




Australian Government  
Defence

# Partner Employment Assistance Program Guidelines





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Requests and inquiries should be addressed to:

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Defence Member and Family Support

Joint Support Services Division

Department of Defence



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[defence.gov.au/adf-members-families](https://defence.gov.au/adf-members-families)



[DefenceMemberFamilySupport](#)



[DMFS\\_AusDefence](#)

**Disclaimer**

The content in these guidelines is intended to provide information for applicants wishing to apply for the Partner Employment Assistance Program. Defence does not provide advice concerning, recommending or promoting any non-government organisation.

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<sup>1</sup> <https://www.legislation.gov.au/Series/C1968A00063>

<sup>2</sup> <https://www.legislation.gov.au/Details/C2021C00127>

<sup>3</sup> <https://www.legislation.gov.au/Series/C2004A03712>

<sup>4</sup> <http://drnet/AssociateSecretary/security/policy/Pages/dspf.aspx>



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# About the Program

## Purpose

DMFS programs and services aim to collaboratively build individual and family capability by promoting active coping, self-agency, and family readiness.

The Partner Employment Assistance Program (PEAP) provides funding for eligible ADF partners to access professional employment services and cover the costs of mandatory registration.

The program is available to ADF partners when they have geographically relocated due to a posting to a location within Australia, or if the serving ADF member is medically transitioning from the ADF.

## Outcomes

The desired outcomes for the program are:

- ADF partners have access to tools to improve employability and are empowered to engage in employment on a meaningful basis
- ADF members are satisfied that there are supports available to their partner to assist in improving employability
- ADF partners are not financially disadvantaged or restricted in undertaking employment due to registration costs required under state legislation, when relocating.

## Available Funding

Funding is available under Three categories:

Service Category	Funding Available
<b>Own Choice Employment services</b>	\$1500
<b>Re-registration costs</b>	No cap
<b>Defence Provider Services:</b> <ul style="list-style-type: none"><li>• <b>Job Connections Program (JC)</b></li><li>• <b>Job Search Preparation Workshop (JSP)</b></li></ul>	Program Fee: <ul style="list-style-type: none"><li>• Up to \$1719.58</li><li>• \$96.92</li></ul>

Further details about the services is available [below](#)



# 1. Eligibility

Eligibility is assessed in two parts:

- Applicants eligibility to access the program
- Eligibility of the costs/services requested

\*Supporting definitions for key terms outlined in eligibility can be found in the [definitions table](#)

## Applicants Eligibility:

To be eligible for PEAP applicants must meet all of the following criteria:

- Be a partner of an [full-time ADF Member\\*](#)
- Be a recognised partner and reflected as [Accompanied Resident Family\\*](#) (ARF) on the members PMKeyS record
- Not be a full-time ADF Member themselves
- be one of the following:
  - Have [geographically relocated\\*](#) due to a members posting
  - partner of an ADF member who is [transitioning for medical reasons\\*](#)

## Eligible Services

### Own Choice Employment Services

Employment services must be directly related to job seeking activities.

Eligible costs Include but are not limited to:


- Development of a personalised resume
- Employment options and job placement advice
- Job search techniques and strategies coaching
- Development of an online employment profile
- Application and selection criteria coaching
- Preparation and presentation coaching for interview

Applicants are encouraged to submit an enquiry to the team about the eligibility of their employment services prior to engaging a provider.

Professional Employment Services does not include training or education.

### Guidance for applicants:

- Must use a service provider with an Australian Business Number
- Defence does not promote or endorse any providers.

- 
- Any contract entered into between a PEAP applicant and an employment service provider of the partner's choice is a private matter
  - Defence does not have a role in the case of any dispute between the applicant and the provider or in any dispute management resulting from the arrangement

## Professional Re-registration

Costs may include:

- professional licensing or registration such as Teacher Registration
- working with vulnerable people checks
- Police checks

In order for a registration cost to be eligible it must meet all of the following criteria:

1. The registration is required under **state** legislation to secure employment.
2. Partners held registration in the same or similar industry in a former posting location.

