purchase is eligible through the Employment Fund, the next step is to pay the supplier and claim reimbursement for your purchase.

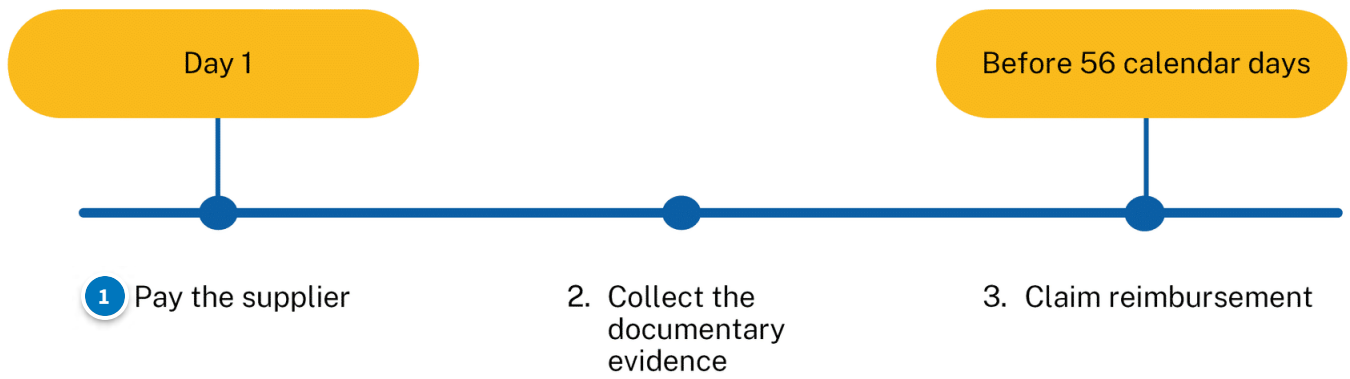


You must pay the supplier and collect documentary evidence before claiming reimbursement

Steps for claiming reimbursement for eligible purchases

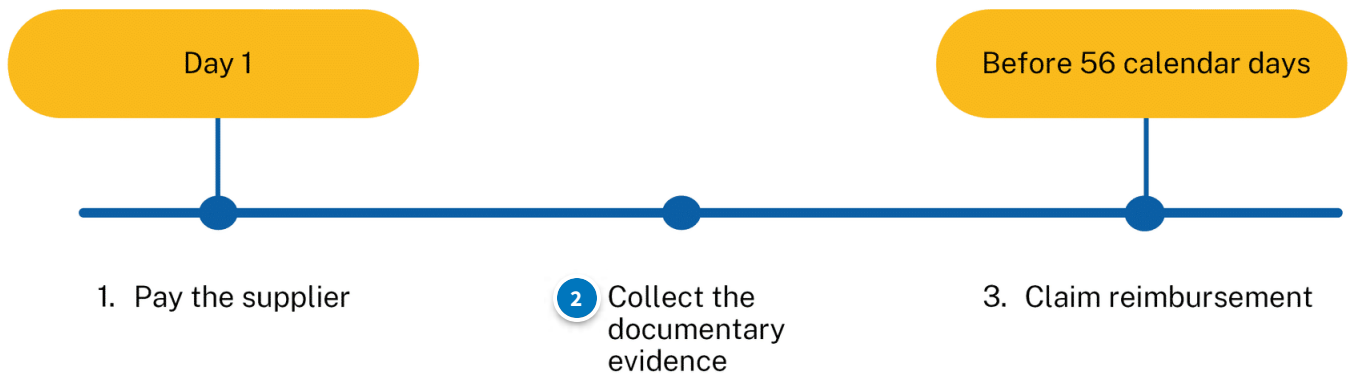
There are 3 steps that you will need to take to claim reimbursement for eligible purchases. Click on the numbered points for more information about each step.





