

# Activity requirements

## Participant fact sheet – Workforce Australia Services

### Activity requirement

To meet the activity requirement you need to satisfactorily participate in or complete activities by your activation point. The activity requirement is part of your mutual obligation requirements.

As a participant in Workforce Australia Services, your provider will support you to understand and meet your mutual obligation requirements. This includes your activity requirement, which will give you the skills and resources to find secure employment. If you engage early in activities, education or training, you can meet your activity requirement and won't need to participate in a mandatory activity.

To meet your activity requirement by your activation point, you will need to participate in the minimum number of hours required for either:

- one approved activity, or
- one or more provider-assessed activities.

Participating in suitable, safe activities, education or training will also earn points towards your points target.

### Activation point

Your first activation point will be:

- 3 months after moving from Workforce Australia Online after 12 months or more, or
- 6 months after joining Workforce Australia Services for all other participants.

After your first activation point, you will have a new activation requirement every 6 months.

### Approved activities

Meet your activity requirement by participating in/completing at least 80% of **one** of the following activities:

- Adult Migrant Employment Program (AMEP)
- Career Transition Assistance (CTA)
- Education and training (accredited training course) – where the course duration is at least 4 weeks
- Employability Skills Training (EST)
- Self-Employment Assistance Small Business Training
- Skills for Education and Employment (SEE)
- Work for the Dole (not as a mandatory activity)



## Provider-assessed activities

Meet your activity requirement by participating in **one or more** provider-assessed activities for a minimum of 75 hours across at least 2 reporting periods by your activation point:

- approved activation activities (if 80% completion is not met)
- Australian Defence Force Reserves
- counselling
- drug and alcohol treatment/rehabilitation
- Education and training (non-accredited training and accredited training courses less than 4 weeks)
- Launch into Work
- Local Jobs Program
- Non-Government Programs
- Observational Work Experience
- other government programs
- paid work
- Self-Employment Assistance Exploring Self-Employment Workshops
- self-help and support groups
- Voluntary Work (Participant Sourced)
- Voluntary Work (Provider Sourced)
- Workforce Specialist Projects

### If you don't meet activity requirements

Your provider must support you to meet your activity requirement through consideration of your individual needs and circumstances and by offering a range of suitable activities that you can complete.

We'll notify you if you haven't met your activity requirement 4 weeks before your activation point and when you reach your activation point (if you are currently doing an approved activity, you will not receive a reminder).

If you haven't met your activity requirement by your activation point, you should speak to your provider to discuss options which might include completing a mandatory Work for the Dole activity or participating in an alternate activity.

## Mandatory activity requirement

Work for the Dole (where you can legally be required to participate) is the mandatory activity for participants in Workforce Australia Services who have not met their activity requirement by their activation point and are not currently doing an activity.

Your provider may need to add a mandatory Work for the Dole activity requirement to your job plan if you haven't discussed and agreed with your provider on an alternate activity that would be more suitable to your needs.

### If you don't attend Work for the Dole

When Work for the Dole has been added to your Job Plan as a mandatory activity and agreed to, you must attend. Once you are referred to the agreed mandatory activity in the IT system and you have received a formal notification to attend, the Targeted Compliance Framework may be applied if you fail to attend. You may receive a demerit or have your payment put on hold.

If you can't attend the mandatory activity, you should contact your provider to discuss.

## Alternate activities

If you haven't met your activity requirement by the activation point, your provider can place you in one of the following alternate activities instead of Work for the Dole:

- Adult Migrant Employment Program (AMEP)
- Career Transition Assistance (CTA)
- Education and training (accredited training courses)
- Employability Skills Training (EST)
- Self-Employment Assistance Small Business Training
- Skills for Education and Employment (SEE)

### If you don't attend the alternate activity

If you don't attend an alternate activity your provider may place you in Work for the Dole.

## Help and support

You can talk with your provider if you have any questions.

