



Australian Government

SY098-08/17
APPENDIX A

jobactive
work for the dole

Work for the Dole—information for host organisations

jobactive is the Australian Government's way to get more Australians into work.

Work for the Dole is part of jobactive. It is a work experience program which places job seekers in activities where they can gain skills, experience and confidence to move from welfare to work while giving back to their community.

Being a Work for the Dole host allows organisations to undertake projects or activities which they might otherwise not have the capacity to do.

There is a network of Work for the Dole Coordinators across Australia who will work with you to identify suitable Work for the Dole activities which are of benefit to the community.

What activities can participants undertake?

There are many activities that a Work for the Dole participant may do. For example:

- gardening or maintenance
- computer graphics work
- animal or wildlife shelter activities
- retail work
- rehabilitation of public parks
- office administration
- warehouse duties.

You can host one or more individual places, or a project delivered by a group of job seekers. A Work for the Dole place will usually last for six months.

Your Work for the Dole Coordinator or jobactive provider can help you determine the projects that participants complete.

There are some limitations on the type of activities job seekers can do. For example, Work for the Dole activities cannot include roles in child care, preschools or caring for the elderly or other vulnerable people.

Work for the Dole places cannot replace paid work positions, or involve tasks that would normally be done by a paid employee. This includes casual and part-time employees, or reducing the hours or customary overtime usually worked by a paid worker.

Activities must not take place exclusively on private property unless they are part of a Community Support Project to assist in recovery from natural disasters.

Who can host a Work for the Dole activity?

Work for the Dole activities can only be hosted by not-for-profit organisations and local, state, territory and Australian government agencies.

As a host organisation, you will need to:

- provide work-like activities for Work for the Dole participants
- provide participants with supervision and any on-the-job training and monitor their attendance
- ensure that your activity meets all relevant work health and safety requirements.

Job seekers continue to receive income support and assistance from their jobactive provider during Work for the Dole.

How can you become a Work for the Dole host organisation?

Your Work for Dole Coordinator will work with you to identify opportunities to host activities.

To find your local Work for the Dole Coordinator visit
www.employment.gov.au/wfdcontacts

What support is available?

Your Work for the Dole Coordinator and jobactive provider will work closely with you to ensure your needs are met.

This includes having job seekers complete any training necessary before commencing and resolving any issues that come up.

Funding is available to help offset some of the costs of hosting a Work for the Dole activity. This will be discussed with your Work for the Dole Coordinator and jobactive provider.

Want more information?

- Go to www.employment.gov.au/work-dole
- Call the Employment Services Information Line on 13 62 68*

Do you need help with this fact sheet?

If you need an interpreter, please call the Translating and Interpreting Service (TIS) on 131 450* and ask for the Employment Services Information Line on 13 62 68*.

If you are deaf, or have a hearing or speech impairment you can use the National Relay Service. For more information, visit www.relayservice.gov.au.

** Note that call charges apply for calls to '13' numbers from mobile phones*



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Do I need to do Work for the Dole?

If you are in jobactive, are aged between 18 and 59:

- receive an income support payment such as Newstart Allowance, Youth Allowance (other), or Parenting Payment and your youngest child is at least six years of age, and
- have a mutual obligation requirement (that is, you need to do certain things to keep receiving income support)

you need to complete an Annual Activity Requirement for six months each year if you are still in jobactive after 12 months.

Work for the Dole is the main way that you can meet your Annual Activity Requirement.

You can also meet your Annual Activity Requirement by doing other approved activities, such as part-time work, part-time study in an eligible course, accredited language, literacy and numeracy training or volunteering.

If you are under 18 years of age you cannot do Work for the Dole and will need to do another approved activity.

If you are aged 60 years or over you can volunteer for Work for the Dole or other approved activities.

How many hours of Work for the Dole will I need to do?

There are different requirements based on your age. If you are aged:

- 18 to 29 years, you will need to complete 25 hours per week of Work for the Dole (as the principal activity) or another approved activity for six months each year
- 30 to 49 years, you will need to complete 15 hours per week of Work for the Dole (as the principal activity) or another approved activity for six months each year
- 50 to 59 years, you will need to complete 15 hours per week of an approved activity for six months each year, which can include volunteering for Work for the Dole.

If you have a partial capacity to work or are a principle carer parent, you will need to do about half the number of hours in Work for the Dole as other job seekers.

Your jobactive provider will let you know when you need to do Work for the Dole. You will still be supported by your jobactive provider while you undertake Work for the Dole and look for work.

How will Work for the Dole help me?

Work for the Dole activities will give you the chance to:

- build the skills that employers want, like teamwork, communication and reliability
- increase your confidence and show you are ready for work
- meet new people and make contacts who can be a referee for you when you apply for jobs
- be involved in your local community.

When you take part in Work for the Dole you will receive an extra \$20.80 per fortnight.

What will I be doing?

There are many different work-like activities that you can do through Work for the Dole.

Some examples of things you might do include:

- gardening or maintenance
- computer graphics work
- animal or wildlife shelter activities
- retail work
- rehabilitation of public parks
- office administration
- warehouse duties.

The purpose is to place you in a work-like role. This will give you the best opportunity to show your skills to potential employers.

Your jobactive provider will place you in a suitable Work for the Dole activity and make sure you have completed any training or required activities before you start.

Where will I undertake Work for the Dole?

Work for the Dole activities take place at not-for-profit organisations such as charities and community organisations, and government agencies.

What happens if I don't do Work for the Dole?

If you are required to complete Work for the Dole or another approved activity and don't participate, your income support may be reduced or stopped.

