

Jobs Guarantee Program Guidelines

Contents

Purpose of these guidelines	3
Introduction	4
Objectives	4
What services will be available through the Guarantee?	4
Students and Graduates	4
Employers	5
Eligibility	6
Graduate eligibility	6
Employer eligibility	6
Job eligibility	8
Employer Application and Assessment Process	8
Application	8
Assessment process	9
Applicant conditions	9
Payment milestones and requirements	10
Evidence requirements	10
Employer responsibilities	12
Employment standards for employers	12
Long service laws	13
Employer and employee health and safety	13
Other information	14
Grant Agreements	14
Privacy	14
Publicity and media	14
Absolute discretion	15
Evaluation	15
Audit and compliance	15
Conflict of interest	15
Competitive neutrality	15
Contact and further information	16
Attachment 1 – Definitions	17
Attachment 2 – Employer Menu of Supports	22

Purpose of these guidelines

The purpose of these guidelines is to outline the Jobs Guarantee Program (the Guarantee) delivery model and the supports available for students and employers participating in the Guarantee. The guidelines will assist employers to understand supports available and, where applicable, apply for funding to support the employment of Graduates via the Guarantee. These guidelines will also support any supplementary application processes initiated by the Department of Jobs, Precincts and Regions (the Department).

Further information is available at the Jobs Victoria website:

<https://jobs.vic.gov.au/help-for-jobseekers/recruitment-programs/jobs-guarantee>

Introduction

The Victorian Government has invested \$39 million to guarantee all Graduates of the Diploma of Community Services (Graduates) a job in the social services sector upon graduation between 1 September 2022 and 31 August 2024.

The Guarantee was launched on 29 August 2022 and will provide eligible Graduates a guaranteed job in the social services sector, comprising:

- Child protection and family services
- Disability and aged care services
- Family violence and sexual assault services
- Housing and homeless services
- Community health services
- Aboriginal services
- Mental health and wellbeing services
- Alcohol and other drugs services
- Other in demand social services.

Through the Guarantee, eligible employers will be supported to employ Graduates, helping them address vacancies and support the sector to grow. Jobs Victoria will ensure suitable matching of Graduates to roles in the sector.

The Guarantee builds on existing investments in employment services aiming to support people to commence a career in the social services sector, helping to address workforce shortages and support the delivery of essential services across Victoria.

Objectives

The Guarantee aims to:

- Strengthen pathways for individuals from the training and skills system into meaningful jobs in the social services sector
- Create sustainable and secure employment pathways for Graduates
- Reduce the barriers faced by employers to recruiting entry level Graduates
- Enhance workforce retention rates
- Reduce the number of entry level job vacancies in the social services sector.

Services available through the Guarantee

Both Graduates and employers will receive support via the Guarantee to ensure Graduates are work ready and employers can meet any additional costs related to employing entry level Graduates.

Students and Graduates

All Students and Graduates registering to participate in the Guarantee will have access to existing Jobs Victoria services, to guide and assist them in preparation for a role in the social services sector. To register, current Students or Graduates need to complete the form available at <https://jobs.vic.gov.au/help-for-jobseekers/recruitment-programs/jobs-guarantee>.

Jobs Victoria Career Counsellors support Victorians to:

- Identify career goals and how to achieve them
- Understand individual skills and strengths
- Explore interests and how they relate to different jobs
- Find out more about what sorts of jobs and skills are needed now and, in the future
- Prepare job applications
- Connect with other career support services.

More information about Jobs Victoria Career Counsellors can be found at <https://jobs.vic.gov.au/help-for-jobseekers/personalised-support/jobs-victoria-career-counsellors>.

Jobs Victoria Mentors can help Students and Graduates who are facing challenges to employment that make it harder to match to a job. Mentors can provide intensive case management support to assist these candidates to:

- Apply for jobs via development of a resume and preparation for job interviews
- Become job ready
- Enrol in other training or qualifications
- Address any personal needs, including providing transport to attend interviews
- Retain employment via support for six months once in a job
- Connect with other community services.

More information about Jobs Victoria Mentors can be found at <https://jobs.vic.gov.au/help-for-jobseekers/personalised-support/mentors>.

Once a Graduate is matched with a suitable Guaranteed role with an eligible Employer they will be offered support by their Employer to ensure they succeed in the role for at least 12 months. If they need further assistance throughout their career journey, they may be eligible to return to Jobs Victoria services as outlined above.

Employers

All Employers participating in the Guarantee will be able to advertise on the Jobs Victoria Online Hub and have access to the Jobs Victoria matching service. Employers can upload vacant positions to the Online Hub free of charge. If the positions are deemed suitable, Graduates will be put forward for these roles by Jobs Victoria for consideration by the Employer.

To support the employment and retention of eligible Graduates of the Diploma of Community Services, Employers may also be eligible to apply for funding, of up to a maximum amount of \$20,000 per FTE. The quantum of funding available to each participating Employer will vary in accordance with the specific supports needed by the Employer, the number of eligible Graduates and the need profile of the Graduates employed by the organisation under the Guarantee.

