



Australian Government



jobactive

Guideline:

Automotive Industry Structural Adjustment Programme Guideline

The Automotive Industry Structural Adjustment Programme (AISAP) assists workers who are made redundant from eligible passenger motor vehicle manufacturing companies and component suppliers as a result of restructuring in the industry by providing them with immediate access to Stream B employment support services and giving them access to additional Employment Fund credits. These guidelines detail the core elements and requirements for Employment Services Providers (Providers) in managing eligible job seekers.

Version: 2.1

Published on: 30 May 2018

Effective from: 1 July 2018

Changes from the previous version (Version 2.0)

Policy changes: Nil

Wording changes:

Pg 4 AISAP will close to new registrations on 30 June 2019.

Pg 3 wording to clarify that Participants eligible for AISAP cannot register for support under the Stronger Transitions program.

The documentary evidence requirements have been added throughout this guideline.

A full document history is available at [Automotive Industry Structural Adjustment Programme Guidelines](#)

Related documents and references

[Structural Adjustment Programme Guideline](#)

[Direct Registration Guideline](#)

Contents

Registering job seekers in the Automotive Industry Structural Adjustment Programme	2
Eligibility must be assessed	2
Information technology requirements	3
Managing structural adjustment credits	3
Transitioning job seekers	3
Direct Registration	4
Duration of programme	4
Further Information	4

Registering job seekers in the Automotive Industry Structural Adjustment Programme

Eligibility must be assessed

To be eligible for support under the AISAP, a job seeker must:

- have been made redundant from an eligible company in the automotive industry
- have evidence of redundancy from eligible company that specifies an exit date and
- register with a Provider no earlier than three months before their redundancy exit date and no later than six months after their redundancy exit date.

Evidence of redundancy can include a retrenchment letter, certificate of separation or other documentation or list of retrenchments endorsed by their employer.



Documentary evidence:

The provider must upload into ESS a copy of the retrenched worker's redundancy letter or employment separation certificate.

Job seekers do not need to have left work before receiving assistance, but they need to have been provided with evidence of redundancy from an eligible company that includes their exit date.

Job seekers who access the programme and find but then lose employment can regain access to the programme within six months of their original redundancy from an eligible company.

If there were extenuating circumstances preventing the job seeker from registering within six months, Providers should contact their local Contract Manager to confirm their eligibility.

Notes:

- A list of eligible companies is available on the 'Job Loss & Labour Adjustment Packages' page on the Provider Portal (updated quarterly). If a company is not on this list and the Provider would like eligibility to be assessed, the Provider should contact their local Contract Manager to confirm eligibility.

- Eligible companies include those in the passenger motor vehicle manufacturing industry and suppliers affected by restructuring or consolidation of companies in the automotive supply chain.
- In some cases an individual may be eligible however the company they work for is not an eligible company listed on the Provider Portal. For example, a contractor who worked for a labour hire company contracted to an eligible company. If a Provider would like an individual's eligibility assessed, the Provider should contact their local Contract Manager to confirm eligibility.
- Participants eligible for the Automotive Industry Structural Adjustment Programme cannot register for support under the Stronger Transitions program.

Information technology requirements



Providers must apply the 'Automotive Industry Worker' Special Placement Indicator in the Special Client Type field to the record of any job seekers who is eligible for the AISAP. If the job seeker is referred from DHS, Providers must confirm the status of the job seekers registration and attach the Special Placement Indicator.

Managing structural adjustment credits

Eligible job seekers have immediate access to Stream B unless an Employment Services Assessment indicates a Stream C level of service.

Under AISAP, the Employment Fund will be credited with a total of \$1300. This comprises:

- the usual Stream B credit will be made to the General Account upon the Participant's initial Commencement in Stream B: \$850
- Additional Structural Adjustment Programme (SAP) Employment Fund credits will also be made as a one-off credit to the General Account into a separate SAP fund: \$450.

Notes:

- Additional SAP credits are only permitted to be used for job seekers who are identified as being eligible for additional support under any SAP
- The Department's IT Systems will display the balance of the additional SAP credits separately under the heading, 'SAP Balance Remaining' for Providers to view. Providers are expected to manage their SAP balance
- If the Employment Services Assessment assesses the level of disadvantage and indicates a Stream C level of service then the Stream C credit of \$1200 will apply with the additional SAP Employment Fund credit of \$450, if not already credited in respect of that Participant.

Transitioning job seekers

- Existing AISAP job seekers who transition on 1 July 2015 to the Providers under the Deed, will receive transition credit of \$300 (as for all Stream B job seekers). Additional SAP credits for transitioning job seekers will be carried over from previous sites based on the available credits at the site level on transition
- The Department's IT Systems will automatically allocate available SAP funds to the SAP pool of the Employment Fund on transition.

Direct Registration

Job seekers who are eligible under the programme can register directly with a Provider or may be referred from Department of Human Services. For more information see the [Direct Registration Guideline](#).

Duration of programme

AISAP will close to new registrations on 30 June 2019

Further Information

Providers who have questions about the programme should contact their local Contract Manager or email industryadjustment@jobs.gov.au

All capitalised terms in this guideline have the same meaning as in the jobactive Deed 2015–2020 (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 Department of Jobs and Small Business under or in connection with the Deed.