Want more information?

- Ask your jobactive provider
- Go to www.employment.gov.au/work-dole
- Call the Employment Services Information Line on 13 62 68*

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Work for the Dole Coordinators

Contacts for Western Australia

Western Australia

Broome

Job Futures Ltd

Work for the Dole Coordinator: Fiona Hart

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Esperance

MAX Solutions

Work for the Dole Coordinator: Damian Jones

Phone: 0429 341 697

Email: damian.jones@maxsolutions.com.au

Geraldton

Skill Hire WA

Work for the Dole Coordinator: Cheryl

Cocking

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Email: cherylc@skillhire.com.au

Great Southern – Wheatbelt

MAX Solutions

Work for the Dole Coordinator: Debi Bennett

Phone: 0428 646 538

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Kalgoorlie

MAX Solutions

Work for the Dole Coordinator: Barry Hooper

Phone: 0427 079 259

Email: Barry.Hooper@maxsolutions.com.au

Perth – North

MAX Solutions

Work for the Dole Coordinator: Ian Goodge

Phone: 0429 168 076

Email: ian.goodge@maxemployment.com.au

Perth – South

Communicare Inc

Work for the Dole Coordinator: Jennifer

Naylor

Phone: 0488 316 922

Email: jnaylor@communicare.org.au

South West WA

MAX Solutions

Work for the Dole Coordinator: Albert Jasinski

Phone: 0429 303 214

Email: Albert.Jasinski@maxsolutions.com.au



supervisorAPP

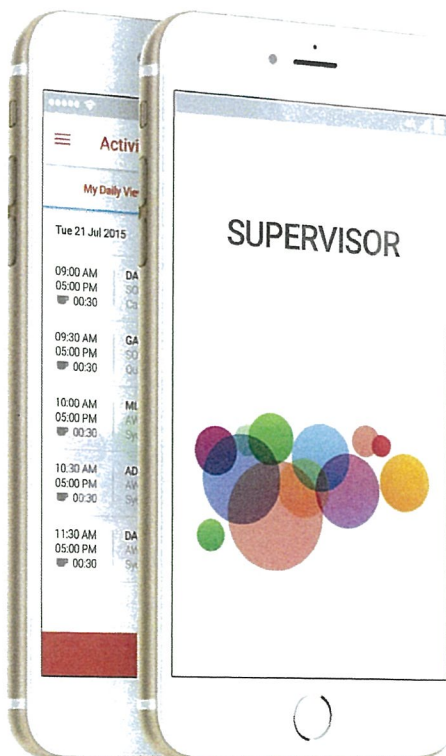
A GUIDE TO USING THE SUPERVISOR APP

For version 3.0.0



New to Supervisor app? Learn the basics.
For version 3.0.0

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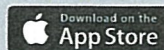
What is the Supervisor App?

The Supervisor App lets you submit job seeker attendance records electronically to ESSweb.

It's suitable for activities under jobactive and the Community Development Programme (CDP). For more information go to <http://www.employment.gov.au>

The Supervisor app also runs on PC. Simply download an Android emulator onto your PC (we recommend Driod4X) and download the app.

Have you downloaded the app? Download it now from Google Play or the App Store

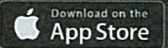


1. How to activate your account

To get started, you will need to activate your account.

Already have an account? Skip ahead to page 8.

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Before you begin..

To access to the Supervisor app your jobactive provider or Work for the Dole Coordinator or Community Development Programme (CDP) provider who owns the activity will need to set up an account for you. This enables you to see your attendance records when you log into the app.

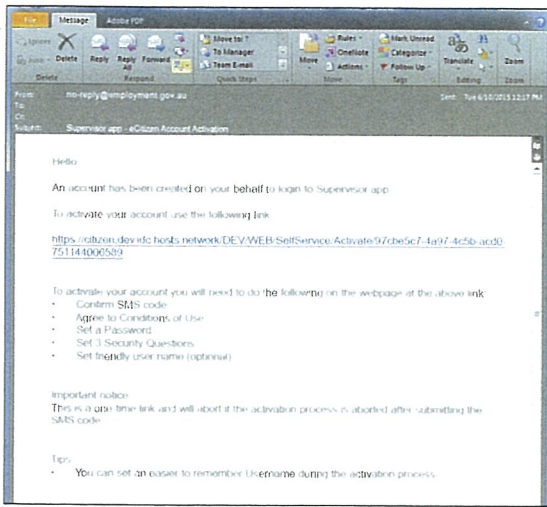
You will receive an account activation email and an SMS with an activation code.

You must activate your account within 72 hours.

Your Activation code for your eCitizen Account is 593586.
Activation link is sent to your nominated email address.

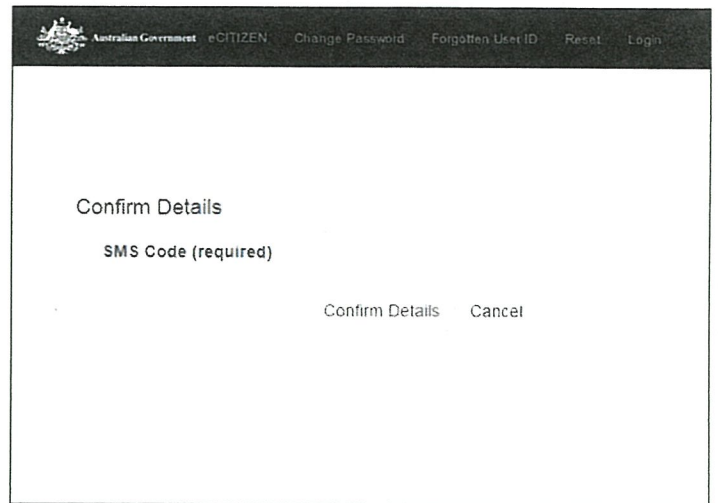


step one.



