



Australian Government



# Employment Pathway Fund Purchase Categories Advice

V 6.2

## **Disclaimer**

This document is not a stand-alone document and does not contain the entirety of Job Services Australia (JSA) providers' obligations. It should be read in conjunction with the Employment Services Deed 2012-2015 and any relevant Guidelines or reference material issued by DEEWR under or in connection with Employment Services Deed 2012-2015

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## Document Change History

Version	Start Date	Effective Date	End Date	Change & Location
6.2	14 Feb 13	14 Feb 13		<b>Policy:</b> Clarification on the Stream 1 – 3 <a href="#">Rent and Accommodation</a> Trial.
6.1	10 Sept 12	10 Sept 12	13 Feb 13	<b>Policy:</b> Include Stream 1 – 3 <a href="#">Rent and Accommodation</a> Trial.
6.0	7 May 12	1 July 12	9 Sep	<b>Policy:</b> Include Other background checks as a Sub-Category under the Pre-employment Checks and Work Related Documentation (p4). <b>Policy:</b> Clarification to NEIS payments made through DEEWR systems (p4).
5.0	13 Sep 11	13 Sep 11	6 May 12	<b>Policy:</b> Clarification of Provider Services, Post Placement Support (p5), updating reference to verifying employment or education for the purpose of an Outcome claim.
4.0	12 May 11	12 May 11	13 Sep 11	<b>Policy:</b> Clarification of Skills Assessment Tool under Provider Services (p5), removal of DEEWR approval for vehicle registration and repairs (p7).
3.0	4 May 11	4 May 11	12 May 11	<b>Policy:</b> Addition of Skills Assessment Tool under Provider Services (p5), addition of Intensive Activity under Provider Services (p6). Updated Stream 4 Only Assistance (p6).
2.0	12 Mar 10	12 Mar 10	4 May 11	<b>Policy:</b> Included removalist costs under relocation assistance (p6), Updated reference to medical appointments under Stream 4 assistance (p6), Included USB drives, wireless broadband and batteries as items that may be purchased under Tools, Mobile Phones and Equipment (pp6,7), Included reference to registered training organisations under Training – Courses (p7), Updated reference of DEEWR approval for the purchase of motor vehicles under Transport and Licensing Assistance (p7), Transport Purchases (p7), Included reference to EPF principles for DEEWR approval of vehicle registration under Transport and Licensing Assistance, (p7) Car Repairs and Registration (p7), Included site risk assessment, OH&S induction training as costs under Work Experience Activities (p8).
1.0	03 Apr 09	01 Jul 09	12 Mar 10	Original version of document.

## Background

This reference document provides general guidance on possible types of Employment Pathway Fund (EPF) purchases. A list of categories is available in DEEWR's IT Systems. Job Services Australia (JSA) providers (hereon referred to as 'JSA providers') are requested to select the category and sub-category (where applicable) that best describes the EPF purchase.

There is no fixed list of purchases that can be made using EPF and JSA providers are encouraged to be innovative when determining the best assistance for the job seeker. This means there may be occasions where an acceptable purchase does not fit within an available category. In these cases JSA providers may use the category of "Other" or they may wish to ask their Contract Manager to suggest an existing category where the purchase could be attributed.

When making purchases, JSA providers must consider requirements under the Employment Services Deed 2012-2015 (ESD4) and the EPF Guidelines. If JSA providers have any doubts or questions about whether a purchase using the EPF meets these guidelines they should contact their Contract Managers.