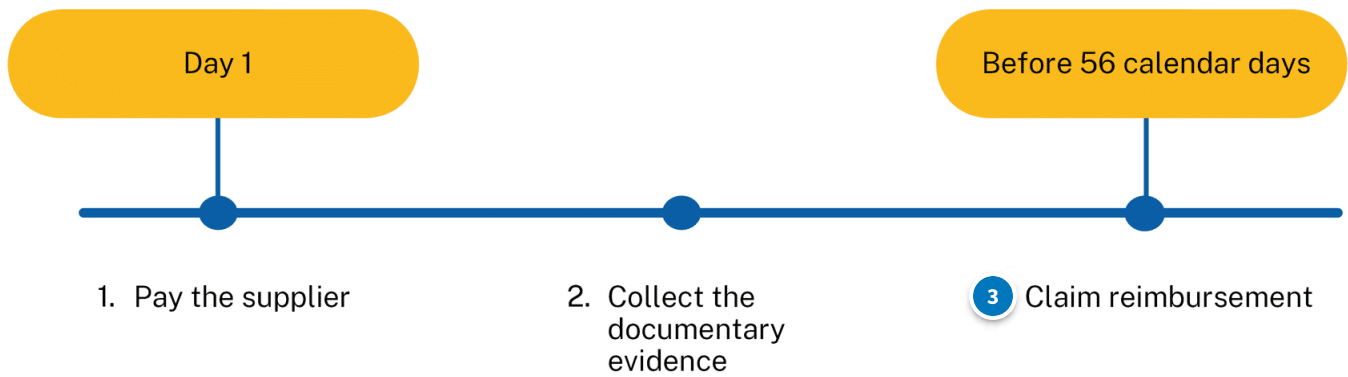
Pay the supplier

You'll need to make sure you have paid the supplier prior to claiming reimbursement from the Employment Fund. Make sure you get a receipt or invoice from the supplier.



Collect evidence

You need to collect documentary evidence to claim reimbursement of a purchase. It's usually an invoice or a receipt.



Claim reimbursement

Once you have paid the supplier and have all the documentary evidence, you make the claim for reimbursement in the department's IT system. You must claim reimbursement for eligible purchases within **56 calendar days** from the date you paid the supplier.

Documentary evidence

Before you can claim reimbursement, you must have collected and retained all the required documentary evidence. Documentary evidence is required for **all** purchases. This is usually a receipt or invoice from the supplier showing that payment has been made. Some categories have additional documentary evidence requirements that must be met. **More than one** piece of evidence may be required to demonstrate the documentary evidence requirements. The Employment Fund chapter of the guidelines lists the requirements for each category.

Invoices can be external or internal.

EXTERNAL INVOICE

INTERNAL INVOICE

When you make a purchase with an external supplier the tax invoice or receipt should include:

- supplier details (name and ABN)
- description of the goods or services purchased
- amount paid
- whether the purchase is GST inclusive or not

- balance owing if not paid in full.

The invoice or receipt must also demonstrate payment was made before the date of the reimbursement claim.

EXTERNAL INVOICE

INTERNAL INVOICE

Where the goods or services were delivered by the provider's own organisation, the documentary evidence will generally be an internal billing document. This is known as an internal invoice. Unlike when a provider has paid an external supplier, proof of prior payment and confirmation that the document is intended to be a tax invoice is not required.

The Australian Tax Office (ATO) website is a useful resource if you would like further information on [tax invoices](#).

Sample invoice

Click on the information icons on the invoice below to read about the elements required. Remember, where the elements are displayed can vary between invoices.



Neil's Suits and
Ties Pty Ltd



Tax Invoice



 Neil's Suits and Ties Pty Ltd
ABN: 11 123 456 789


Unit 14
11 Nowhere Street
Location State 0000


info@neilsuits.com.au
Phone: (01) 0000 0000

To: Mary Waters
Provider ABC


 Invoice Number: 000001
 Invoice date: 6/7/2022

Qty	Description of supply	Unit Price	GST	Total
	Men's business shirt size M (sky blue)	\$60	 \$6	\$66
Total Amount Payable				\$66

 The Total price includes GST

Transactions	Date	Amount
Payment - Credit Card	 15/7/2022	\$66
Total Transactions		\$66

Balance	\$0
----------------	------------



Tax Invoice

Neil's Suits and Ties Pty Ltd
 ABN: 11 123 456 789

Unit 14
 11 Nowhere Street
 Location State 0000
 info@neilsuits.com.au
 Phone: (01) 0000 0000

To: Mary Waters
 Provider ABC

Invoice Number: 000001
 Invoice date: 6/7/2022


Qty	Description of supply	Unit Price	GST	Total
1	Men's business shirt size M (sky blue)	\$60	● \$6	\$66
Total Amount Payable				\$66

● The Total price includes GST

Transactions	Date	Amount
Payment - Credit Card	● 15/7/2022	\$66
Total Transactions		\$66

Balance	\$0
----------------	------------

Confirms that the document is intended to be a tax invoice. For internal invoice arrangements this is not required.



Tax Invoice

Neil's Suits and Ties Pty Ltd
 ABN: 11 123 456 789

Unit 14
 11 Nowhere Street
 Location State 0000

info@neilsuits.com.au
 Phone: (01) 0000 0000

To: Mary Waters
 Provider ABC

Invoice Number: 000001
 Invoice date: 6/7/2022


Qty	Description of supply	Unit Price	GST	Total
1	Men's business shirt size M (sky blue)	\$60	\$6	\$66
Total Amount Payable				\$66

The Total price includes GST

Transactions	Date	Amount
Payment - Credit Card	15/7/2022	\$66
Total Transactions		\$66

Balance	\$0
----------------	------------

The supplier's identity and Australian Business Number (ABN).