Open the link in the email. The link will re-redirect you to the eCitizen site.

step two.

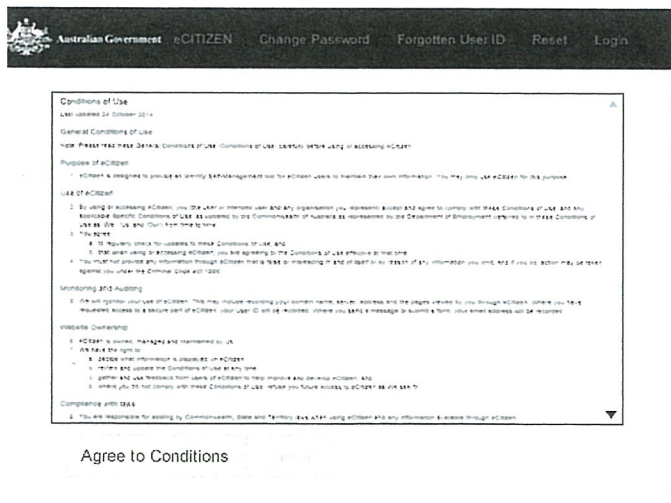


Enter the SMS Activation Code and tap Confirm

6

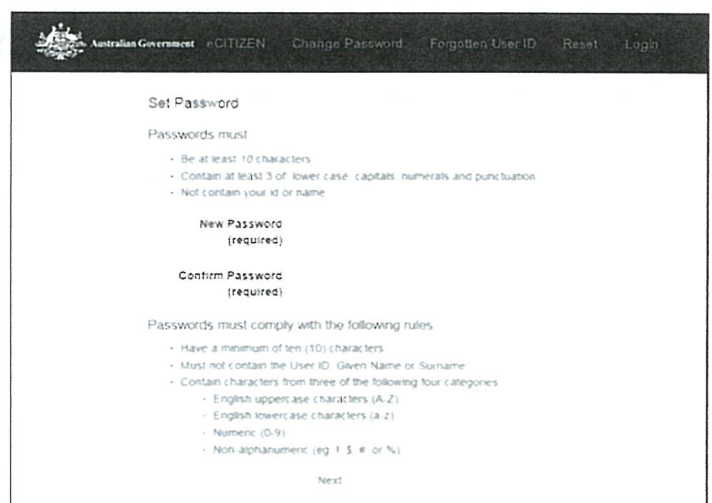


step three.



Read the terms and conditions and tap Agree to Conditions

step four.

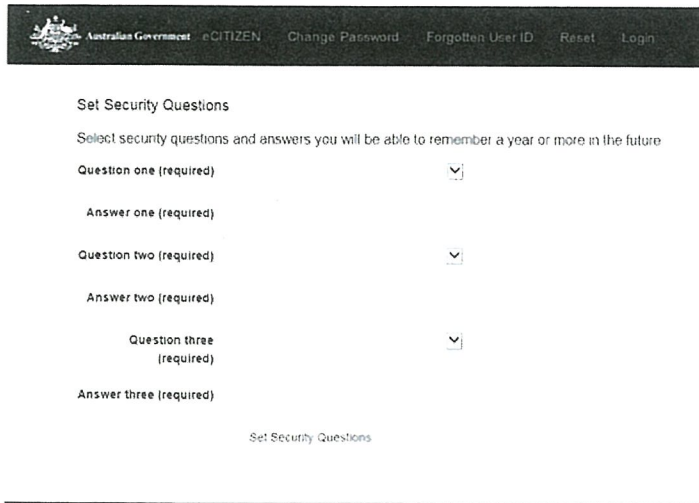


Create a password and tap Next

7

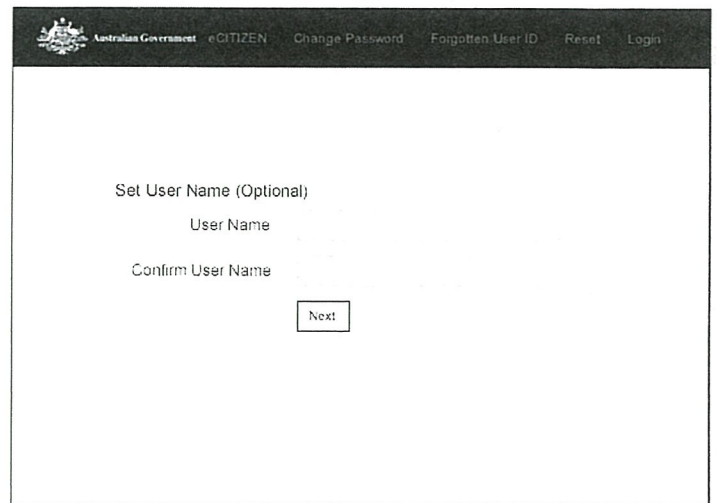


step five.



Choose your security questions and answers.
Tap Set Security Questions.

step six.