Category & Sub-Categories	Purchase Description
<b>Clothing and Presentation</b>	<ul style="list-style-type: none"> <li>• Clothing purchased for a job seeker for employment related activities or to facilitate access to employment or training opportunities. This can include work clothing and uniforms, clothing to attend an interview or start a job; or</li> <li>• Goods or services purchased for a job seeker to improve their presentation to facilitate access to employment or training opportunities. This can include hygiene packs and basic haircuts.</li> </ul>
<b>Interpreter Services</b>	<p>Accredited interpreter services purchased for an eligible job seeker for employment or job search related activities or regular Contacts with their JSA provider. Interpreter services may be funded in cases where a job seeker is referred to a JSA provider but does not attend their scheduled appointment.</p>
<b>NEIS and Self-Employment</b> <ol style="list-style-type: none"> <li>1. NEIS Provider Payment</li> <li>2. NEIS Additional Support</li> <li>3. Business Support</li> </ol>	<p>Available to JSA providers who have job seekers on their caseload participating in NEIS or for eligible job seekers engaged in self-employment who are not participating in NEIS but still may require some support through the EPF. Further information on payments to NEIS providers is available in the NEIS and Employment Pathway Fund Job Aid.</p> <ol style="list-style-type: none"> <li>1. The purchase of NEIS Services from a NEIS provider for job seekers participating in NEIS. This payment is made automatically through DEEWR systems when the job seeker commences in NEIS and is paid from the quarantined NEIS national fund. The payment rates for NEIS participants are outlined in the EPF Guidelines.</li> <li>2. The cost of additional NEIS Business Mentoring or support provided by the NEIS provider to Streams 3, 4 and Aboriginal and Torres Strait Islander NEIS Participants only.</li> <li>3. Any start up costs for participants in NEIS and self-employed job seekers such as insurance and business cards</li> </ol>

Category & Sub-Categories	Purchase Description
<p><b>Pre-employment or Other Background Checks and Work Related Documentation</b></p>	<p>Legitimate costs related to obtaining pre-employment or other background checks or documentation needed for work that are not normally paid for by an employer, such as police, medical and licence checks and obtaining a copy of a birth certificate.</p>
<p><b>Professional Services</b></p> <ol style="list-style-type: none"> <li>1. Drug and Alcohol Counselling &amp; Rehabilitation</li> <li>2. Medical, Dental and Optical Costs</li> <li>3. Mental Health Counselling and Support</li> <li>4. Vocational Counselling</li> <li>5. Vocational Rehabilitation</li> <li>6. Family Mediation</li> <li>7. Personal Development</li> <li>8. Financial Counselling</li> <li>9. Anger Management</li> </ol>	<p>Professional Services are those services provided by accredited allied health professionals to provide counselling, treatment, and therapy to job seekers in need of such assistance. If assistance is provided by an allied health professional employed directly by the JSA provider, standard rates will apply for some sub-categories. The relevant standard rates are outlined in the EPF Guidelines.</p> <p>JSA providers can be reimbursed for legitimate costs for:</p> <ol style="list-style-type: none"> <li>1. Counselling or psychological services related to drug and alcohol issues.</li> <li>2. Professional services related to medical, dental or optical issues which are a vocational or non-vocational barrier to employment. This does not include medication.</li> <li>3. Psychological or counselling services related to mental health issues.</li> <li>4. Psychological or counselling services related to vocational issues.</li> <li>5. Professional services purchased for a job seeker needing rehabilitation to re-enter employment.</li> <li>6. Psychological or counselling services related to family issues.</li> <li>7. Psychological or counselling services related to personal development for such things as addressing self esteem and confidence issues.</li> <li>8. Financial counselling for job seekers where this is over and above contractual requirements and where such services are not available for free.</li> </ol> <p><i>Note: Financial counsellors who are employed with a Community Service Agency do not charge fees. Charging a fee to a client in Financial Hardship or presenting with a financial problem such as debt, is not acceptable to Financial Counsellors and the Financial Counselling Associations around Australia.</i></p> <ol style="list-style-type: none"> <li>9. Psychological or counselling services related to anger management issues.</li> </ol>