Employers prioritised for funding include those who are able to recruit Graduates:

- at scale (for example, twenty or more roles),
- in rural or remote geographical locations
- in hard to recruit sub-sectors, **or**
- a combination of the above.

Funding can be put towards the cost of a range of services such as recruitment assistance, work readiness training, supervision, training and/or personalised mentoring. A full Menu of Supports is provided at **Attachment 2**.

Eligibility

Graduate eligibility

To be eligible for participation in the Guarantee, a person must have graduated with a Diploma of Community Services between 1 September 2022 and 31 August 2024.

Graduates must have successfully completed all requirements of the Diploma including any in-course requirements and mandatory placements. All applicants must provide evidence of Graduation from the Diploma of Community Services, which includes a formal certificate, testamur or statement of attainment obtained from their training provider.

Graduates must be:

- a resident of Victoria
- entitled to work for the Applicant as: Australian citizens; holders of Australian permanent residence visas with work entitlements; holders of Australian temporary work visas; holders of student visas who are enrolled in an eligible course of study in Australia, **or**
- holders of Australian refugee and humanitarian visas with work entitlements.

Graduates and those currently enrolled in the Diploma of Community Services who will graduate within the specified time parameters must register their interest for the Guarantee via <https://jobs.vic.gov.au/help-for-jobseekers/recruitment-programs/jobs-guarantee>.

Upon being matched into a suitable position with a supported employer via the Guarantee, Graduates may need to submit documentation verifying their placement into employment.

If a student is found to be ineligible for the Guarantee, they can access support via existing Jobs Victoria Services including the Online Hub, Careers Counsellors, and Mentors.

Employer eligibility

An Employer must be a social services sector employer, as defined in **Attachment 1**, and have registered their interest in participating in the Guarantee via <https://jobs.vic.gov.au/help-for-jobseekers/recruitment-programs/jobs-guarantee>. An application form will also be required for Employers selected as eligible for additional funded supports, as detailed below.

We encourage consortia proposals from organisations, as well as consortia proposals based on location or sub-sectors. If applying as part of a consortium, a lead applicant or organisation will need to be identified and should lodge one application on behalf of the consortium. Support will be available to form a consortium, if required.

Employers must also meet the following criteria to be eligible to receive funding:

Australian business number (ABN)	Applicant must have an ABN (and Australian Company Number if applicable).
Charitable, not-for-profit organisations and other incorporated entities	Charitable, not-for-profit organisations and entities that are classified as other incorporated entities must be registered with the Australian Charities and Not-for-profits Commission (ACNC).
Direct employment relationship	<p>Applicant must be the direct Employer of the Employee and the Employee must not be placed with any other organisation during their employment except for consortia arrangements. Under consortia arrangements, the Employer will need to be specified for each Employee in the funding application process.</p> <p>An authorised third party (e.g., an accountant) can apply on behalf of the Applicant. An authorising letter from a senior representative of the Applicant organisation must be provided with the application form.</p>
Employer responsibilities	Applicant must comply with all Employer responsibilities and workplace laws. This includes all Graduates of the Guarantee undergoing appropriate working with children and police checks, where applicable.
Incorporated associations	Incorporated associations must be incorporated under the Associations Incorporation Reform Act 2012 (Vic) and registered with the Registrar of Incorporated Associations, Consumer Affairs Victoria (CAV).
Location	To be eligible for funding, Employers must be operating in Victoria.
Public companies	Public companies must be incorporated under the <i>Corporations Act 2001</i> (Commonwealth) and be registered with the Australian Securities and Investments Commission (ASIC).
Trusts	Trusts must specify the Trustee by completing a Trustee Declaration Form. The Trustee entity must also meet eligibility requirements as outlined in these Guidelines.
WorkCover insurance	Applicant must hold current WorkCover insurance for the period of employment and provide the Certificate of Currency for the financial year in which the application is submitted.

Job eligibility

Jobs must be a social services sector role suitable for a Graduates of the Diploma of Community Services. See **Attachment 1** for a definition of the social services sector.

Where the Employer receives funding as part of the Guarantee, the roles must be based in Victoria. The roles must be permanent or fixed term for at least 12 months; and

- for a minimum of 19 hours per week, **or**
- for a minimum of 8 hours per week for Employees with disability or Employees who provide constant care and meet the evidence requirements
(See Section “Evidence Requirements”).

Employers must pay at least the award rate as specified in the applicable industry award or enterprise agreement, plus superannuation. Wages do not include incentive-based payments, bonuses, or overtime.

Jobs must not displace existing Employees (i.e., must not result in any existing Employees being stood down or experiencing a reduction in work hours).

