



Joint Transition Authority

Transition Coaching and Support



Job Search Preparation Workshops

Want to learn more about how to manage your career, sell your skills and experience and build your resume to capture your military service?

Defence's Job Search Preparation online workshop is available for all ADF members at any time during their military career or when considering their career after military service.

WORKSHOP DETAILS

The virtual workshop is delivered via webinar in four modules:

- career insights
- personal branding (resume development)
- networking and job search
- preparing for interviews.

Training Details

Modules run for two hours each and are scheduled at various times for your convenience.

Members have one month to complete all four modules.

The training is delivered virtually through Microsoft Teams. You may not be able to access the workshop on the Defence Protected Network.

Registration Details

Register via the Expression of Interest option on Campus by searching for 'ADF Job Search Preparation'.

Or email dftp.national@defence.gov.au for further information.

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Personalised Career and Employment Program

The Personalised Career and Employment Program (PCEP) is offered under the Defence Force Transition Program (DFTP). It consists of three months of career coaching and support to give you optimal opportunity to secure civilian employment or meaningful engagement.

Members eligible for this program include medically or administratively transitioning members who are between the ages 17 and 30 years and have completed less than four years of military service. This program aims to assist with financial security through enhancing a member's capacity to secure civilian employment or meaningful engagement. PCEP helps you to gain the skills required to seek and secure work, develop a long-term career plan whilst working towards immediate employment or engagement.

WHAT DOES PCEP OFFER?

A dedicated employment and career consultant will contact you about this module.

PCEP offers:

- access to online assessments, modules and tools to help identify and build your skills, abilities and job readiness
- assistance in helping you to develop a resume that is marketable to your skills and interests
- customised personal branding materials for you to present to the job market
- coaching in interview skills
- expert job market knowledge and connections with large networks of employers to ensure the ideal 'job-fit' is obtained

- access to positions that are not currently advertised in the job market.

HOW CAN YOU ACCESS PCEP?

Talk to your Transition Coach to see if PCEP meets your needs and whether your circumstances fit the eligibility criteria.

WHO DELIVERS THIS SERVICE?

Defence has a contracted single national provider for the provision of specialist services under the DFTP.

Your consultant will be a civilian career specialist who helps individuals realise their career potential.

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Transition for Employment (T4E)

The Transition for Employment (T4E) program provides support to members with complex medical conditions to transition from the ADF to civilian employment or meaningful engagement.

The T4E program supports the member's rehabilitation, builds their resilience and assists with the development of their future civilian employment and meaningful engagement opportunities outside of Defence. T4E is a two year program which provides time for member's to manage all aspects of their transition.

The T4E Program provides support to members medically transitioning, whose cases involve complex factors impacting their ability to transition successfully.

In extraordinary circumstances, there is an escalation process for members who are not transitioning medically but are deemed to have complex needs.

HOW TO ACCESS T4E

Access to the program is **by referral only**.

Members can be referred by:

- their Chain of Command
- their ADF Rehabilitation Case Manager
- their ADF Transition Coach
- OR a combination of these.

WHAT THE T4E PROGRAM DELIVERS

The vocationally-based service aims to deliver an assisted transition path, providing specialist employment support for those with complex needs.

T4E provides tailored one-on-one vocational support through specialist employment services, including:

- career profiling and vocational assessment
- competency and capability mapping
- job search coaching, strength development and job placement.

T4E is one of the programs offered under the Defence Force Transition Program (DFTP) for members with complex needs who would benefit from this more intensive program of support.

Members who participate in T4E are still required to access DFTP Transition Coaching and Support services to support them through the administrative aspects of their transition.

Your T4E Coach will work with your Transition Coach and an external consultant to guide you and your family through this process.

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Career Transition Training

Career Transition Training (CTT) provides eligible members with up to \$5,320 towards approved training and education expenses to achieve their post-transition employment or meaningful engagement goals.

