



Australian Government



jobactive

Guideline:

# Structural Adjustment Programme

This Guideline details the core elements and requirements for Employment Services Providers (Providers) in managing and servicing participants who are eligible for support under a Structural Adjustment Programme (SAP). Note that these participants are eligible for immediate access to Stream B. Any relevant Guidelines or materials that apply to Stream B participants more generally also apply to those under a Structural Adjustment Programme unless otherwise specified in the relevant Guidelines.

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## Changes from the previous version (Version 2.1)

### **Policy changes:**

Inclusion of the new Structural Adjustment Program for ASC Shipbuilding Pty Ltd

### **Wording Changes:**

Nil

A full document history is available at Provider Portal.

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## Related documents and references

[Direct Registration Guideline](#)

[Eligibility Referral and Commencement Guideline](#)

[Automotive Industry Structural Adjustment Programme Guideline](#)

[ASC Shipbuilding Structural Adjustment Programme Guideline](#)

[Stronger Transitions Guideline](#)

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## 1. Policy Intent

Structural Adjustment Programmes provide recently retrenched workers from eligible companies with immediate access to employment support services at the Stream B level to assist them to find new employment. The current programmes are:

- [ASC Shipbuilding Structural Adjustment Programme](#)
- [Automotive Industry Structural Adjustment Programme](#)

A number of previous Structural Adjustment Programmes have closed for new registrations. However, some Providers may have participants on their caseload who will continue to be serviced under a previous programme. The participants' Special Placement Indicator will continue to be displayed for affected participants. This may include participants registered under the:

- BlueScope Steel 2015 Structural Adjustment Programme
- Alinta Energy Structural Adjustment Programme
- Queensland Nickel Structural Adjustment Programme
- Arrium Structural Adjustment Programme
- Caterpillar Structural Adjustment Programme
- Hazelwood Structural Adjustment Programme

The Stronger Transitions package assists retrenched workers in selected regions.

For more information, please refer to:

- [Stronger Transitions Guideline](#)

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## 2. Registering participants in a Structural Adjustment Programme

Participants who are eligible under a Structural Adjustment Programme can register directly with a Provider. Eligible participants may also be referred from the Department of Human Services (DHS). For more information, refer to the Direct Registration Guideline.

It is recommended that Providers conduct the Participant Classification Instrument (JSCI) for SAP participants to gain a more comprehensive understanding of their circumstances relevant to the labour market. However, a SAP job does not require an initial JSCI Assessment before being Commenced in Stream B.

If the Employment Provider determines that a SAP participant requires an Employment Services Assessment (ESAt), they should refer the participant to DHS for further Assessment.

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## 3. Eligibility must be assessed

Providers should check whether recently retrenched workers (retrenched less than six months before attending a Provider) are eligible for immediate access to support or a higher level of support under one of the current Structural Adjustment Programmes (SAPs). Providers must refer to the relevant individual SAP Guidelines on the Provider Portal:

[Automotive Industry Structural Adjustment Programme Guideline](#)

[ASC Shipbuilding Structural Adjustment Programme Guideline](#)

[Stronger Transitions Guideline](#)

SAP participants are classified as a Fully Eligible Participant.

Note: If a Provider believes that a participant should be eligible for support under a specific SAP and would like eligibility to be assessed, the Provider should contact their local Contract Manager or email the Industry Adjustment mailbox ([industryadjustment@jobs.gov.au](mailto:industryadjustment@jobs.gov.au)) to confirm eligibility.

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## 4. Stream

Eligible participants will have immediate access to Stream B unless an ESA indicates Stream C assistance is needed.

### Conducting Initial Interview and commencing the participant in Employment Provider Services

The Employment Provider must conduct an initial interview for all participants who are eligible for support under a SAP.

At the Initial Interview the Employment Provider must explain to the participant the services they will receive. This includes:

- explaining the specific Services that the Employment Provider will offer in accordance with their Service Delivery Plan
- explaining the assistance that the participant can receive under the relevant SAP
- providing access to the Service Guarantee and the Employment Provider's Service Delivery Plan
- identify the participant's strengths and any issues they may have finding a job
- preparing a Job Plan with the participant which sets out the voluntary activities that a participant agrees to undertake
- provide access to Self-help Facilities to enable the participant to undertake job search and prepare a résumé
- provide advice about the best ways to look for and find work
- provide advice on the labour market, including employer needs and skill shortage areas and
- provide access to suitable Vacancies and assistance to apply for jobs where required.