Ineligible jobs include:

- Internships, work experience and volunteering
- Casual jobs (no guaranteed hours of work; irregular hours; no paid sick or annual leave; employment can be terminated without notice, unless notice is required by a registered agreement, award, or employment contract). Further information on the definition of casual employment can be found at the **Fair Work website**
- Permanent or fixed-term jobs for less than 19 hours per week, unless the job is for a person with disability or a person who provides constant care, as outlined under Job eligibility
- Periodic employment, such as engagements that are short term or temporary job placements (e.g., weekly hire basis)
- Self-employment arrangements.

Employer Application and Assessment Process

Application

All Employers participating in the Guarantee will be able to advertise positions on the Online Hub and have access to the Jobs Victoria matching service. Employers can upload vacant positions to the Jobs Victoria Online Hub, free of charge. If the positions are deemed suitable, appropriate Graduates will be put forward for these roles for consideration by the Employer.

To be considered for funding, employers must express interest in the Guarantee and, if invited, complete a grant application process with the Department of Jobs, Precincts and Regions (the Department).

Eligible Employers invited to submit a grant application to the Department will be required to detail a range of additional information, including:

- Employer name and details
- Role details
- A business case identifying the need for funding and support that adds value to existing resources and practices
- Funding sought and supports requested, as selected from the Employer Menu of Supports detailed at **Attachment 2**
- How the funding will be utilised to secure roles and sustain employment for Graduates for at least 12 months
- Implementation details
- In the context of a consortium arrangement, the above details and:
 - o the Employers of the Graduates
 - o how funding and supports requested will be shared across consortium members
 - o the number of Graduates the organisation or consortia will employ in the first six to 12 months of the program.

All questions must be answered truthfully. Applications found to include false or misleading information will be rejected and may be referred to the relevant law enforcement authority.

Assessment process

Applications will be assessed in the order they are received by the Department against each of the eligibility criteria. Applicants must satisfy all eligibility criteria to be eligible to receive funding.

Consultation with other Victorian Government departments will be undertaken as required.

The Department may request additional information to determine whether the eligibility criteria have been met. If an Applicant has been requested to provide more information, their application will remain open for 10 business days to allow them to upload the requested documentation.

The Department will advise each Applicant of the outcome of their application in writing, including the amount of funding to be offered and any conditions attached to the funding offer. The Department has full discretion and authority to determine which Applicants are eligible to receive funding and the amount of funding offered.

Applicant conditions

Applicants must comply with the following conditions when applying for supports under the Fund:

- Applicants should carefully consider how their organisation will perform against the eligibility criteria before developing an application.
- Applicants must address the eligibility criteria in full and substantiate all claims, including providing details about underlying risks and assumptions. Failure to do so may result in the application being rejected.
- The Department may contact Applicants and Employees.
- Applicants are required to declare that all jobs are based in and undertaken in Victoria.
- Any adverse findings by a regulator or the organisation becoming deregistered as well as any reputational risk to government may be considered as part of the funding decision.
- The Department makes no representation that a grant of funds will be made to any Applicant and reserves the right to make no funds available under the Fund.
- The Department reserves the right to amend these guidelines at any time it deems appropriate.
- Applicants can apply for and be currently receiving other incentives or payments offered by the Victorian Government, the Commonwealth Government or local government councils.
- Applicants in receipt of or applying for funding through other government agencies are advised to check whether the relevant scheme excludes them from receiving funding from another source.
- Applicants must declare that funding and supports under the Guarantee will not be used to meet existing social procurement commitments under Victoria's Social Procurement Framework (SPF).
- Applicants that provide services to children are required to be incorporated as separate legal entities, appropriately insured against child abuse, and comply with relevant legislation and codes of conduct. For further information, please see the **Victorian funding requirements for service to children fact sheet**.
- Applicants that provide services to people with disability will need to have appropriate insurance and comply with relevant legislation and codes of conduct.
- Applicants must be aware that it is a requirement of this grant that, if an institution has been named in an application or receives a Notice of Redress Liability, they must join or intend to join the **National Redress Scheme** (the Scheme). Further information can be found at National Redress Scheme. Funding will not be provided to an organisation that has been notified by the National Redress Scheme Operator that it was named in an application and does not join or intend to join the Scheme within six months immediately following the date of that notification.
- Successful Applicants will be entering into a legal agreement with the Victorian Government.
- These guidelines are for information only and do not constitute advice. Applicants should seek independent advice before making an application or entering into a Grant Agreement.

Payment milestones and requirements

Payments will be made directly to funding recipients in accordance with a milestone payment schedule outlined in the Grant Agreement. Milestone payments will be based on evidence of actual hours worked and number of Graduates employed, and may be adjusted for any changes over the term of the Grant Agreement.

Grant recipients who employ more than one eligible Employee must provide milestone requirements for all Employees at the same time. Recipients must submit these requirements once the Employee who started last has completed their period of continuous employment for the relevant milestone.

Payment is contingent on Recipients complying with the terms of the Grant Agreement and providing evidence that the Eligible Employees remain employed by the Recipient organisation.