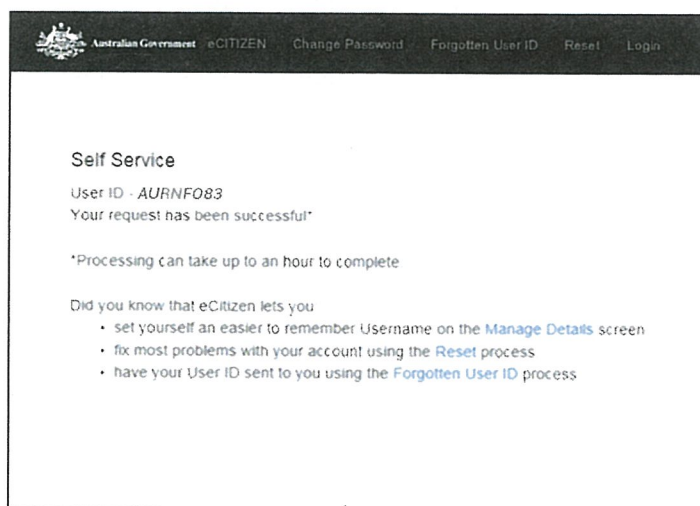


Set up your user name if you like.
You can skip this by tapping Next

8



..and done!



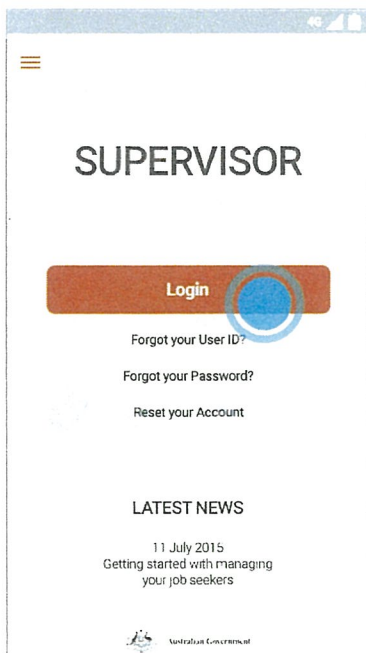
You'll see your User ID and a confirmation message that your account has been activated

9

2. How to login

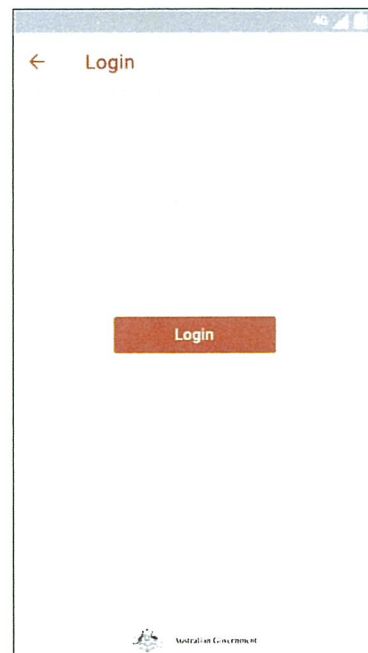


step one.



Tap Login

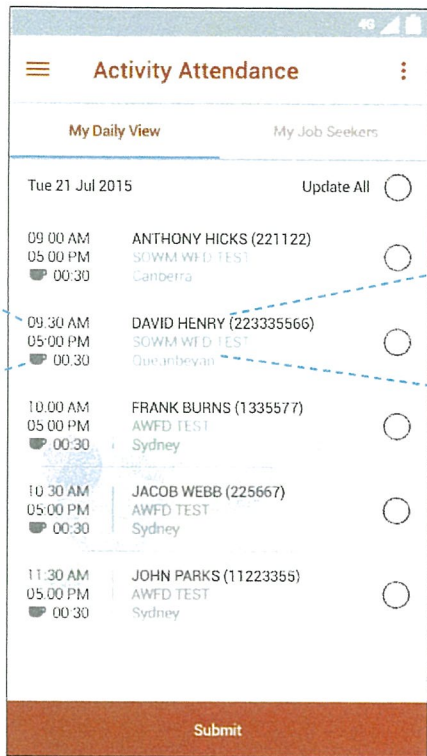
step two.



Enter your user ID and password details and tap Login.



You will land on My Daily View showing a list of job seekers who are attending your supervised activities for the day



appointment time

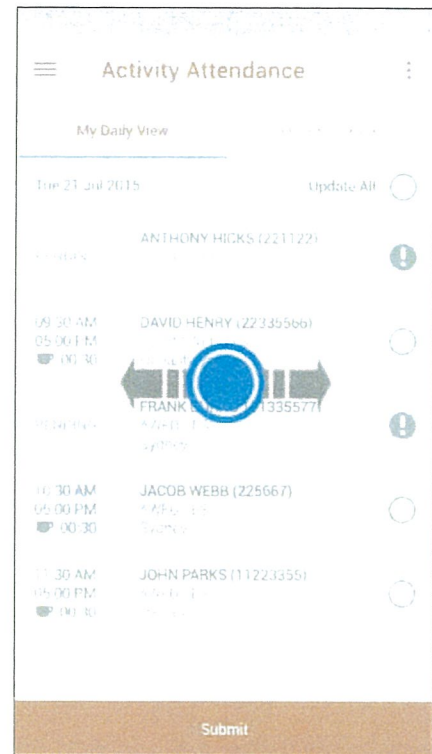
break time

job seeker name

activity name & location

12

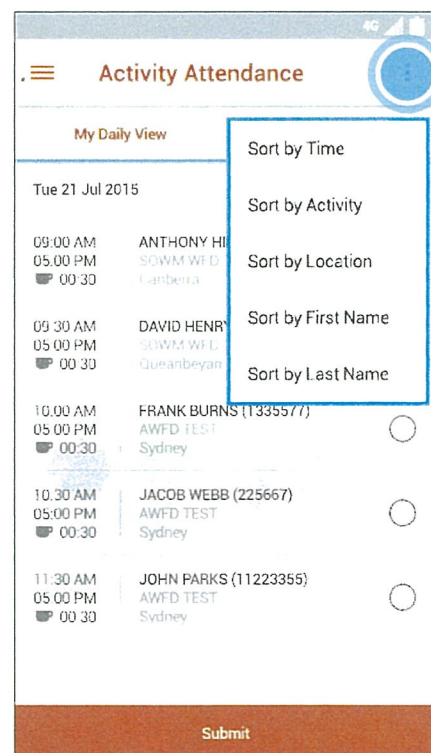
Swipe right to view the past attendances up to seven days' or swipe left to look at future schedules up to 13 days ahead



Alternatively you can tap the date and use the date picker to select the date you want.