CTT activities are generally undertaken in the member's home location. If the training is not available in their home location, or if the activity is specific to a member's new location after transition, travel will be considered on a case by case bases.

HOW TO ACCESS CAREER TRANSITION TRAINING

- members must apply by completing Web Form AC853-3 *Defence Force Transition Program Application*
- applicants can apply for up to 24 months post-transition
- medically separating members who are not fit to undertake training at the time may apply to preserve the benefit

WHAT CAN MEMBERS ACCESS

- industry recognised qualifications and training
- background checks - only if required for a licence (i.e. security licence)
- professional registrations
- travel and accommodation
- TAFE and tertiary study may be considered if it aligns with the member's post-transition goals.

MORE INFORMATION

- more information on Career Transition Training eligibility can be found in [PACMAN](#) 2.2.5
- Approved Absence entitlements can facilitate access to activities undertaken through the CTT program during service/prior to transition date
- members may incur Fringe Benefit Tax.

For further information, contact your Transition Coach or email us at transition.support@defence.gov.au.

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Approved Absence

Permanent full-time ADF members can apply for leave for transition related activities while still employed by the ADF.

Approved Absence (AA) may be used for attendance at [Defence Force Transition Program](#) activities, as well as limited time (up to 3 days total) for administrative activities related to separation.

AA must be taken as a full day. Members may need to demonstrate their plan to complete multiple transition activities on the same day, ie house hunting, financial advice and their Medicare application.

More information about Approved Absences can be found in the [PACMAN](#) internal policy guidance.

HOW TO ACCESS APPROVED ABSENCE

Members must apply for Approved Absence by submitting Web Form AC853-3 *Defence Force Transition Program Application* and be supported by their Chain of Command. This will then be approved by the delegate.

MORE INFORMATION

More information about Approved Absences can be found in the [PACMAN](#) internal policy guidance.

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On the Job Experience

On the Job Experience (OJE) is another productive way to use your Approved Absence allocation to support your post-transition goals.

All members who engaged with OJE remain a member of the Australian Defence Force and are considered on duty, therefore members require consultation and agreement with their Unit Commander.

All members are in receipt of their normal Service pay and are covered for compensation under the Military Rehabilitation and Compensation Act (MRCA) 2004. Members cannot be paid any remuneration or allowances by their chosen civilian employer during the period of OJE.

Members are required to find their own OJE opportunity and must supply a copy of the written offer of OJE from the proposed civilian employer when applying for OJE.

HOW TO ACCESS ON THE JOB EXPERIENCE

Members must apply for OJE by submitting Web Form AC853-3 *Defence Force Transition Program Application*.

MEMBERS CAN ACCESS:

- real time industry experience in their chosen industry aligned with their future career goals
- approved set period of time to undertake in the OJE placement while being paid their normal Defence salary.

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Financial Advice

Financial Advice provides members who require professional financial advice to assist them with financial decisions, find a suitable financial advisor and access up to \$1,000 towards financial advisors fees.

Access to financial advice remains for up to 24 months post-transition in accordance with [PACMAN](#) Chapter 2, Part 2. However this cannot be used for routine tax or accounting services.

HOW TO ACCESS FINANCIAL ADVICE

Members must apply for Financial Advice by submitting Web Form AC853-3 *Defence Force Transition Program Application* to apply for this benefit. A Fringe Tax Benefit may be incurred.

The ADF Financial Service Consumer Centre (ADFFSCC)

The ADFFSCC aims to keep members informed so they are in a position to make the best decisions possible for themselves and their family. Their website offers a range of education material and links to trusted sources to assist in making these decisions. www.adfconsumer.gov.au

Members (and families) can access

- a list of fee for service advisors on the ADFFSCC website
- a non-ADFFSCC financial advisor provided they hold a current Australian Services Licence (AFSL)
- the Compare Your Package (CYP) tool which allows full-time ADF members the ability to estimate the value of their financial and non-financial benefits
- online tools and information for budgeting, savings, investing etc
- group financial education sessions.