Statutory declarations will attest to compliance with Grant Agreement obligations and that the Applicant has provided a continuous period of employment paying at least the award rate as specified in the applicable industry award or enterprise agreement, plus superannuation.

Audit opinions will be required as part of the Grant Agreement. The audit opinion must be provided in the Department's template with no alterations. This template forms part of the Grant Agreement.

The cost of acquiring an audit opinion for the acquittal of the funds is an acceptable use of the funding provided as part of the Grant Agreement.

NOTE: Claims cannot be made for later payments unless the previous milestone requirements have been met.

Evidence requirements

Applicants must complete an online application form and provide evidence to substantiate their claims against the eligibility criteria as outlined in the Employer Eligibility Checklist.

All documents must be uploaded to the application form and be valid, current, legible and in a standard format (e.g., PDF, JPEG or Word).

Criteria	Definition
Employer eligibility	<ul style="list-style-type: none"> • WorkCover Employer Number and WorkCover insurance Certificate of Currency (must be attached to application). • Australian Business Number (ABN) and Australian Company Number (ACN) (if applicable). • Organisation's address in Victoria. • For incorporated associations only: registration number with Registrar of Incorporated Associations, Consumer Affairs Victoria (CAV). • For charitable and not-for-profit organisations only: confirmation your organisation is registered with the ACNC. • For trusts only: a completed DJPR trustee declaration form. • For authorised external representatives of the Applicant organisation only: A signed letter by the CEO or equivalent authorising you to submit the application to the Guarantee on behalf of the Applicant organisation. • The Authorised Representative completing the application must provide a copy of one of the following approved identification documents: <ul style="list-style-type: none"> • Australian or international passport • Australian visa • Australian driver licence • ImmiCard • Medicare card • Pensioner concession card.

Criteria	Definition
<p>Financial information (if applicable)</p>	<ul style="list-style-type: none"> • Applicants seeking funding of \$50,001 or more will be subject to a financial risk assessment (FRA) and required to provide financial documents to the Department to facilitate this check (must be attached to application). • Applicants will be required to provide audited financial reports for the last two financial years. This should be the ‘final accounts’ with Directors’ Report & Declaration and should include: <ul style="list-style-type: none"> • Profit & Loss Statement • Balance Sheet • Cashflow Statement • Notes to the Accounts. <p>Where the latest financial report is more than six months old, the following will be required:</p> <ul style="list-style-type: none"> • Up-to-date management or interim financial statements (Profit & Loss Statement and Balance Sheet); or • In case of public listed corporations, half yearly financial report. <p>If the applicants’ accounts are not audited, unaudited accounts which have been prepared by an accountant will be accepted.</p> <ul style="list-style-type: none"> • Note that local governments and publicly funded universities and educational institutes are exempt from the FRA process and are not required to provide these documents. • For Applicants seeking funding of \$50,001 or more that have been registered or incorporated for less than two years, or have no trading history, the following documents will be required: <ul style="list-style-type: none"> • Any Audited Final Accounts or Final Accounts prepared by an accountant • Up-to-date management or interim financial statements (Profit & Loss Statement and Balance Sheet) • In the case of publicly listed corporations, half yearly financial reports. These could be Internal Accounts or Accounts prepared by an accountant. <p>Applicants with less than two years of trading history will also need to submit Profit & Loss and Cashflow Projections for:</p> <ul style="list-style-type: none"> • 1 July 2022 – 30 June 2023 • 1 July 2023 – 30 June 2024 • 1 July 2024 – 30 June 2025.
<p>Job eligibility</p>	<ul style="list-style-type: none"> • Statutory declaration (must be attached to application) that shows: <ul style="list-style-type: none"> • For employees working 19 hours or more only: each job is for at least a minimum of 19 hours per week. • For employees with a disability or who provide constant care working between 8 and 19 hours only: each job is for at least eight hours per week.

Criteria	Definition
Statutory declaration	<ul style="list-style-type: none"> A statutory declaration (must be attached to the application) to verify: <ul style="list-style-type: none"> that the Authorised Representative or person making the statutory declaration is authorised to act on behalf of the Applicant that the Eligible Employees will not displace existing employees that the Eligible Employees will be paid at least national minimum wage, or the applicable award rate specified in the applicable award, enterprise agreement or National Employment Standards that the Eligible Employees will be legally entitled to work for the Applicant. the Applicant will comply with all Employer responsibilities and workplace laws, including requiring eligible Employees to undergo appropriate working with children and police checks, where applicable.

Employer responsibilities

Employment standards for Employers

Funding Recipients must be aware of their workplace rights and obligations as the Employer. This is because the Employer is legally responsible for paying Employees their correct wages and entitlements under Commonwealth and State laws. Employers have all the usual responsibilities under workplace laws, including those relating to occupational health and safety. These responsibilities include meeting **COVIDSafe workplace requirements**. Criminal or civil offences may apply to breaches of these laws.