Neil's Suits and Ties Pty Ltd

Tax Invoice

Neil's Suits and Ties Pty Ltd
 ABN: 11 123 456 789

Unit 14
 11 Nowhere Street
 Location State 0000

info@neilsuits.com.au
 Phone: (01) 0000 0000

To: Mary Waters
 Provider ABC

Invoice Number: 000001
 Invoice date: 6/7/2022

Qty	Description of supply	Unit Price	GST	Total
1	Men's business shirt size M (sky blue)	\$60	\$6	\$66
Total Amount Payable				\$66

The Total price includes GST

Transactions	Date	Amount
Payment - Credit Card	15/7/2022	\$66
Total Transactions		\$66

Balance	\$0
----------------	------------

The date the invoice was issued.



Neil's Suits and Ties Pty Ltd

Tax Invoice

Neil's Suits and Ties Pty Ltd
 ABN: 11 123 456 789

Unit 14
 11 Nowhere Street
 Location State 0000

info@neilsuits.com.au
 Phone: (01) 0000 0000

To: Mary Waters
 Provider ABC

Invoice Number: 000001
 Invoice date: 6/7/2022


Qty	Description of supply	Unit Price	GST	Total
1	Men's business shirt size M (sky blue)	\$60	\$6	\$66
Total Amount Payable				\$66

The Total price includes GST

Transactions	Date	Amount
Payment - Credit Card	15/7/2022	\$66
Total Transactions		\$66

Balance	\$0
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A description of the items purchased, including the quantity (if applicable) and the price.



Neil's Suits and Ties Pty Ltd

Tax Invoice

Neil's Suits and Ties Pty Ltd
 ABN: 11 123 456 789

Unit 14
 11 Nowhere Street
 Location State 0000

info@neilsuits.com.au
 Phone: (01) 0000 0000

To: Mary Waters
 Provider ABC

Invoice Number: 000001
 Invoice date: 6/7/2022


Qty	Description of supply	Unit Price	GST*	Total
1	Men's business shirt size M (sky blue)	\$60	6	\$66
Total Amount Payable				\$66

The Total price includes GST

Transactions	Date	Amount
Payment - Credit Card	15/7/2022	\$66
Total Transactions		\$66

Balance	\$0
----------------	------------

The extent to which **each sale** on the invoice is a taxable sale.



Tax Invoice

Neil's Suits and Ties Pty Ltd
 ABN: 11 123 456 789

Unit 14
 11 Nowhere Street
 Location State 0000

info@neilsuits.com.au
 Phone: (01) 0000 0000

To: Mary Waters
 Provider ABC

Invoice Number: 000001
 Invoice date: 6/7/2022


Qty	Description of supply	Unit Price	GST	Total
1	Men's business shirt size M (sky blue)	\$60	\$6	\$66
Total Amount Payable				\$66

The Total price includes GST

Transactions	Date	Amount
Payment - Credit Card	15/7/2022	\$66
Total Transactions		\$66

Balance	\$0
----------------	------------

The GST amount (if any) payable – this can be shown separately or, if the GST amount is exactly one-eleventh of the total price, as a statement which says, *Total price includes GST*.



Neil's Suits and Ties Pty Ltd

Tax Invoice

Neil's Suits and Ties Pty Ltd
 ABN: 11 123 456 789

Unit 14
 11 Nowhere Street
 Location State 0000

info@neilsuits.com.au
 Phone: (01) 0000 0000

To: Mary Waters
 Provider ABC

Invoice Number: 000001
 Invoice date: 6/7/2022

Qty	Description of supply	Unit Price	GST	Total
1	Men's business shirt size M (sky blue)	\$60	\$6	\$66
Total Amount Payable				\$66

The Total price includes GST

Transactions	Date	Amount
Payment - Credit Card	15/7/2022	\$66
Total Transactions		\$66

Balance	\$0
----------------	------------

Confirms the item/service has been paid for. For internal invoice arrangements this is **not** required.

Check your understanding

Let's see if the invoices presented below have all the required information.



Clear Psychology

Invoice Number: 000001

Invoice date: 20/8/2022

To: Mary Waters
Provider ABC

Description of item	Total
Health appointment, psychologist, 60 minutes	\$150.00
Total price	\$150.00

The Total price includes GST

Transactions	Date	Amount
Payment - Credit Card	22/8/2022	\$150.00
Total Transations		\$150.00

Clear Psychology Pty Ltd
11 Dunn Place, Nowhereville, State, Postcode
Phone: (01) 1111 0000
Email: info@clearpsych.com.au

External invoice from Clear Psychology

1 of 5. What documentary evidence requirements are included in the invoice, and what's missing?
Click on each card and drag it to the correct pile.

