



Australian Government



Tracking your Individual Fund balance

When you start with Parent Pathways you are assigned \$1,250 (GST inclusive). You get this every 12 months you are active with the service. This is your Individual Fund. Funds that are not spent are not carried over to the next year. Your Individual Fund can be used to buy items and supports that help you achieve your goals. This includes education and training courses, transport, driver's licence costs, engagement support vouchers, non-vocational training and work-related training.

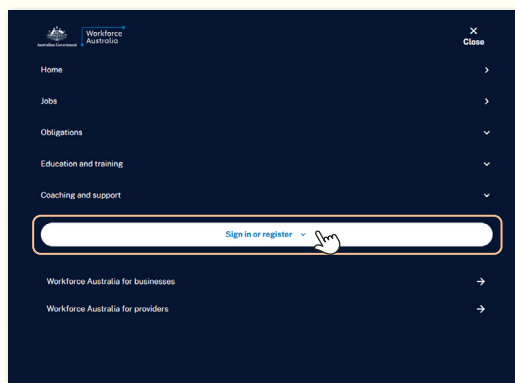
Below shows how you can view and track your Individual Fund balance. Please contact your provider if you have any questions.

Step 1

Log into your [Workforce Australia Online for Individuals](#) account (or [Download the app](#)).

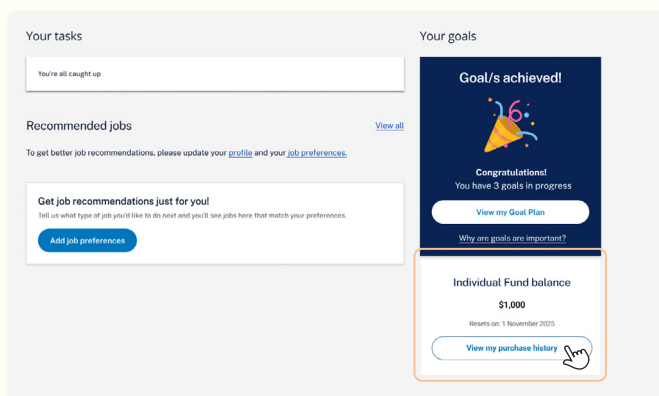
You can download the free app from your app store:

- [Apple App Store](#)
- [Google Play](#).

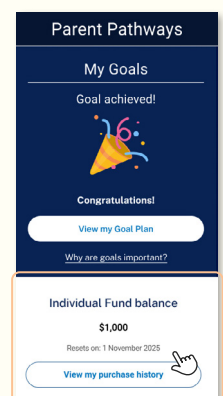


Step 2

Once you've logged in, find the '**Individual Fund balance**' and select '**View my purchase history**'.



Website



App

← **My purchase history**

Your Individual Fund balance

You have **\$1000** remaining in your Individual Fund balance.

Date range

31 Oct 2023 to 31 Oct 2024 ▼

Finalised

**Engagement support
Education/Training voucher**

\$200 of Individual Funds used
Added on 8 February 2024
Service Provider site: Provider 2

Finalised

Sort results

Step 3

The Individual Fund '**My purchase history**' page will open. Here you can:

- View the balance of your Individual Fund
- Filter by date range
- See a record of what purchases have been made with your Individual Fund
- Sort by:
 - Added on date
 - Amount
 - Category
 - Service Provider site.

In progress

Accredited training

\$200 of Individual Funds used
Added on 7 April 2025
Service Provider site: Provider 2

Finalised

**Communication and
Technology
Hardware and software
packages**

\$50 of Individual Funds used
Added on 21 January 2025
Service Provider site: Provider 1

Step 4

On the '**My purchase history**' page, you can view the details of each Individual Fund purchase.

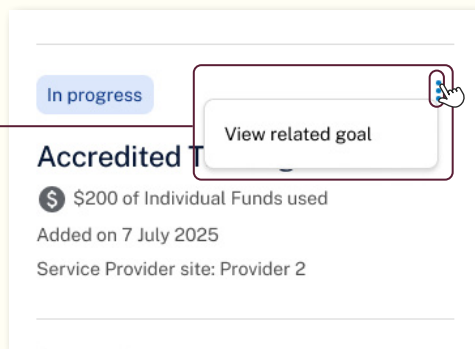
- The status of the purchase:
 - **In progress:** This means your provider is waiting to be reimbursed for the purchase made using your Individual Fund. There is nothing you need to do
 - **Finalised:** This means your provider has been reimbursed for the purchase made using your Individual Fund.
- What was purchased.
- The details of the purchase, including:
 - how much of your Individual Fund was used (inclusive of GST, if applicable)
 - the date the purchase was added
 - your provider.

Step 5

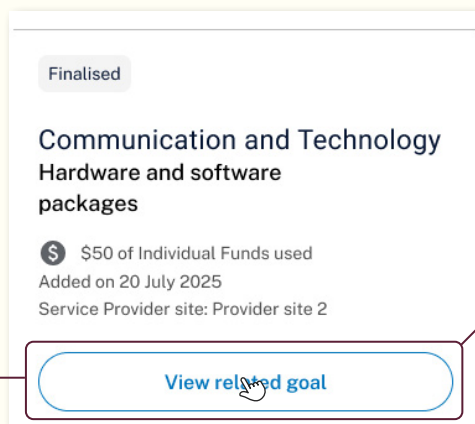
If the purchase is linked to a goal, you can see these details by:

- Selecting the 3 dots next to an Individual Fund purchase on the website version, or
- By clicking the 'view related goal' button at the bottom of an Individual Fund purchase on the App version.
- Once you select '**view related goal**', a page will display with information about the related goal and steps.

When you have achieved the goal, the status will be shown as '**achieved**'. If the dots do not appear, the Individual Fund purchase has not been linked to a goal.



Website



App

My goal is to start studying again so I can finish the Certificate III in Early Childhood Education and Care (ECEC) course that I started two years ago

\$ Costs associated with this goal will be taken from my Individual Fund.

Steps

- Research and look at different options available at TAFE that will suit my circumstances.
- Work with my Mentor to discuss my chosen TAFE course and complete enrolment forms.

Completed

- Attend an appointment with my Mentor on date 28/10/2025 at 1pm to understand and seek prior learning recognition (RPL) for the units I have already completed at TAFE when I was previously enrolled in my certificate III early childhood education and care course.