As a minimum, all Employees are entitled to 10 minimum employment standards called the **National Employment Standards (NES)** which are prescribed by law (the Fair Work Act 2009), as well as the national minimum wage.

In addition, it is likely that the Employee is covered by an industrial award. Awards create other workplace rights and obligations additional to the NES.

Modern awards are made under the Fair Work Act 2009 and apply to most industries, most occupations, and most Employees. All Victorian businesses are covered by at least one award.

Employers can use the Fair Work Ombudsman's **Pay and Conditions Tool (PACT)** to find which award applies to their business. Employers are also strongly advised to ring the Fair Work Ombudsman on 13 13 94 (Mon. to Fri., 8am to 5.30pm) to ensure they are using the correct award and classification within that award to pay their Employee. See also the **Fair Work website**.

Alternatively, the Employee might be covered by an enterprise agreement that applies to the Employer's workplace. Again, the Fair Work Ombudsman can give advice on this.

Employers may also enter into a common law contract with their Employee that provides other entitlements or imposes other conditions on the Employee. Many businesses do this in the letter of offer to the Employee. It is important to note that, by law, Employers cannot include any conditions in an employment contract that:

- provide a pay rate that is lower than the rate in the applicable award or enterprise agreement, **or**
- is less than the national minimum wage or the NES, **or**
- excludes the award, enterprise agreement or NES altogether.

If in any doubt, Applicants should contact the Fair Work Ombudsman and obtain legal advice about their obligations.

Long service laws

In addition to their responsibilities under the Fair Work Act 2009, Applicants also have an obligation to their Employees under long service laws. The Victorian Long Service Leave Act 2018 applies as a default scheme for all Victorian workplaces. There are also portable long service benefits schemes that apply to [community services workplaces](#). Some workers also have entitlements under enterprise agreements made under the Fair Work Act or under federal awards. For more information about long service schemes generally or about the Victorian Long Service Leave Act, contact the Wage Inspectorate Victoria on 1800 287 287 or go to the [website](#).

For more information:

- **Wage Inspectorate Victoria** (1800 287 287)
- coinvest.com.au
- Community services portable long service benefits scheme at the [Portable Long Service Authority website](#).

Employer and Employee health and safety

All funding Recipients must ensure that the individuals employed have a safe working environment without risks to health, and that as an Employer, they will comply with all occupational health and safety requirements. Successful Applicants will be subject to random checks.

As the Employer, funding Recipients must ensure compliance with all applicable Victorian and Commonwealth occupational health and safety, equal opportunity, anti-discrimination, affirmative action, and privacy legislation.

Given the coronavirus (COVID-19) pandemic, it is critical that all Employers are aware of and complying with current restrictions. If funding Recipients or their Employees need further information on current restrictions, information, and advice for businesses (including preventing infections in the workplace) or essential information on staying safe, please visit the [Department of Health website](#).

As the Employer you're responsible for health and safety in your workplace. Under workplace health and safety laws (Occupational Health and Safety Act 2004), you are required by law to provide:

- safe premises
- safe machinery and materials
- safe systems of work
- information, instruction, training, and supervision
- a suitable working environment and facilities.

For advice on your work health and safety obligations you can visit the [WorkSafe website](#) or contact WorkSafe on 1800 136 089.

Other information

Grant Agreements

Successful Applicants will receive a Letter of Offer and a legally binding Grant Agreement describing the conditions (including compliance with relevant government policies), project requirements, milestones and payment schedule, and reporting requirements. The approval and allocation of funding will comply with the Financial Management Act 2004.

The Grant Agreement must be signed and returned to the Department within 30 days of the Letter of Offer. The offer may be withdrawn at the Department's absolute discretion if the Grant Agreement is not executed within the 30-day timeframe or if the project has not commenced within a specified timeframe.

All amounts in the Grant Agreement are exclusive of GST.

Privacy

Any personal information provided by the Applicant or a third party in an application will be collected by the Department for the purpose of program administration. This information may be disclosed to other Victorian or Commonwealth government bodies for the purposes of assessing applications. If confidential personal information about third parties is included in an application, Applicants are required to ensure that the third party is aware of the contents of this Privacy Statement.

Any personal or health information collected, held, managed, used, disclosed, or transferred will be held in accordance with the Privacy and Data Protection Act 2014 (Vic), the Health Records Act 2001 (Vic) and other applicable laws.

The Department is committed to protecting the privacy of personal information. The Department's Privacy Policy can be found online. Enquiries about access to information should be directed to the Department's Privacy Unit (privacy@ecodev.vic.gov.au).

Publicity and media

Recipients must:

- a. Agree to cooperate with the Department in the preparation of materials used to promote the benefits of the program, such as a media release, promotion publication or case study.
- b. Provide any project promotion materials in draft to the Department prior to the publication.
- c. Not make any public announcement or issue any press release regarding the receipt of a Grant without prior written approval by the Department.
- d. Comply with any additional requirements as stipulated in the Grant Agreement.
- e. Jobs Guarantee and Jobs That Matter branding should be included on all advertising and promotional material related to any supported Employees.