Included in the invoice

The date the supplier was paid

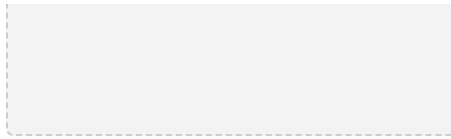
The details of the item purchased

The cost of the item

The details of whether the item was GST inclusive or not

The details that show payment has been made in full

Missing from the invoice



Indication that it is a tax invoice


The supplier's details, including ABN

2 of 5. Can reimbursement for this purchase be claimed from the Employment Fund?

Yes

No

SUBMIT

 Complete the content above before moving on.

Provider



Statement of Services delivered by Provider XYZ

Referred by: [Provider XYZ](#)

Purchase order: [7865788](#)

Session type: [Individual](#)

Specialist type: [Psychologist](#)

Client: [000011125 - ABIGAIL LIONS](#)

Staff Member	Qualification	Service Date	Appointment Status	Duration	Unit Price	GST	Total
Irene Lee	PSYC	6/07/22	Attended	60	\$236.36	\$23.64	\$260.00

3 of 5. What documentary evidence requirements are included in the invoice, what's missing, and what evidence is not required for an internal invoice? Click on each card and drag it to the correct pile.

Included in the invoice

The details of the item purchased

The cost of the item

The details of whether the item was GST inclusive or not

Missing from the invoice

The supplier's details,
including ABN

Date the invoice was issued

Not required

Indication that it is a tax
invoice

The details that show
payment has been made in
full

4 of 5. Can the provider claim reimbursement for this cost from the Employment Fund?

Yes

No

SUBMIT



Complete the content above before moving on.

5 of 5. A provider followed the steps to making an Employment Fund decision and made an eligible purchase to support a participant get a job. They had all the necessary documentary evidence to claim reimbursement. They made the purchase on the 3 July 2022 and claimed reimbursement on 7 September 2022. Can the provider be reimbursed through the Employment Fund?

Yes

No

SUBMIT

Now you know the steps to take to claim reimbursement from the Employment Fund.

Next up - Evaluating purchasing decisions

CONTINUE

Evaluating purchasing decisions

Once you've provided Employment Fund support to a participant it is important to reflect on whether the purchase was effective at assisting a participant overcome a barrier.



Why should you evaluate your decisions?

Evaluating the effectiveness of your purchasing decisions will help you to identify options to further support participants on your caseload with the help of the Employment Fund.

It's your role to continuously identify barriers to employment and review them as participants make progress towards ongoing employment.

How do you evaluate your decisions?

Use the following evaluation questions to help you assess your purchasing decision:

1

Did the purchase, in part or in full, overcome the participant's vocational or non-vocational barriers to finding sustainable employment?

2

Does the participant need any other support from the Employment Fund?