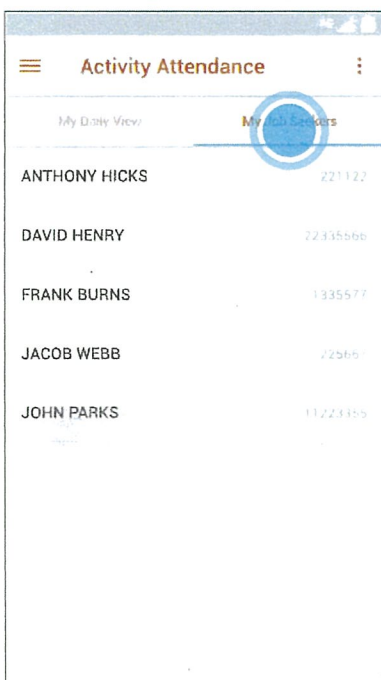
Tap the options button on the top right to sort the schedule list by things like activity location, time, job seeker name and more.



3. How to view a job seeker's schedule

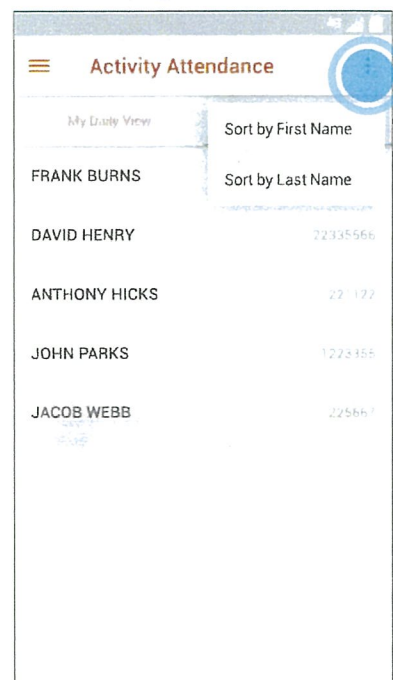


step one.



Tap My Job Seekers

step two.

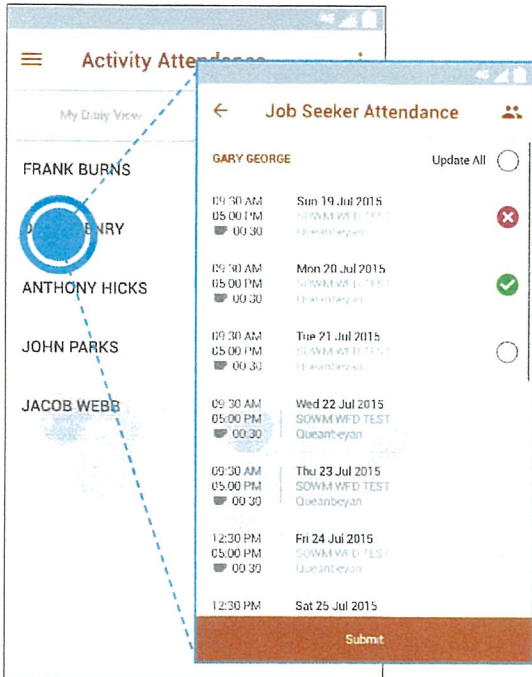


Tap the options button on the top right to sort by Last Name or First Name

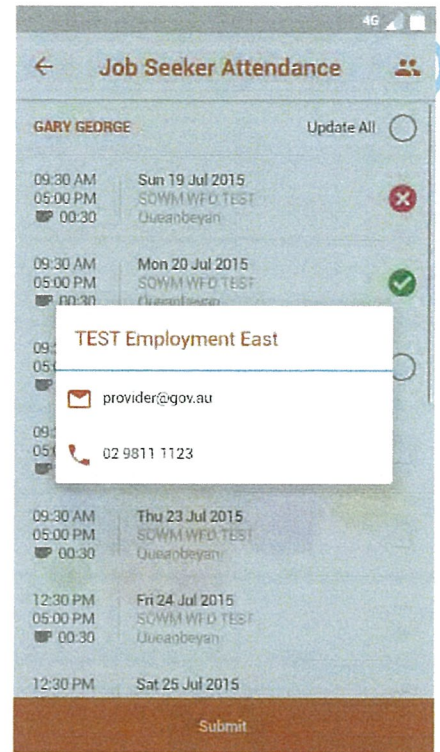


step three.

To contact the job seeker's provider, tap the people icon to view their contact details.