The Department may request recipients to fact check any text and seek approval to use any owned imagery associated with the activity prior to the publication of any such promotional materials.

All recipients may be publicly listed in the Department's annual reports and on program websites.

Further information on the Victorian Government branding guidelines can be obtained at the **Department of Premier and Cabinet website**.

Absolute discretion

The Department and the financial delegate reserve the right to determine, in its absolute discretion, whether to fund applications that do not meet all eligibility criteria in the guidelines.

The Department's decision on all matters pertaining to the award of grant funding under this program is at the Department's absolute discretion.

The Department reserves the right to request the Applicant provide further information should it be deemed necessary. The Department reserves the right to amend these guidelines and the application terms at any time as it deems appropriate.

The Department may at any time remove an Applicant from the application and assessment process if, in the Department's opinion, association with the Applicant may bring the Department, a Minister or the State of Victoria into disrepute.

Evaluation

Successful Applicants must comply with the Department's performance monitoring and evaluation regime, including cooperating with any evaluation of the Guarantee which may be required for up to three years following completion of the grant. Reporting may include the identity of successful Applicants and projects and, where applicable, deviations from or exceptions to the assessment and approvals processes set out in these guidelines.

Successful program outcomes may be used in program evaluation reviews and the Department's marketing collateral.

Audit and compliance

All successful Applicants may be subject to a range of compliance and probity processes, including an independent audit to confirm the requirements of the grant have been met. As part of this process, Applicants are required to answer any enquiries from the Department or an independent auditor and to permit inspections and access to project accounts, employment records, project assets and the project site.

Applicants found to include false or misleading information may be referred to the relevant law enforcement authority.

Conflict of interest

A conflict of interest is a situation in which someone in a position of trust or influence has competing professional or personal interests.

Applicants must advise the Department of any real or perceived conflict of interest relating to their funding request under the Guarantee. Applicants must clearly demonstrate how the conflict will be managed. Should the Applicant be unable to satisfy the Department that a conflict has been appropriately managed, the Department will require the Applicant to withdraw its application until the matter has been resolved.

Competitive neutrality

If successful, local government authorities will be required to comply with the Competitive Neutrality Policy Victoria in respect of any commercial goods or services offered by the body as a result of the grant.

Contact and further information

For more information about the Social Services Jobs Guarantee, or to discuss any specific queries, please contact the Department.

- **Jobs Victoria website**
- **Email: info@jobs.vic.gov.au**
- **Phone: 1300 208 575**

Please note that engagement with the Department or any Victorian Government representative does not constitute endorsement of any application for funding.

Attachment 1 – Definitions

Term	Definition
Applicant	An Employer that applies to the Social Services Jobs Guarantee Program for funding.
Audit (Independent audit)	An official examination of the financial accounts of a business done by an independent body.
Audited financial records	Every business keeps records of its operations and transactions and accountants take this information to produce four basic financial statements: a profit and loss statement, balance sheet, statement of cash flows and statement of changes in owners' equity. These are known as audited financial records.
Australian Business Number (ABN)	A unique 11-digit number that identifies a business to the government and community. To get one you need to be running a business or enterprise and need to apply via the Australian Business Register (ABR) website.
Australian Charities and Not-for-profits Commission (ACNC)	The national regulator of charities. The ACNC: <ul style="list-style-type: none"> • registers organisations as charities • helps charities understand and meet their obligations • helps the public understand the work of the not-for profit sector.
Australian Company Number (ACN)	A unique nine-digit number that identifies a company in Australia. ACNs must be displayed on all company documents.
Award rate	Awards (award rates) are legal documents that outline the minimum pay rates and conditions for workers in Australia.
Casual employment	An employee in casual employment: <ul style="list-style-type: none"> • has no guaranteed hours of work • usually works irregular hours • does not get paid sick or annual leave • can end employment without notice, unless notice is required by a registered agreement, award, or employment contract.
Certificate of Currency	Confirms that a business is currently registered for a particular kind of insurance. A business can request a certificate as evidence that the business has current insurance.
Corporate social responsibility goals	A set of ethical standards that guide an organisation's commitment to responsibly and sustainably manage the social, environmental and economic effects of their work.
Employee	A Graduate of the Diploma of Community Services who has found employment as a consequence of registering in the Jobs Guarantee Program.
Employer	An organisation or business that directly employs eligible Graduates of the Diploma of Community Services participating in the Guarantee.