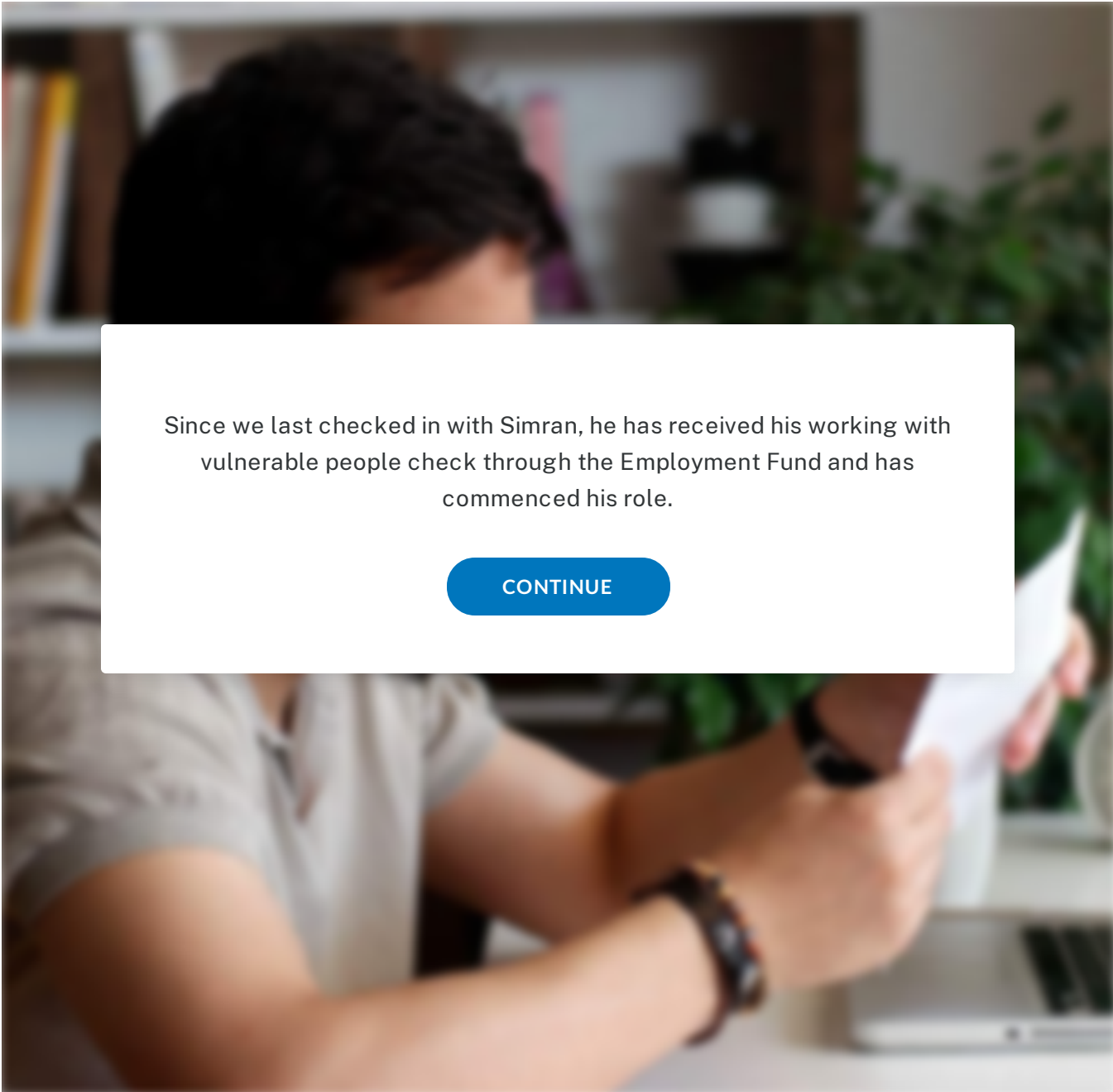
3

How else can you support the participant in their next steps with other tools and resources?

Back to Simran...

Let's go back to the scenario with Simran. Remember, we confirmed the Employment Fund would be able to help Simran with the upfront costs of his working with vulnerable people check.

Here's an update on how Simran has been doing since he made his request.