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Personality Mapping and Career Insights

This module is part of the Career Transition Coaching suite. It will help you build better self-awareness, identify your interests and work styles.

You will undertake a Birkman Career Assessment which is an online personality, social perception and occupational interest assessment. Your consultant will discuss your results with you to help you understand how to use this information to make decisions relating to your future career, including your work targets and goals.

YOUR CONSULTANT

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- discuss the module with you and how to undertake the profile questionnaire
- discuss the results of your Birkman Career Assessment with you
- help you identify the type of work you are likely to enjoy and be successful at
- provide insights to help you gain a deeper understanding of your strengths and needs
- provide an understanding of your leadership style.

WHO SHOULD COMPLETE THIS MODULE?

Members who:

- are transitioning from the ADF
- would like insight into their strengths and weaknesses, and their work style.

HOW LONG WILL THIS MODULE TAKE?

The estimated time commitment is:

- Birkman Assessment – 1 hour
- Qualified Debrief – 1 hour

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Developing Career Goals

This module is part of the Career Transition Coaching suite. It will assist you to determine your civilian career goals post-transition.

Your consultant will help you identify your career goals, create a plan and get you started on your civilian path. Your path might include finding paid employment, studying or retraining, volunteering, retirement, or other meaningful engagement.

YOUR CONSULTANT

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- provide tools, support and guidance to help you determine your career goals
- provide an ideal position report and work target overview
- provide coaching and advice to help you navigate your career change
- assist with building your skills and confidence to respond to common problems during a career transition
- show you how to navigate the career market
- provide you with statistics and insights relating to the current job market.

WHO SHOULD CONSIDER THIS MODULE?

Members who:

- are ready to create a plan of action for their career path
- are unsure how to set achievable career goals.

HOW LONG WILL THIS MODULE TAKE?

The estimated time commitment is 2.5 hours over two sessions.

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Transition Coaching and Support

Competency and Capability Mapping

This module is part of the Career Transition Coaching suite. It will help you identify your skills and any skill gaps you may need to address in order to succeed in achieving your post-transition goals.

Your consultant will assist you to understand your current skills and how these skills can transfer to civilian work. Your consultant can also help you find the training and education options to fill any gaps you identify.

YOUR CONSULTANT

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- support you to identify gaps between your current skills and the skills required for your post-transition employment goals
- provide guidance on appropriate education and training options to address gaps for your post-transition goals
- provide advice on alternative career options based on your skills and strengths.

WHAT DO I NEED TO PREPARE?

Members are encouraged to complete the Strengths Analysis activity via the module workbook or online portal.

WHO SHOULD CONSIDER THIS MODULE?

Members who:

- have a clear career goal or interest and lack knowledge about potential gaps in current skills
- are interested in exploring alternative career options
- need support in researching study/training options.

HOW LONG WILL THIS MODULE TAKE?

The estimated time commitment is 1 hour.

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Resume & Job Search Skills

This module is part of the Career Transition Coaching suite. It will help you learn and develop strategies to find work that aligns with your post-transition employment goals.

Your consultant will help you develop a market-ready resume, interpret and respond to job advertisements, create job search strategies and develop a go-to-market plan.

YOUR CONSULTANT

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- assist you to identify job opportunities that align with your post-transition employment goals
- provide internet links and apps for identifying job opportunities
- provide tips on how to work with recruiters.
- provide tools on how to network to find opportunities
- help you to develop and showcase skills and accomplishments to address your employment goals
- provide resume samples and templates to help you build or tailor your resume to the roles you are targeting

- provide guidance on how to write a resume and cover letter in response to job advertisements and how to address selection criteria.

WHO SHOULD CONSIDER THIS MODULE?

Members who:

- do not have a current market-ready resume
- are ready to actively apply in the job market

HOW LONG WILL THIS MODULE TAKE?

The estimated time commitment is 2.5 hours over two sessions.

* If you have a resume, bring this with you.