Important Information:

- Renewing annual registration or first time registration costs are not supported under PEAP.
- Re-Registration does not cover any fees associated with training, education or testing.

## Defence Provider Services:

### Job Search Preparation Workshop (JSP):

The JSP virtual workshop is delivered by webinar over four, two-hour modules which include:

- Module 1: Career insight and planning
- Module 2: Personal branding (resume development)
- Module 3: Networking and job search
- Module 4: Preparing for interviews

Important Information:

The JSP workshop must be accessed within 4 weeks. If you do not access the program, within this timeframe we may cancel your approval. You may reapply when you are ready to utilise the services.

### Job Connections

Job Connections (JC) is available to applicants who have an up-to-date and contemporary resume and are interview ready. The Defence provider uses their Australia-wide employment network to fast track applicants to interview by connecting them to potential employers.

Important Information:

The JC workshop must be accessed within 6 weeks. If you do not access the program, within this timeframe we may cancel your approval. You may reapply when you are ready to use the service.





## 2. Application Process

### How to Apply

Applications can be submitted at any time. Partners can submit an application via the [online form](#)

This form gathers details on the following to assess your application:

- Applicant contact information
- ADF Member details including posting and categorisation details
- The relevant Service category/s

### Important Information about the application process:

- Once an application is received, the applicant will receive a confirmation email and a short survey to complete
- Applicants will be required to provide supporting documents including receipts, invoices and proof of payment as part of their application.
- If supporting document, including completion of the pre-program survey, is not provided within 3 business days of submitting the online form, the application may be rejected on the basis of insufficient evidence/incomplete application.

### Assessment of Applications

Applications will be assessed in the order in which they are received.

Applications are assessed in two parts:

- Applicant eligibility
- Service/Cost eligibility

Both the applicant and the cost must be assessed as eligible in order to receive funding.

DMFS will make all reasonable attempts to contact applicants with incomplete applications to request missing information including documents or completion of the survey. If the applicant does not provide the necessary information the application will be rejected. If an application is rejected applicants will be required to re-submit a complete application

### Discretionary Provisions

Defence acknowledges that some circumstances may be unique. In exceptional circumstances outside of the Member and Families control DMFS may consider an applicant's eligibility under discretionary provisions.

Applicants should outline their unique circumstances in writing and include justification against the relevant applicant eligibility criteria for consideration by the program manager.

Applicants must submit an application via the online form and outline their request for consideration under Discretionary provisions via email to [partner.employment@defence.gov.au](mailto:partner.employment@defence.gov.au)



## Notification of outcome

Applicants will be notified of the outcome within 10 business days from receipt of a complete and correct application.

Application outcomes will be sent to the email address provided for both the applicant partner and the ADF member.

## Approving authority

The Director General, Defence Member and Family Support is the approving authority for PEAP. The day to day approval of applications is designated to staff in the Directorate of Community Engagement who hold a financial delegation under section 23 of the Public Governance, Performance and Accountability Act 2013.

## Review of Decisions

If an application is rejected, applicants can appeal the decision through an internal review process.

Requests should clearly identify the reason/s for the review. Reviews may fall under the following categories:

- Applicant eligibility
- Eligibility of costs

Requests for review of a decision are to be addressed to the 'Program Manager' via email to [partner.employment@defence.gov.au](mailto:partner.employment@defence.gov.au).

Reviews may take up to 28 days and applicants will be notified of the outcome in writing.



## 3. Payment of Funding

### Own Choice Employment Services

There are two payment options available when accessing approved professional employment services via own choice provider:

- Defence may pay the service provider directly
- Defence may reimburse the amount paid by the applicant to the ADF Members account

#### Pay the service provider directly

DMFS can pay the service provider on the ADF partner's behalf. Approved applicants must make arrangements for the correctly rendered Tax Invoice to include the following information:

- addressed to "[Applicant's Name] c/o Department of Defence"
- name, address and telephone number of the service provider
- Australian Business Number (ABN) for the service provider
- itemised list of services provided
- total price and GST amount payable
- date the invoice was issued, and
- the service provider's preferred payment method.