Category & Sub-Categories	Purchase Description
<p><b>Provider Services</b></p> <ol style="list-style-type: none"> <li>1. Additional Contacts</li> <li>2. Post Placement Support</li> <li>3. Reverse Marketing</li> <li>4. Outreach Services</li> <li>5. Provider Transport Costs</li> <li>6. Skills Assessment Tool</li> <li>7. Intensive Activity</li> </ol>	<p>These are services supplied by the JSA providers to job seekers beyond what they are contractually obligated to do. The first three sub-categories listed have an associated standard rate determined by DEEWR which are outlined in the EPF Guidelines.</p> <ol style="list-style-type: none"> <li>1. Fees charged for additional contacts with eligible job seekers over and above the scheduled Appointments included as part of Service Fees. Additional Contacts must be conducted face to face unless there are exceptional circumstances, as outlined in ESD4 and Contacts Guidelines.</li> <li>2. Fees for support and mentoring provided to job seekers who are in employment or education to address issues which are likely to impact on the job seeker's ability to continue in an employment or education placement. Post placement support should not be claimed where the purpose is to verify employment or education for the purpose of an Outcome claim.</li> <li>3. Activities that involve marketing a job seeker to potential employers where an existing vacancy has not been advertised.</li> <li>4. Costs of pre-approved Outreach servicing to job seekers in remote locations. This may include costs related to transportation of staff, venue and equipment hire, the cost of staff travel time if the employment consultant was travelling for a considerable period of time and not able to service other clients or do any other work, and reasonable staff preparation time if it is not possible to access IT systems at the Outreach visit or additional data entry on return is required.</li> <li>5. Legitimate transports costs incurred by a JSA provider in servicing eligible clients. These costs may include hiring a bus to transfer multiple job seekers to a training activity or employment location. Costs for Outreach servicing should not be included in this sub-category.</li> <li>6. Cost of purchasing a Skills Assessment Tool to assess a job seeker's current skills, barriers and previous work experience. Only the actual cost of purchasing and/or the cost of accessing the Skills Assessment Tool is claimable through the EPF. The contact and process of conducting the Skills Assessment is covered under Service Fees and <b>cannot</b> be claimed through the EPF .</li> <li>7. Costs associated with conducting an Intensive Activity such as skills training, in-house job search training, participation in the Language, Literacy and Numeracy Program, community work and other activities that are appropriate to a job seeker's individual circumstances.</li> </ol>

Category & Sub-Categories	Purchase Description
<b>Relocation Assistance</b> 1. Furniture Storage 2. Goods Transport 3. Short Term Accommodation Assistance 4. Travel Cost to New Location	Costs associated with the relocation of a job seeker for the purpose of taking up an employment opportunity including fares, temporary rental assistance, goods transport and removalist costs, bond assistance, and any other legitimate relocation expenses related to an individual's circumstances.
<b>Remote Services</b> 1. Travel Costs for Training and Activities 2. Accommodation Costs for Training and Activities	Costs incurred for job seekers who are identified as Remote who are participating in training or Work Experience activities that require temporary relocation to another area.
<b>Short Term Child Care Assistance</b>	Costs associated with short term child care to allow a job seeker to attend employment related activities, training or Work Experience activities.
<b>Stream 1 – 3 Rent and Crisis Accommodation Trial</b> DATE: 10 September 2012 to 9 September 2013	For the duration of this Trial only: Rent assistance for 'primary homeless' job seekers such as bond or up to four weeks to secure a rental property and short term crisis accommodation such as renting a caravan and accommodation in a hotel or boarding house for up to a week.

Category & Sub-Categories	Purchase Description
<p><b>Stream 4 Only Assistance</b></p> <ol style="list-style-type: none"> <li>1. Food</li> <li>2. Legal Costs</li> <li>3. Medication and Therapies</li> <li>4. Rent and Crisis Accommodation</li> <li>5. Utilities</li> </ol>	<p>Assistance only for job seekers commenced in Stream 4. Stream 4 assistance is expected to be only used short-term until alternative support is found or job seekers are in a position to support themselves. Short-term assistance under this category includes:</p> <ol style="list-style-type: none"> <li>1. The cost of food vouchers, food items and food for group meals or meals for individual Stream 4 job seekers.</li> <li>2. The cost of legal advice for job seekers who do not qualify for legal aid. Legal advice may be required for family or custody issues or legal matters which have arisen as a result of non-vocational barriers. Payment of fines and court fees cannot be paid for under this category.</li> <li>3. The cost of out of pocket expenses (e.g. Medicare gap fees) for medications, medical appointments, treatment through a specialist or allied health practitioner, and counselling or other professional services related to mental health issues that are not available free of charge.</li> <li>4. Rent assistance such as bond to secure a rental property or rent for up to four weeks to retain a property and short term crisis accommodation such as renting a caravan and accommodation in a hotel or boarding house for up to a week.</li> <li>5. Costs associated with assisting with essential services such as providing initial connection costs and payment of utility bills. It is expected that payment of bills would only be done in extenuating circumstances which are beyond the control of the job seeker and that payment of bills on more than one occasion would not normally occur.</li> </ol>