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Personal Branding and Marketing

This module is part of the Career Transition Coaching suite. It will help build your professional network and personal brand to assist with your transition to civilian life.

Your consultant will assist you in developing your networking skills including using online professional networking platforms such as LinkedIn to help you market yourself to find meaningful employment.

YOUR CONSULTANT

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- support you to build professional networking skills
- show you the benefits of having a LinkedIn profile and how to use its functionality
- help you build a personal brand, including a LinkedIn profile
- provide advice on how to write and promote your career achievements
- help you explain to future employers why you are transitioning from ADF.

WHO SHOULD CONSIDER THIS MODULE?

Members who:

- do not have a current market-ready resume
- are unsure how to create a professional network
- would benefit from a professional online presence to increase opportunities.

HOW LONG WILL THIS MODULE TAKE?

The estimated time commitment is 90 minutes.

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Interview Skills

This module is part of the Career Transition Coaching suite. It will equip you with the confidence to prepare for a job interview.

Your consultant will discuss strategies for different types of interviews and provide an understanding of questions to expect as well as how to prepare responses to challenging questions.

YOUR CONSULTANT

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- advise you on how to present yourself at a job interview
- provide you with the skills to develop answers to common interview questions
- guide you on how to confidently address an interview panel
- guide you on how to respond to challenging interview questions
- suggest scripts on how to respond to salary questions
- help you prepare questions to ask an interviewer
- help you develop a statement to address why you are leaving the ADF.

WHO SHOULD CONSIDER THIS MODULE?

Members who:

- have not had recent experience interviewing
- are active on the job market but not receiving offers post-interview
- are struggling to articulate their career and work achievements.

HOW LONG WILL THIS MODULE TAKE?

The estimated time commitment is 1 hour.

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Negotiation Skills

This module is part of the Career Transition Coaching suite. It will offer you guidance and assistance on how to confidently negotiate a job offer that best meets your needs.

Your consultant will equip you with skills and strategies to have open conversations with potential employers while maintaining your personal brand and securing a positive outcome.

YOUR CONSULTANT

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- guide you on how to discuss a job offer with a future employer
- provide guidance on how to understand and articulate your value in the marketplace
- provide you with tools and scripts to help you prepare for and conduct salary negotiations
- discuss other (non-salary) benefits you could negotiate with your future employer.

WHO SHOULD CONSIDER THIS MODULE?

Members who:

- are not familiar on what is and is not appropriate to negotiate
- are not comfortable talking to potential employers about their salary expectations, or are unsure if their expectation is relative to current market rates
- are presented with multiple job offers, or are likely to be.

HOW LONG WILL THIS MODULE TAKE?

The estimated time commitment is 1 hour.

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Job Connections

This module is part of the Career Transition Coaching suite. You will work with a job connections consultant to determine your career targets and they will proactively source roles for you.

In addition to your own job search, your job connections consultant will approach companies and hiring managers to identify roles on your behalf and connect you to opportunities that match your career goals.

YOUR CONSULTANT

A job connections consultant from a contracted specialist provider will contact you about this module.

Your consultant will:

- work closely with you to understand your work targets and career goals
- create a hiring plan
- identify target roles and organisations
- identify salary expectations
- connect you with opportunities from within their National Employer Network
- approach organisations on your behalf
- research and uncover opportunities in the local market
- provide feedback and consistent communication.

WHO SHOULD CONSIDER THIS MODULE?

Members who:

- Have completed the following Career Transition Coaching modules;
 - Personality Mapping and Career Insights
 - Resume and Job Search Skills
 - Interview Skills

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Coaching for Change

This module is part of the Career Transition Coaching suite. It will give you techniques and skills to manage your transition to civilian life, including employment.

Your consultant will help you explore the differences between military and civilian environments and support you in creating strategies to manage yourself through this change.

YOUR CONSULTANT

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- help you identify gaps between military life and your post-transition employment goals
- provide you with techniques and strategies to overcome difficult challenges
- assist you with building and maintaining a work-life balance
- help you identify purpose in a new role
- assist you to identify and approach a potential workplace mentor.