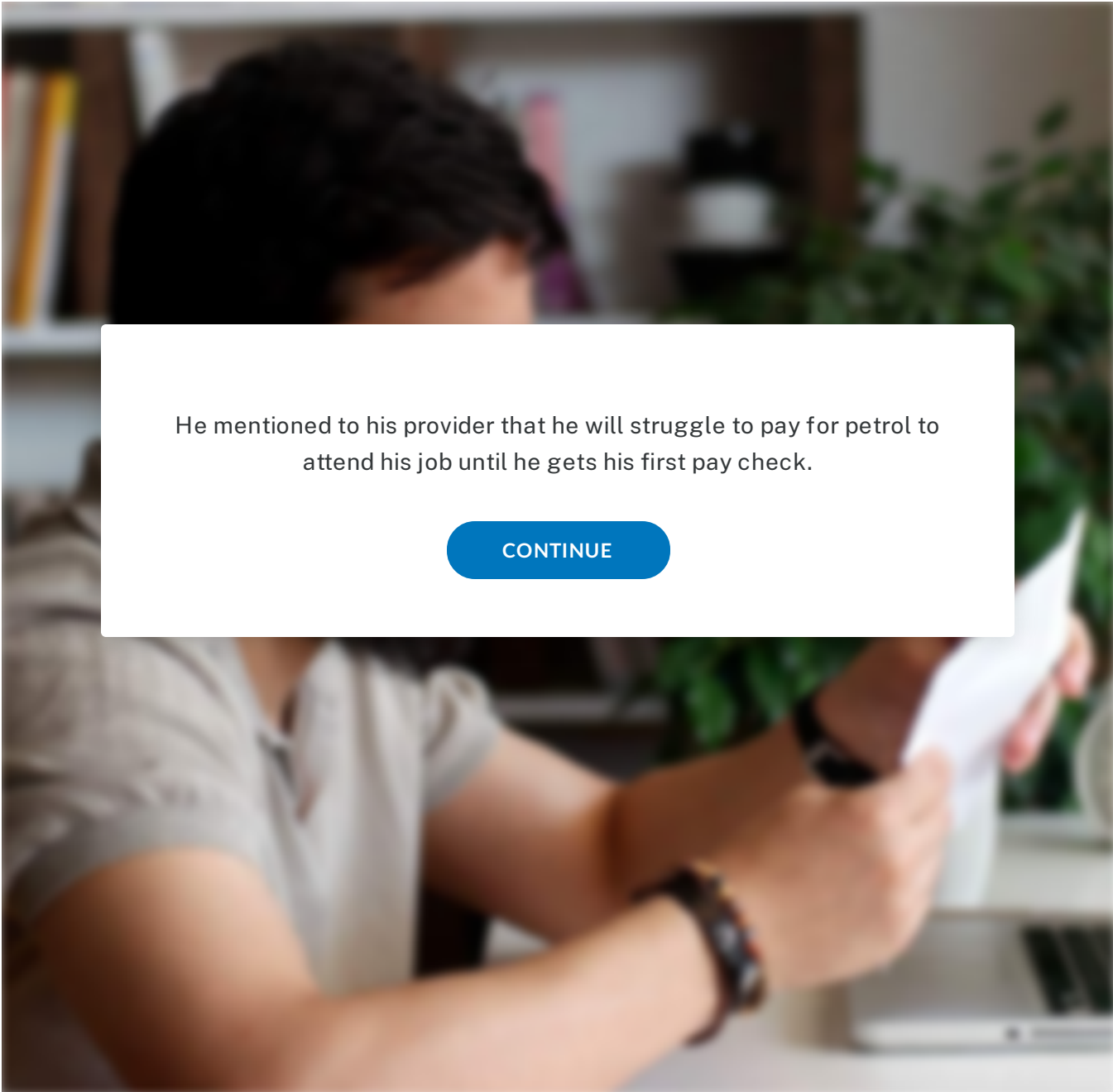


Since we last checked in with Simran, he has received his working with vulnerable people check through the Employment Fund and has commenced his role.

CONTINUE

Scene 1 Slide 1

Continue → Next Slide

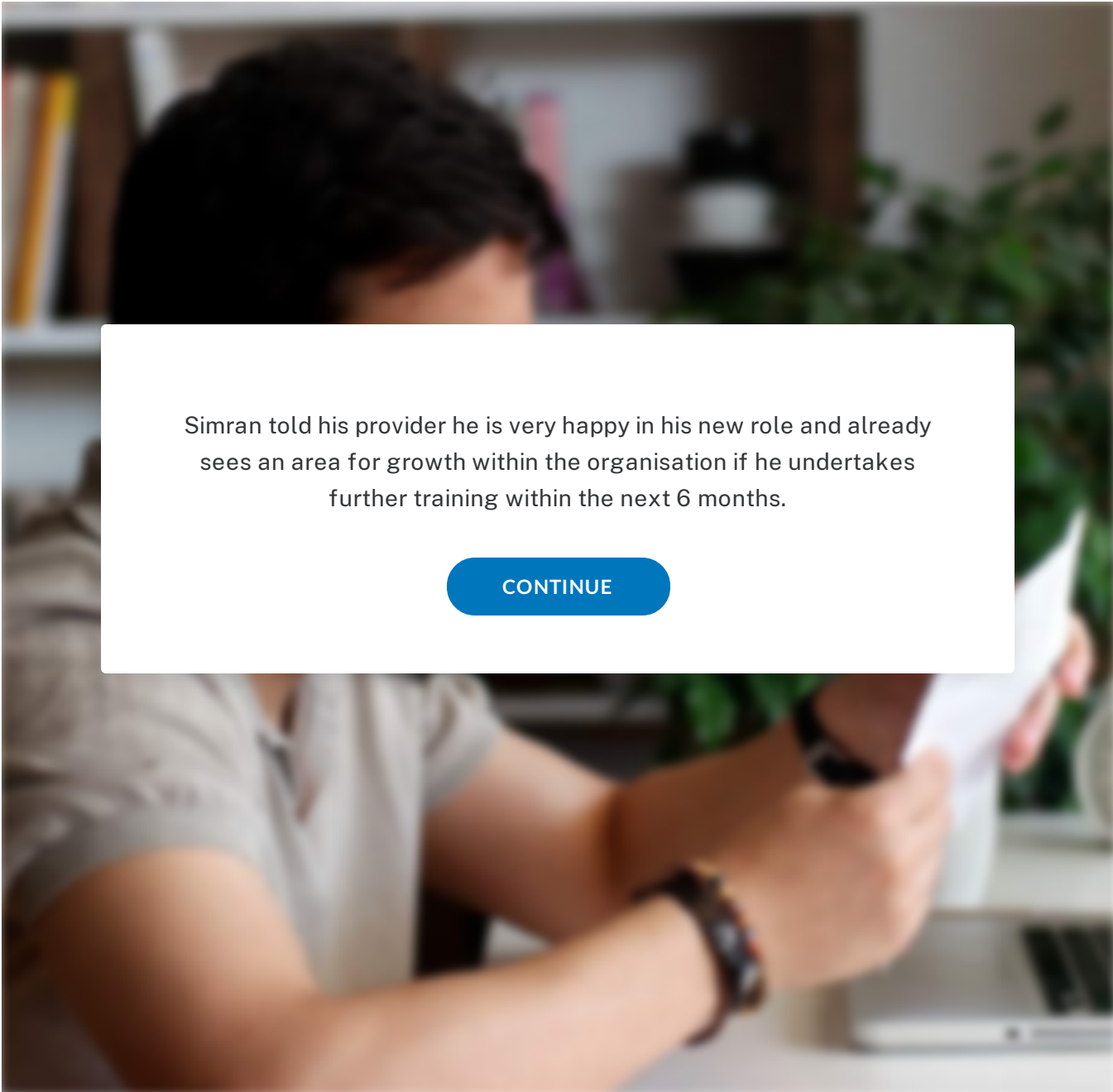
A person with dark hair, wearing a light-colored t-shirt, is sitting at a desk. They are looking down at a white document they are holding in their hands. In the background, there is a bookshelf with books and a green plant. A laptop is visible on the desk in front of them.