Category & Sub-Categories	Purchase Description
<b>Tools, Mobile Phones and Equipment</b>	<ul style="list-style-type: none"> <li>Tools or equipment purchased for job seekers for employment related activities or to facilitate access to employment opportunities.</li> </ul> <p>This excludes equipment purchased as part of a training activity (be claimed using the Training – Books and Equipment category), for self employment purposes, and for Work Experience activities (all Work Experience costs should be claimed under the Work Experience category).</p> <p>Tools and equipment, such as computers, that are defined as prohibited items in ESD4 cannot be purchased using EPF. However USB drives, wireless broadband connections, and batteries may be purchased.</p> <ul style="list-style-type: none"> <li>Costs associated with phone usage; this may include the purchase of mobile phones and phone cards to allow the job seeker to be in contact with their JSA provider and potential employers. It is the JSA provider's responsibility to ensure a job seeker makes the most of a mobile phone purchase and knows their responsibilities. The job seeker should agree to a number of written commitments. For Stream 4 job seekers, JSA providers may also be able to assist the job seeker with pre-paid vouchers for mobile phones.</li> </ul>
<b>Training – Courses</b>	<p>The cost of enrolment in non-vocational or vocational course or activity with a registered training organisation or educational institution resulting in obtaining a skill or qualification that will assist in obtaining employment. On the job training activities should also be recorded in this category.</p>
<b>Training – Books and Equipment</b>	<p>The cost of books and equipment related to a training or education activity.</p>

Category & Sub-Categories	Purchase Description
<p><b>Transport and Licensing Assistance</b></p> <ol style="list-style-type: none"> <li>1. Fares and Petrol</li> <li>2. Driving Lessons</li> <li>3. Transport Purchases</li> <li>4. Work Related Licensing</li> <li>5. Car repairs and Registration</li> </ol>	<p>Costs associated with ensuring job seekers have the means to attend job search related activities, training and employment.</p> <ol style="list-style-type: none"> <li>1. Fares or petrol purchased for job seekers for employment or job search related activities.</li> <li>2. The cost of motor vehicle driving lessons provided by a professional driving trainer where obtaining a licence will assist the job seeker in overcoming vocational and non-vocational barriers to employment.</li> <li>3. Contribution to the purchase of any mode of transport for a job seeker (e.g. car). DEEWR approval is required for the purchase of motor vehicles to ensure it meets EPF principles.</li> <li>4. Costs associated with obtaining professional or work related vehicle licences.</li> <li>5. Contribution to the cost of short-term vehicle registration, vehicle insurance, and vehicle repairs where these vehicles are necessary for job seekers to take up employment or job search related activities.</li> </ol>
<p><b>Wage Subsidy</b></p>	<p>Payment made to an employer in the form of a wage subsidy package to facilitate employment of an eligible job seeker. This can include short term paid work trial placements. For more information refer to the Wage Subsidy Job Aid.</p>
<p><b>Work Experience Activities</b></p>	<p>Costs associated with running Work Experience Activities should be recorded in this category. This may include Overhead and Participant costs, equipment, transport of job seekers, activity materials, site risk assessment, OH&amp;S induction training, other training, supervisors or any other legitimate costs associated with providing a Work Experience Activity. Purchases under this category must be attributed to a valid Work Experience ID. For more information refer to the Work Experience Activity Types Guidelines.</p>
<p><b>Other</b></p>	<p>Legitimate costs that do not appropriately fit under any available categories. Comments must clearly reflect the nature of the purchase. This category will be monitored to identify whether any item is being frequently purchased and therefore may need to be added as its own category.</p>