WHO SHOULD CONSIDER THIS MODULE?

Members who:

- have landed a new role but are finding the adjustment to a new environment challenging
- are finding their upcoming transition daunting or are concerned about the potential challenges faced in civilian employment
- are wishing to proactively set themselves up for success in their post-transition careers.

HOW LONG WILL THIS MODULE TAKE?

The estimated time commitment is 1 hour.

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Social Connectivity

This module is part of the Career Transition Coaching suite. It will help you understand why social connectivity is vital to maintaining effective working and personal relationships outside of Defence and how to enhance your social skills and maintain lasting relationships.

Your consultant will help you identify the positive impact socialising has on physical and mental health, the professional benefits, how to find common ground with people you don't know and how to build, enhance and maintain relationships with lasting success.

YOUR CONSULTANT

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- discuss the benefits of social connectivity for your health and wellbeing, help you identify the skills you already possess and how to enhance them
- discuss the benefits of effective communication in a professional capacity
- provide you with suggestions on how to 'find your tribe' including veteran and non-veteran support groups in accordance with your interests
- help you assess your likeability, communication skills and behaviours and identify ways to enhance and drive engaging conversations
- coach you on how to keep conversations alive using effective questioning according to the circumstances you are in
- provide you with tools and tips to maintain lasting relationships both in person and virtually

- provide useful links to resources and materials to enhance your social connectivity, including a comprehensive list of open questions to use for every occasion.

WHO SHOULD CONSIDER THIS MODULE?

Members who:

- are interested in enhancing their likeability, communication skills and behaviours
- are keen to combat shyness or social anxiety and build the confidence to create and maintain lasting relationships outside the comradery of the ADF.

HOW LONG WILL THIS MODULE TAKE?

The estimated time commitment is 2 hours over two sessions.

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Preparing to Study

This module is part of the Career Transition Coaching suite. It will help you determine what you'd like to study, explore your options and understand financial and time expectations.

Your consultant will make sound decisions on the nature and scope of study you would like to pursue aligned with your interests and long-term career goals, provide an overview of recognition of prior learning, scholarships, military pathways, paid trades and associated fees and application processes and arm you with the tools to help you achieve your study goals.

YOUR CONSULTANT

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- provide you with an overview of growth industries and occupation trends that may factor into your study considerations
- help you identify your interests, aspirations and long-term goals and determine the most suitable qualification(s) to bring them to life
- discuss university options, expectations, gateways and military academic pathway programs
- help you to understand time and financial costs, degree fee structures and loans, concessions, and exceptions, VET fee help and how to apply
- discuss paid traineeship options, timelines, short-term expectations, and long-term outcomes
- help you identify relevant and existing skills sets aligned with your study choice and secure recognition of prior learning credits
- provide you with links, tools, and support mechanisms to help you with the application process
- provide you with hints and tips for garnering study support, connecting with other veterans, preparing for remote study, managing your time, building a network and maintaining a positive mindset to set yourself up for success
- build a succinct action plan using SMEAC (Situation, Mission, Execution, Administration, Command), supported by SMART (Specific, Measurable, Attainable, Relevant, Timeline) goals.





Joint Transition Authority

Transition Coaching and Support

Preparing to Study

This module is part of the Career Transition Coaching suite. It will help you determine what you'd like to study, explore your options and understand financial and time expectations.

WHO SHOULD CONSIDER THIS MODULE?

Members who:

- are considering studying and are uncertain about what to study
- have long-term goals and are keen to explore study options to meet their goals
- are considering study and would like to learn about various study options available to them.

HOW LONG WILL THIS MODULE TAKE?

The estimated time commitment is 2.5 hours over two sessions.

MORE INFORMATION

If you have any questions after reading this information sheet, contact your Transition Coach or email us at transition.support@defence.gov.au.

Defence Member and Family Support offers a wide range of support services to ADF members and their families.