He mentioned to his provider that he will struggle to pay for petrol to attend his job until he gets his first pay check.

CONTINUE

Scene 1 Slide 2

Continue → Next Slide



Simran told his provider he is very happy in his new role and already sees an area for growth within the organisation if he undertakes further training within the next 6 months.

CONTINUE

Scene 1 Slide 3

Continue → Next Slide



How effective was the purchasing decision?

Let's work through the evaluation questions to see if the decision to pay for Simran's working with vulnerable people check was effective.

START OVER



Scene 1 Slide 4

Continue → End of Scenario

Did the purchase in part or full overcome Simran's vocational or non-vocational barriers to finding sustainable employment?

Yes, the purchase helped Simran overcome his vocational barrier of needing a working with vulnerable people check to begin a job in aged care.

Does Simran need any other support through the Employment Fund?

The provider could consider whether petrol assistance through the Employment Fund will help Simran overcome a barrier to keeping his job.

How else can the provider support the participant in their next steps with other tools and resources?

Since Simran indicated further training could help in the future, the provider might consider using the Employment Fund to purchase further training.

Try this one on your own

Remember Kyle? Kyle's provider used the Employment Fund to purchase work boots so that he could work in the docking area of a supermarket as part of a National Work Experience Program (NWEPP) placement.

At the end of his placement, Kyle was offered a position in the storeroom but his host business indicated that he would need a forklift licence before taking up the position.

1 of 3. Did the purchase in part or full overcome Kyle's vocational or non-vocational barriers in finding sustainable employment?

Yes

No

SUBMIT



Complete the content above before moving on.

2 of 3. Does Kyle need any other support through the Employment Fund?

Yes

No

SUBMIT



Complete the content above before moving on.

3 of 3. Think about the answers before flipping each tile.

How else can the provider support the participant in their next steps with other tools and resources?

Once Kyle has received his forklift licence he may not need any further support to remain in sustainable, long-term employment.

What advice could the provider give Kyle and his employer?

The provider could advise that if Kyle's circumstances change or if he needs further support in the future they can reach out to his provider.

Is the Employment Fund the only tool or resource a provider can use to support participants and their employers?

No. The Employment Fund isn't the only tool and/or resource providers can access to assist participants.



Complete the content above before moving on.

In this course you have learnt about the Employment Fund, the role you play and the eligibility of any goods and services you purchase to support participants. You have also learnt how to make Employment Fund decisions, how to claim reimbursement for the goods and services you purchase and how to evaluate the effectiveness of your purchasing choices.

Next up - Summary

[CONTINUE](#)