Term	Definition
Employment	Employment is the relationship between an Employee and Employer where an Employee performs work at the Employer's direction in exchange for payment.
Employment contract	An agreement between an Employer and Employee that sets out the terms and conditions of employment. For the purposes of the Guarantee, an employment contract is in writing.
Enterprise agreement	An enterprise agreement is between one or more national system employers and their employees, as specified in the agreement. Enterprise agreements are negotiated by the parties through collective bargaining in good faith, primarily at the enterprise level. Under the Fair Work Act 2009, an enterprise can mean any kind of business, activity, project or undertaking.
Financial risk assessment (FRA)	A process of analysing potential events that may result in the loss of an asset, loan or investment conducted by the Department.
Full-time employee	For the purposes of these guidelines, a full-time employee: <ul style="list-style-type: none"> • works a minimum of 35 hours per week • usually works regular hours each week • can be a permanent employee or on a fixed-term contract for a minimum of 12 months • is entitled to paid leave, including annual leave and sick and carer's leave • is usually entitled to written notice, or payment instead of notice, if their employer terminates their employment.
Goods and services tax (GST)	Goods and services tax (GST) is a broad-based tax of 10% on most goods, services and other items sold or consumed in Australia.
Government bodies	Entities established by an Act of Parliament or by government.
Graduate	A person who has successfully completed the Diploma of Community Services between 1 September 2022 and 31 August 2024, including mandatory practical work placement hours, as reflected on a certificate of completion, testamur or statement of attainment.
Grant Agreement	A written document containing the terms and conditions of a Grant.
Incorporated association	A legal entity incorporated under the Associations Incorporation Reform Act 2012 (Vic) that is separate from its members and that does not distribute profit to its members. It must have at least five members and put all profits into the organisation's activities.
Ineligible Graduates	A person who does not meet the eligibility requirements under the Jobs Guarantee Program.
Jobs Guarantee Program	A \$39 million Social Services Jobs Guarantee program – guaranteeing jobs for thousands of social services TAFE Graduates, kick starting their careers and ensuring more Victorians are supported when they need it most. All students who graduate from the Diploma of Community Services between 1 September 2022 and 31 August 2024 will be guaranteed a job in the social services sector as part of this program.

Term	Definition
Jobs Victoria Online Hub	The Hub helps employers find people ready to work with the skills and experience to meet their needs. It also connects workers with new job opportunities and access to online training.
Legal entity	An individual, company or organisation that has legal rights and obligations.
Long-term unemployed (LTU)	People who have been unemployed for more than six months. See definition of unemployed below.
National Redress Scheme	<p>The National Redress Scheme:</p> <ul style="list-style-type: none"> • acknowledges that many children were sexually abused in Australian institutions • recognises the suffering they endured because of this abuse • holds institutions accountable for this abuse and helps people who have experienced institutional child sexual abuse gain access to counselling, a direct personal response, and a Redress payment. <p>Further information at the website.</p>
Other incorporated entities	Includes an entity that has the same characteristics as a company but is not incorporated as a corporation's law company.
Pay slip	<p>A pay slip is a document that must be given to an employee within one working day of pay day, even if an employee is on leave. Pay slips have to be in either electronic form or hard copy. Electronic pay slips must have the same information as paper pay slips</p> <p>Pay slips must meet the requirements outlined by Fair Work Australia.</p>
Payment schedule	Sets out the timing of payments and payment amounts by the Department to the successful Applicant as outlined in the Grant Agreement.
Pension age	The age pension age currently ranges between 65 years and six months and 66 years and six months depending on the year the person was born. See the Department of Social Services website for further information.
Periodic employment	An employee who has worked continuously for an employer for at least four months but less than 12 months per year. The employee provides the services in intervals.

Term	Definition
Person in receipt of Commonwealth unemployment benefits at the full rate	<p>A person:</p> <ul style="list-style-type: none"> aged between 22 and Aged Pension age and in receipt of the maximum fortnightly Jobseeker payment; or aged between 16 and 21 and in receipt of the maximum fortnightly Youth Allowance payment while looking for full-time work.
Person who provides constant care	<p>A person who provides unpaid care and support to family members or friends with disability, mental illness, chronic condition, terminal illness, an alcohol or other drug issue or who are frail aged. They are in receipt of the full Commonwealth Carers payment or require a reduced number of hours due to caring responsibilities. Please see Evidence requirements.</p>
Portable long service benefits scheme	<p>Ensures that Victorian workers in community services, contract cleaning and security can take their long service leave entitlement with them if they change jobs but stay in the industry.</p>
Private sector business	<p>An organisation that is run by individuals for profit and is not controlled by the State.</p>
Project site	<p>The location in Victoria where the Eligible Employees work.</p>
Recipient	<p>An Applicant that has secured grant funding.</p>
Recruitment	<p>The process of actively seeking out, finding, and hiring individuals for a specific job.</p>
Residency status	<p>Refers to an individual's legal status in Australia (e.g., Australian citizens; holders of Australian permanent residence visas with work entitlements; holders of Australian temporary work visas; holders of student visas who are enrolled in an eligible course of study in Australia; or holders of Australian refugee and humanitarian visas with work entitlements).</p>
Single parents	<p>A single parent is anyone with sole caring responsibility for children for extended periods of time who has no identified partner.</p>
Social Enterprises	<p>Social Enterprises are organisations which are:</p> <ul style="list-style-type: none"> led by an economic, social, cultural, or environmental mission consistent with a public or community benefit derive a substantial portion of their income from trade reinvest the majority of their profit/surplus in the fulfilment of their mission.
Social Procurement Framework	<p>A whole-of-government framework that requires government buyers and suppliers to deliver social, economic and environmental outcomes that benefit the Victorian community through both direct and indirect methods. Direct methods are purchasing goods, services or construction (by government) from Victorian social enterprises, Victorian Aboriginal businesses and other social benefit suppliers, including Victorian based Australian Disability Enterprises. Indirect methods use the invitation to supply process and clauses in contracts with the private sector to seek social and sustainable outcomes for Victorians.</p>