For more information on this factsheet and other services visit our website or contact the 24-hour Defence Member and Family Helpline.



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Joint Transition Authority

Transition Coaching and Support



Becoming a Mentor

This module is part of the Career Transition Coaching suite. It will help you learn and understand what mentoring is, how to be a mentor, what a mentor does, and provide information, resources and guidance to assist in the preparation process for becoming a mentor.

Your consultant will help you examine considerations for becoming a mentor, the skills and training required and how to find a mentor role.

YOUR CONSULTANT

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- assist you in determining if becoming a mentor is right for you
- help you consider why you want to become a mentor
- provide tips on what you should consider when becoming a mentor
- provide tips on what skills and training is required
- provide details on what a mentoring program looks like and its phases
- provide internet links to help you find mentoring programs and roles
- provide internet links for other mentoring resources.

WHO SHOULD CONSIDER THIS MODULE?

Members who:

- have been thinking about becoming a mentor
- would like to determine if becoming a mentor is right for them
- would like to learn more about the mentoring process and the skills and training involved
- are ready to take the next step and become a mentor.

HOW LONG WILL THIS MODULE TAKE?

The estimated time commitment is 2 hours over two sessions.

MORE INFORMATION

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Joint Transition Authority



Transition Coaching and Support

Preparing to Volunteer

This module is part of the Career Transition Coaching suite. It will help you understand the nature and scope of volunteering, identify options that align with your skills and interests and prepare you for volunteering success.

Your consultant will help you identify the type of volunteering work you'd enjoy, prepare your marketing strategy and provide you with the tools to help you achieve your volunteering goals.

YOUR CONSULTANT

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- assist you with a thorough analysis of your skills, interests, values, passions, and aspirations to help you determine the kind of volunteering you'd like to pursue
- provide you with a comprehensive list of options from which to choose
- help you determine the time and energy you'd be prepared to commit to volunteering
- help you research your options to find the one most suited to your interests and time commitment
- coach you on how to develop a volunteer-specific commercial, resume, cover letter and interviewing strategy to secure your target
- provide you with samples and templates to build or tailor your marketing resources

- provide you with an understanding of your volunteering rights and responsibilities
- help you build a robust strategy and action plan to realise your volunteering goals.

WHO SHOULD CONSIDER THIS MODULE?

Members who:

- are interested in volunteering as an opportunity to develop skills for a paying job
- are interested in offering volunteering services as part of their retirement planning
- are keen to give back to the community and engage in volunteering in the long term.

HOW LONG WILL THIS MODULE TAKE?

The estimated time commitment is 1.5 hours.

* If you have a resume, bring it with you.

MORE INFORMATION

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Joint Transition Authority

Transition Coaching and Support



Volunteering Connections

This module is part of the Career Transition Coaching suite. You will work with a Volunteering Connections consultant to identify nature and scope of volunteering opportunities in your region and areas of interest, and to identify options that align with your skills, interests and values.

With your consent, your consultant will approach organisations, charities and associations to identify opportunities and make a connection for you.

YOUR CONSULTANT

A Volunteering Connections consultant from a contracted external provider will contact you about this module.

Your consultant will

- work closely with you to understand the nature and scope of volunteering you would like to pursue, identify options that align with your skills, interests and values, and prepare you for volunteering
- create a connection and communication plan
- identify target roles and organisations, charities and associations
- connect you with opportunities from within their network and approach on your behalf
- research and uncover opportunities in your local region or targeted field
- provide feedback and consistent communication.

WHO SHOULD CONSIDER THIS MODULE?

Members who:

- are interested in volunteering as an opportunity to develop skills for a paying job
- are keen to give back to the community and engage in long term volunteering
- have completed the following Career Transition Training modules:
 - Personality Mapping & Career Insights
 - Preparing to Volunteer
 - Retirement Planning

MORE INFORMATION

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Joint Transition Authority

Transition Coaching and Support



Planning for Retirement

This module is part of the Career Transition Coaching suite. It will give you techniques and skills to manage your transition to civilian life and into retirement.