#### Reimbursement

DMFS can reimburse the paid amount into the ADF member's bank account registered on the Defence accounts payable system. A valid Tax Invoice and receipt of payment from the service provider must be provided and include the:

- ADF partner's name
- itemised list of services provided
- amount paid, as outlined in the approval and
- date of payment.

It is the responsibility of the applicant to ensure the invoice/receipt amount is true and correct before forwarding to the PEAP team for processing.

Reimbursements from Defence are paid into the ADF member's bank account.

### Professional Re-registration

Applicants must pay upfront and Defence will reimburse the amount paid by the applicant to the ADF Members account. Instructions on reimbursement requirements can be seen above.

### Defence Provider Services

Payments are made directly between Defence and the contracted provider. No payment or invoicing



is required from the partner.

## 4. Program evaluation

### Evaluation Metrics

1. Number of ADF partners accessing the program
2. Average impact and effectiveness rating
3. Experience with application process

### Evaluation Process

To ensure the program is meeting its intent, DMFS will request and collect feedback, via a survey, to understand the programs impact and effectiveness and improve experiences with the program.

- Applicants will be required to complete a pre-program survey prior to accessing the program. Applications may not be approved until this is completed
- Upon completion of the program applications will be provided a post program survey to complete.

DMFS welcomes any additional feedback, which can be provided to the program team via email at [partner.employment@defence.gov.au](mailto:partner.employment@defence.gov.au).

DMFS will review the program annually to ensure the aims of the program are being met and remain relevant and, where necessary, adjust the guidelines in line with Departmental and Commonwealth priorities.

## 5. Other important information

### Disclaimer

The Australian Government will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with these guidelines, or arising from any ambiguity, discrepancy or error contained in an application.

Any contract entered into between an approved PEAP applicant and their chosen provider is a private matter. In engaging a provider, the approved applicant must ensure that representations are not made to suggest Defence is a party to the contract.

### False or misleading information

Applicants should be aware that giving false or misleading information to the Commonwealth is a serious offence under the Criminal Code Act 1995 (Cth). Where false or misleading information is

provided, or relevant information withheld, criminal or disciplinary action under the Public Governance, Performance and Accountability Act 2013, Defence Force Discipline Act 1982, Public Service Act 1999, or the Criminal Code Act 1995 may be taken depending on the circumstances.

If the applicant is a member of the ADF, or employed under the Public Service Act, administrative action may also be taken by Defence and sanctions imposed. Applications may be rejected if, in the belief of the Department, false or misleading information has formed a component of an application.

## Privacy

The Department of Defence is bound by the provisions of the Privacy Act 1988 (Privacy Act). Schedule 1 of the Privacy Act contains Australian Privacy Principles (APPs), which prescribe the rules for handling personal information. Personal information is defined in part 2 of the Privacy Act as:

*“... information or an opinion about an identified individual, or an individual who is reasonably identifiable whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.”*

More Information can be found at [Privacy Policy](#) | [About](#) | [Defence](#)

## Definitions

Term	Definition
<b>Recognised Partner</b>	As defined in <a href="#">PACMAN Chapter 1, Part 3, Division 3</a> and recognised on the Personnel Management Key Solution (PMKeyS) as a spouse or interdependent partner of an ADF member
<b>Full-Time ADF Member</b>	ADF Employee in SERCAT 6, SERCAT 7 or SERVOP C as defined in MILPERSMAN Part 2, Chapter 5
<b>geographically relocated</b>	A move from one housing benefit location to another as a result of an ADF members posting. Housing benefit location is defined in <a href="#">PACMAN Chapter 1, Part 3, Division 2</a>
<b>transitioning for medical reasons</b>	Members identified as: 1) Medical employment classification J51 or J52; or 2) J40 Goal 3 through an ADF Rehabilitation Assessment and Plan
<b>Accompanied Resident Family (ARF)</b>	As defined in PACMAN Chapter 1, Part 3, Division 3 – the partner lives in a home with the member on a permanent basis.