Summary



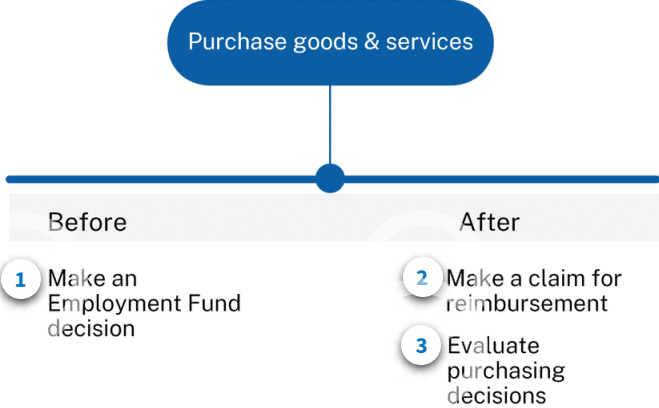
Let's recap

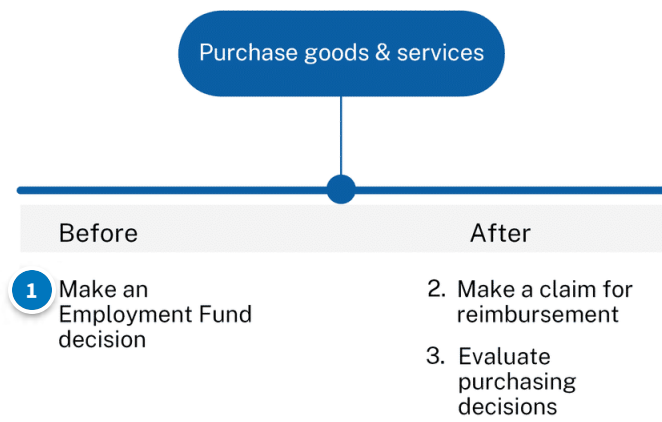
What is the Employment Fund and what is your role?

The Employment Fund is a flexible pool of funds available to you to offer tailored support that meets the needs of participants, employers, and the local labour market. You will receive credits and then be able to claim reimbursement for the purchase of goods and services that support participants to build the skills and experience they need to get and keep a job. As a provider, you will use the Employment Fund to proactively support participants according to their individual circumstances, help them find and keep employment, and to meet the needs of employers.

What are the steps involved in using the Employment Fund?

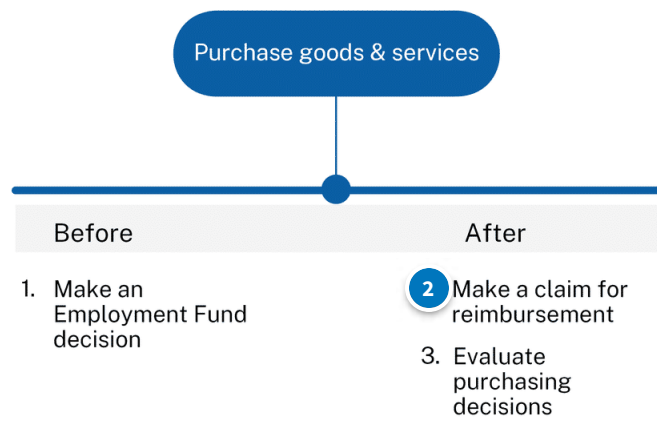
There are 3 steps to using the Employment Fund. Within each step there are a number of questions you need to answer and processes you need to follow. Click on the numbered points for the actions you need to take in each step.





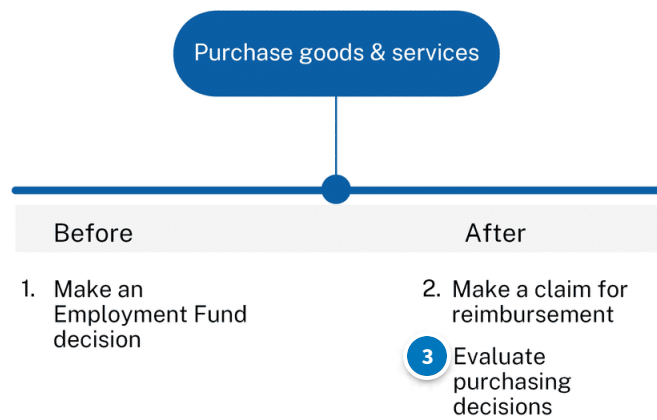
Make an Employment Fund decision

1. Is the participant eligible for the Employment Fund?
2. Are there enough credits to cover the cost of the purchase?
3. Does the purchase meet the Employment Fund Principles?
4. Is the purchase prohibited?
5. Does the purchase meet the specific category requirements?



Make a claim for reimbursement

1. Pay the supplier
2. Collect the documentary evidence
3. Claim reimbursement through the department's IT system



Evaluate purchasing decisions

1. Did the purchase, in part or in full, overcome the participant's vocational or non-vocational barriers to finding sustainable employment?
2. Does the participant need any other support from the Employment Fund?
3. How else can you support the participant in their next steps with other tools and resources?

Additional resources

- The Workforce Australia Deed of Standing Offer 2022 - 2028 (the Deed)
- The Employment Fund chapter of the Workforce Australia Services Guidelines
- [Australian Taxation Office \(ATO\) website regarding tax invoices](#)

Congratulations - you've finished the module!