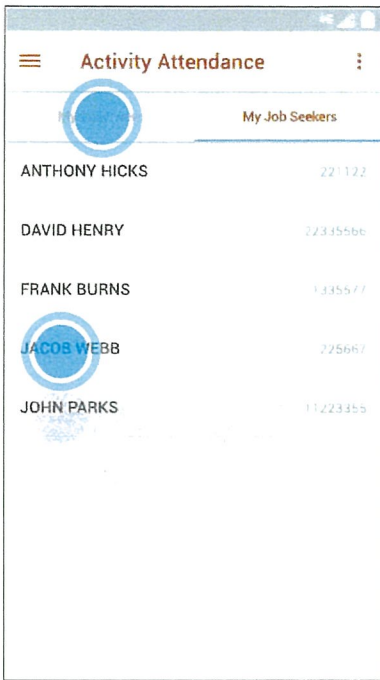
Tap on a job seeker's name to see all of their attendance times



4. How to mark attendance times

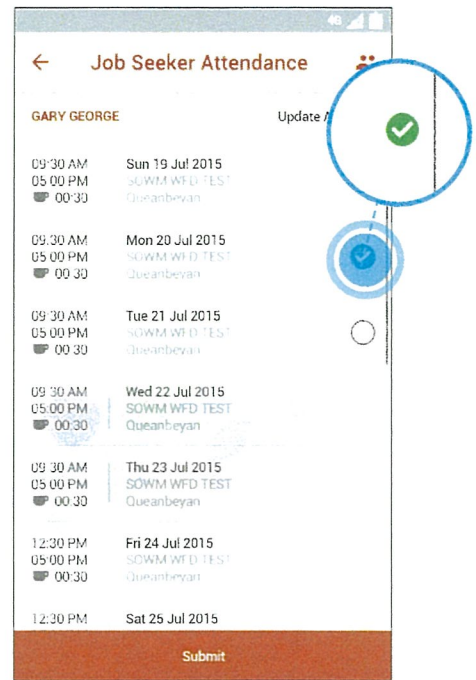


step one.



Go to the My Daily View Tab, or the Job Seeker Attendance screen

step two.

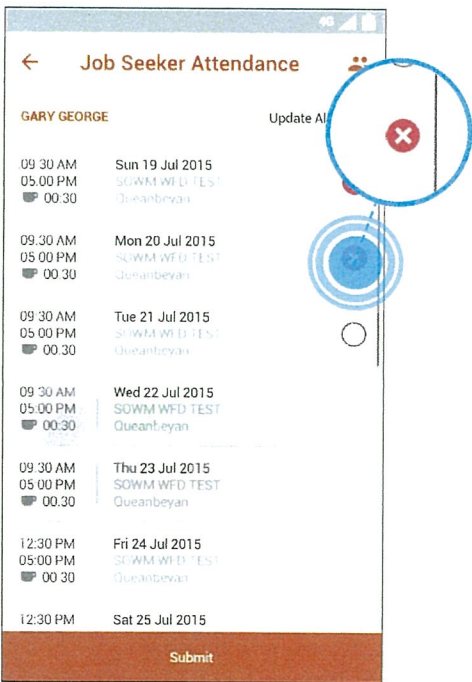


Tap once to show a green tick, to indicate a job seeker attended the activity.

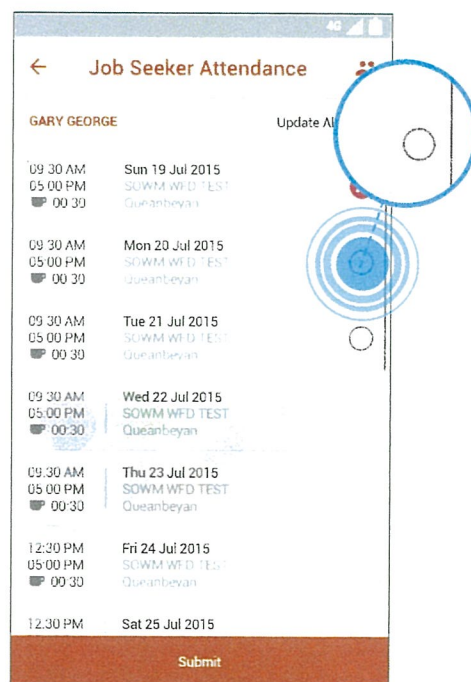
18



2
3
4



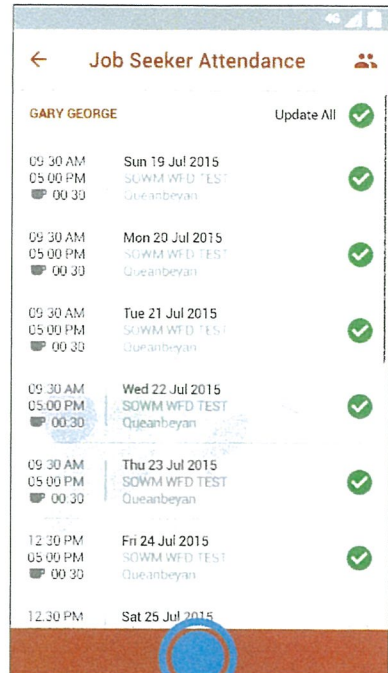
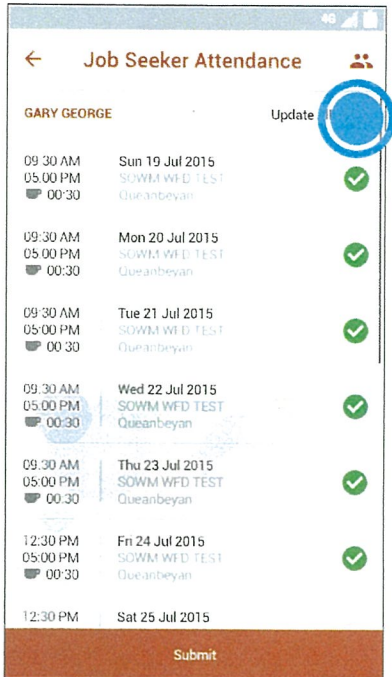
Tap a second time to show a red cross if a job seeker did not attend the activity



Tap a third time to clear the radio button



step three.



