



Australian Government

**Workforce
Australia**
Employment

Activity requirements

Participant fact sheet – Workforce Australia Services

Activity requirement

When you participate in Workforce Australia Services, your provider helps you to access activities, training courses and programs that will develop your skills and improve your chances of getting a job.

This is known as your activity requirement. To meet this requirement, you'll need to complete the minimum number of hours for either:

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

When you take part in activities, you also earn points towards your points target. It's important to stay involved to get the most benefit out of the activities.

You won't need to take part in Work for the Dole while you're involved in other activities.

When do I need to do activities

You can do activities at any time and in most cases, this will meet your activity requirement. Your activity requirement will be assessed at activation points.

Your first activation point will be either:

- 6 months if you start in Workforce Australia Services
- 3 months if you're moving to Workforce Australia Services after you've been in Workforce Australia Online for 12 months or more.

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

Approved activities

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

- Adult Migrant English Program
- Career Transition Assistance
- accredited training course – where the course duration is at least 4 weeks
- Employability Skills Training
- Skills for Education and Employment
- voluntary attendance at Work for the Dole
- Self-Employment Assistance Small Business Training

Provider-assessed activities

You can also meet your activity requirement when you take part in one or more activities assessed by your provider. You must complete at least 75 hours across 2 or more reporting periods. Provider-assessed activities include:

- approved activities (if 80% completion is not met)
- Australian Defence Force Reserves
- Non-vocational assistance and interventions such as counselling, self-help or support groups
- 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
- voluntary work (Participant or Provider sourced)
- Workforce Specialist Projects.

If you don't meet activity requirements

If you haven't met your activity requirement, you'll be reminded 4 weeks before your activation point. If you're doing an approved activity, you won't receive this reminder.

Your provider will then discuss options with you. This might include completing an approved or provider-assessed activity or the mandatory Work for the Dole activity.

Your provider must consider your personal needs and circumstances when they support you to meet your activity requirement. If you're unable to attend an activity, contact your provider.

Mandatory activity requirement

If you don't meet your activity requirements by doing or agreeing to do activities, Work for the Dole will be chosen for you as a mandatory activity. Work for the Dole can only be chosen for you after your activation point.

Some people are not required to do Work for the Dole. If this applies to you, your provider will work with you to select another option.

If you don't attend Work for the Dole

Work for the Dole will be added to your Job Plan as a mandatory activity. If you don't attend, your payments may go on hold.

If you can't attend your Work for the Dole activity, contact your provider to discuss.

Help and support

Contact your provider if you have any questions.