Participants who are eligible for support under a SAP are automatically Commenced once the Employment Provider records attendance at the Initial Interview and they have an approved Job Plan.

Once the participant is Commenced, the Employment Provider must deliver Employment Provider Services to the SAP participant as a Fully Eligible Participant in accordance with the Deed.

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## 5. Information technology requirements



**System Step:** Providers must apply the relevant Structural Adjustment Programme Special Placement Indicator in the Special Client Type field to the record of any participant who is eligible for a SAP.



**System Step:** If the participant is referred from DHS, Providers must confirm the status of the participant's registration and attach the Special Placement Indicator.

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## 6. Servicing participants

Employment Providers must continue to provide Services to the participant registered under a SAP until they Exit. Though these participants do not have Mutual Obligation Requirements, the Employment Provider is required to deliver Services to the participant as a Fully Eligible Participant with voluntary requirements in accordance with the participant's Job Plan, Stream of Service, the Deed, the Employment Provider's Service Delivery Plan and the tender response.

The provider must ensure that the participant is provided appropriate assistance to undertake activities to help them find and keep employment depending on the participant's individual circumstances, skills and the labour market. This may include monitoring the SAP participant's job search, placing them in appropriate activities such as training or Work for the Dole and monitoring their participation, holding Appointments with them to monitor their progress, or assisting them to access interventions to address any non-vocational barriers.

Although SAP participants do not have an Annual Activity Requirement, participants who are eligible for support under a SAP may be placed into Work for the Dole. This must be specified in the participant's Job Plan and agreed to by the Employment Provider.

Note: In placing participants into Activities, including Work for the Dole, the Employment Provider must give priority to Fully Eligible Participants (Mutual Obligation) over other participants (see clause 107 of the Deed).

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## 7. Payments

Participants who are eligible for support under a SAP will attract Payments and Employment Fund credits. This includes:

- an Administration Fee which is paid at the start of each six month Period of Service
- Outcome Payments payable where they commence in eligible Employment and meet the requirements for a 4 Week, 12 Week, or 26 Week Outcome and
- an Employment Fund credit (including an additional SAP credit—see below)
- an Administration Fee which is paid at the start of each six month Period of Service
- Outcome Payments payable where they commence in eligible Employment and meet the requirements for a 4 Week, 12 Week, or 26 Week Outcome and
- an Employment Fund credit (including an additional SAP credit—see below).

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## 8. Managing structural adjustment credits

The usual Employment Fund credit of \$850 for Stream B will be made to the General Account upon the Stream Participant's initial Commencement in Stream B.

Where relevant, additional SAP Employment Fund credits will also be made as a one-off credit to the General Account into a separate SAP fund:

- Automotive Industry Structural Adjustment Programme—\$450
- ASC Shipbuilding Structural Adjustment Programme — \$1150
- Stronger Transitions Package - Stream B initial commencement—\$550.

Notes:

- Additional SAP credits are only permitted to be used for participants 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, if not already credited in respect of that Participant.

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## 9. Transfer of SAP Employment Fund credits

When a SAP participant is transferred to a different Provider (with the exception of where the transfer related to maximum time with a Provider), the transfer of SAP credits will be negotiated between the relinquishing and receiving Providers, consistent with arrangements for the general Employment Fund pool.

When a SAP participant is automatically transferred to another Provider via Maximum Time Transfer, 50 per cent of the SAP credit that the participant received will be allocated to the gaining Provider automatically by the IT System, consistent with arrangements for the general Employment Fund pool.

The SAP fund will not be allowed to go into the negative:

- If the SAP fund is less than 50 per cent of the credit for the transferring participant, then the remainder will be transferred with the participant

If multiple SAP participants are transferring at the same time and the remaining SAP funds are less than the sum of 50 per cent of the original SAP credits for each participant transferring, then the remaining funds will be distributed evenly between the transferring participants.

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## 10. Further information

Providers who have any questions about the program should contact their local Contract Manager or email [industryadjustment@jobs.gov.au](mailto:industryadjustment@jobs.gov.au)

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## Summary of required Documentary Evidence

Nil.

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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.