Update all listed attendances by tapping Update All at the top of the screen

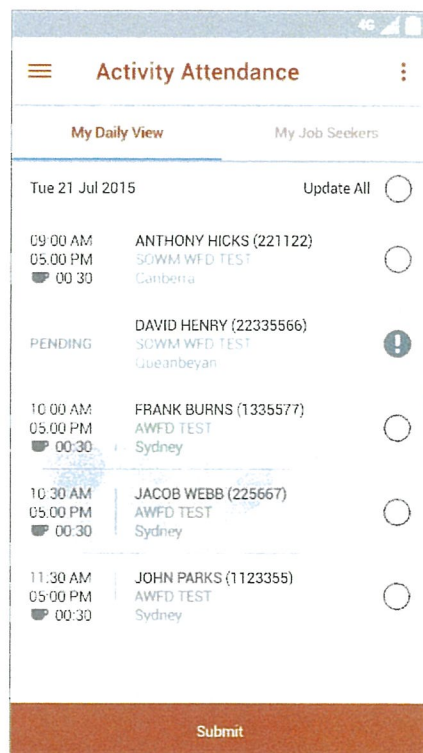
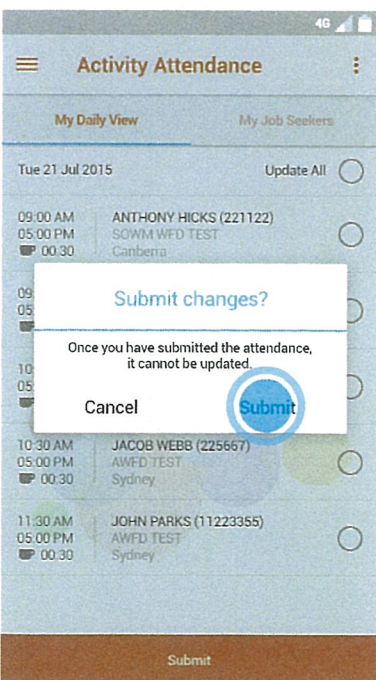
Tap Submit to send the changes for processing

20



step four.

You will see updated status' as PENDING to indicate the changes have been successfully sent for processing.



Tap Submit again to confirm

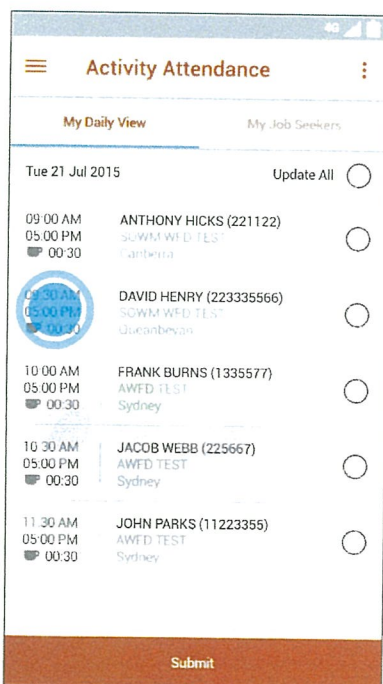


5. How to update attendance times

22

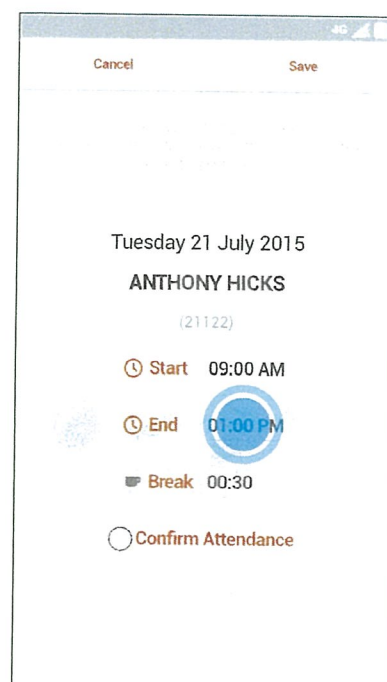


step one.



Tap on the scheduled time to view the Update Attendance screen

step two.

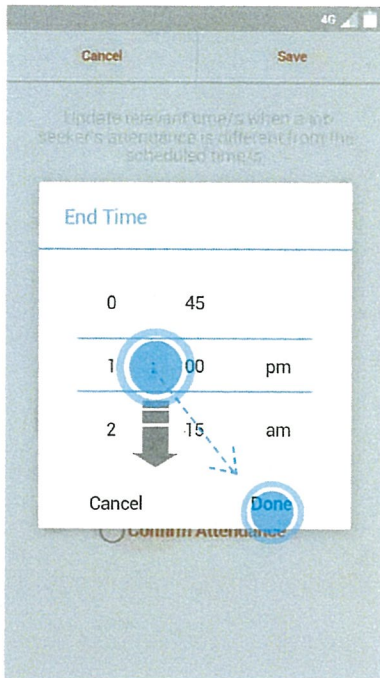


Tap on the Start, End or Break time that you want to update.