Term	Definition
Social services sector	The social services workforce is a broad term that includes professionals who work with children, youth, adults, families, and communities to support healthy development and wellbeing. Among other functions, social service workers engage people, structures, and organisations to facilitate access to needed services, and prevent and respond to violence, abuse, exploitation, neglect, and family separation.
Statutory declaration	A legal document that contains a signed written statement declaring something to be true. It must be declared and witnessed by an authorised statutory declaration witness in Victoria.
Student	A person currently enrolled in the Diploma of Community Services who has not yet graduated but will graduate by 31 August 2024. Students will not be considered a Graduate until they are awarded a certificate of completion or statement of attainment.
Training	<p>Training includes Employees completing one or more of the following activities, relevant to their job:</p> <ul style="list-style-type: none"> • informal upskilling (e.g., on-the-job training) • micro-credentialing (i.e., a short competency-based recognition for the enterprise (soft) skills employees currently use in the workplace) • formal qualifications (e.g., TAFE certificate, diploma, Graduates certificate or degree).
Unemployed	<p>A person who is unemployed is actively seeking work, is currently available for work; and is</p> <ul style="list-style-type: none"> • working less than one hour per week; • or in receipt of Commonwealth unemployment benefits at the full rate.
Wages	Base rates of pay payable to employees for their ordinary hours of work (and related on-costs such as superannuation, annual leave and personal leave, payroll tax or WorkCover Insurance costs) and including loadings, penalties, and monetary allowances (e.g., dirty-work allowance, first aid allowance, adverse working conditions allowance). Wages do not include incentive-based payments, bonuses, or overtime.
WorkCover insurance	Covers employers for the cost of benefits if employees are injured or become sick because of their work. It is compulsory for Victorian employers and is funded by their contributions.
Youth Allowance payment	Financial support for people aged 16 to 21 who are looking for a full-time job or combining part-time study with looking for work.

Attachment 2 – Employer Menu of Supports

Recruitment support

- Opt-in for participation in an Assessment Centre, fully funded and provided by Jobs Victoria, to streamline recruitment of suitable Graduates
- Recruitment coordination
- HR functions to aid design and identification of vacancies.

Induction and Orientation

- Work readiness training (e.g., time management, interview prep, financial literacy, workplace conflict)
- Material supports (paid pre-employment checks including Working with Children and Police Checks, uniforms, course tools and materials, relocation costs if necessary)
- Sector specific induction and training to build staff knowledge and skills.

Supervision

- Employing a supervisor/s to oversee Graduates
- Training and backfill costs so existing staff can attend externally provided supervision training
- Building a community of practice to connect and support new supervisors in an organisation, or across organisations.

On the job support for Graduates/s

- Culturally appropriate supports, including those delivered by community organisation partners
- Professional development costs associated with sector and/or job specific training to improve Graduates' understanding
- Mentoring and Career Counselling, where the Graduate/s is eligible, fully funded and provided by Jobs Victoria.

Workforce planning

- Career coaching or professional development to upskill existing staff who will be supporting the employment of Graduate/s
- Cultural safety training
- Workforce development planning.

IT system upgrades

- Improving Payroll systems (excluding new IT development)
- Professional development online training packages
- Improving data collection to streamline reporting requirements (excluding new IT development).

Health and Safety

- Workplace adjustments
- Occupational Health and Safety assessments
- Equipment to meet the needs of Graduate/s to provide a safe workplace
- Health, safety and wellbeing initiatives for new workers and staff.

Authorised by the Department
of Jobs, Precincts and Regions
1 Spring Street Melbourne Victoria 3000
Telephone: 1300 280 575
Email: info@jobs.vic.gov.au

© Copyright State of Victoria, Department of Jobs,
Precincts and Regions 2022

Except for any logos, emblems, trademarks,
artwork and photography this document is made
available under the terms of the Creative Commons
Attribution 3.0 Australia license.

P: 1300 208 575
E: info@jobs.vic.gov.au
W: jobs.vic.gov.au