2
3
4
5

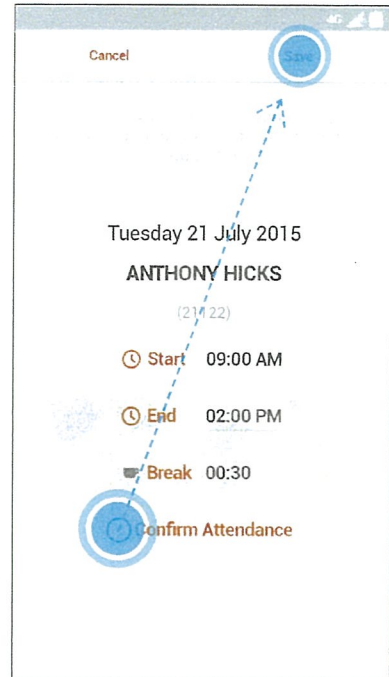


step three.



Select the time the job seeker actually attended the activity and tap Done.

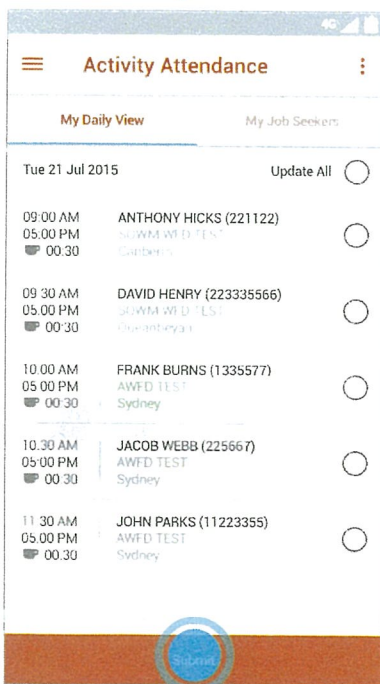
step four.



Tap the radio button to Confirm Attendance and Save.

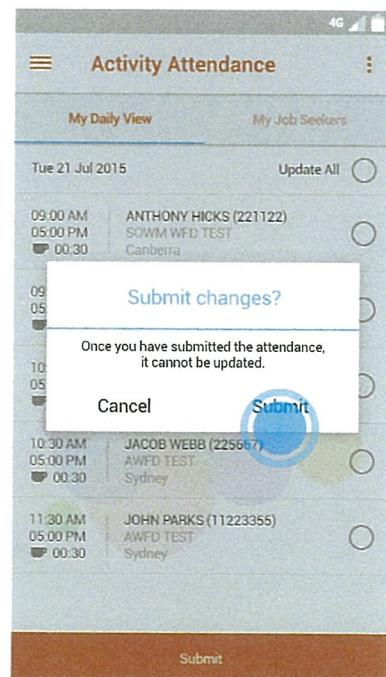


step five.



Tap Submit to send the changes for processing

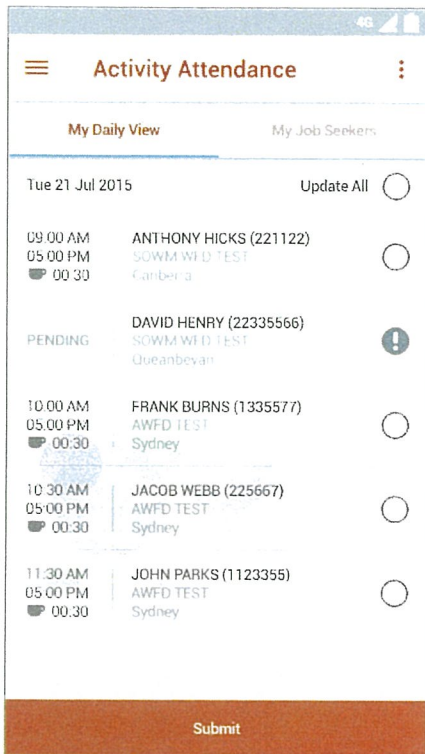
step six.



Tap Submit again to confirm



You will see your updates status as PENDING to indicate that your updates have been successfully sent.

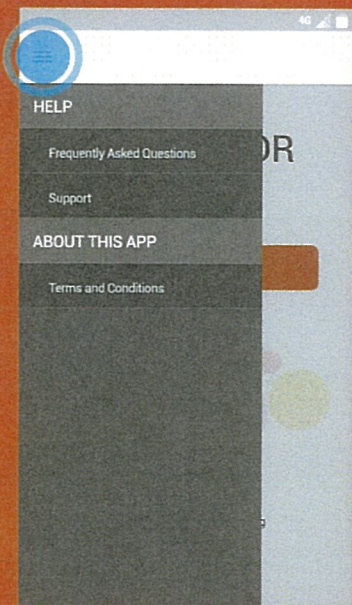


Once you have hit Submit, you can't change attendances or update times with the app for that day. If you need to make a change, contact your Employment Provider.

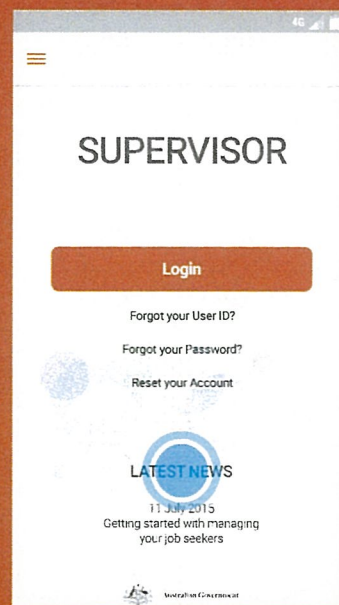


Want more information?

If you have any questions call 02 9942 4040 for help.



For tips on how to use the app visit our FAQ



Check our Latest News for maintenance updates and announcements