This module will help equip you with the confidence to assess, explore and plan for your retirement lifestyle.

YOUR CONSULTANT

A consultant from a contracted external provider will contact you about this module.

Your consultant will:

- help you explore how to plan for the next phase of your life
- provide coaching on conducting a self-assessment to identify your goals, values, strengths and personal mission in retirement
- provide guidance on how to explore lifestyle options in retirement
- offer information on well-being and community involvement
- provide coaching on how to understand your retirement options and develop a plan to meet your identified goals.

WHO SHOULD CONSIDER THIS MODULE?

Members who:

- are planning to retire but are struggling to articulate what this will look like for them
- are considering a shift away from full-time work, with retirement a consideration in the next two to five years
- are unsure of what their plan is post-transition.

HOW LONG WILL THIS MODULE TAKE?

The estimated time commitment is 2.5 hours over two sessions.

MORE INFORMATION

If you have any questions after reading this information sheet, contact your Transition Coach or email transition.support@defence.gov.au

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Joint Transition Authority



Transition Coaching and Support

Partner Employment Assistance Program

Defence Member and Family Support provides funding for initiatives to assist ADF partners with employment when they are relocated on posting, or if their ADF member is medically transitioning.

The Partner Employment Assistance Program (PEAP) offers two support initiatives: professional employment services, and professional re-registration (re-registration must be state-based and required by legislation).

Support under professional employment services is for a maximum of \$1,500 per posting. Support for re-registration costs can be provided in addition to the \$1,500.

PROFESSIONAL EMPLOYMENT SERVICES

Partners have the flexibility of opting to receive services from Defence's professional employment services provider or a provider of their choice.

Using the Defence service provider

PEAP has been expanded to include new employment services for ADF partners from Defence's service provider.

You can access services within 48 hours of application approval, and you will work with a professional, quality assured provider.

The services include:

- **Job-Search Preparation virtual workshop:** Delivered over four two-hour modules to help you become job-ready and gain access to potential employment opportunities.
- **Job Connections:** For partners who have a current and contemporary resume and are interview-ready.

Using another employment services provider

Partners may also choose their own provider for employment services.

Eligible services include:

- development of a personalised resume and/or resume coaching
- identification of transferrable skills
- employment options and job placement advice
- job search techniques and strategies
- development of an online employment profile
- application and selection criteria coaching
- preparation and presentation coaching for interviews.

Applications must be approved before you engage with a service provider. You must support your application with a quote for services from your provider.



PROFESSIONAL RE-REGISTRATION FEES

Costs under this initiative will be supported in addition to the \$1,500 maximum limit for professional employment services.

Re-registration must be state-based, and legally required by the relevant industry. For example, registration for teaching and real estate agents.

Applications will need to be accompanied by evidence of prior registration held in the previous location and a table of fees from the new registering body.

Annual registration or initial registration costs are not supported under PEAP and are the responsibility of the partner to fund.

KEY ELIGIBILITY REQUIREMENTS

To be eligible for PEAP you must be:

- a recognised partner of an ADF member serving in the permanent forces or the Reserves under SERVOP C (Continuous Full-Time Service) arrangements
- a recognised partner of an ADF member transitioning for medical reasons.

The eligibility criteria for PEAP has been temporarily expanded to support families during COVID-19. Partners of ADF members can currently access PEAP at any time during the posting cycle and do not need to have recently relocated with the member.

HOW TO APPLY

Interested partners should read the information relevant to the initiative they are applying for prior to completing the [online application form](#).

All applications submitted will be checked to confirm the applicant and proposed PEAP initiative meet the intent and eligibility criteria of the program.

Applicants should anticipate that it will take up to five business days to be notified of the outcome of their application. Notification will be via the email address provided.

PAYMENT OPTIONS

After your application has been approved, there are two payment options for services approved under PEAP.

The first option is for DMFS to pay the service provider on your behalf.

The second option is for you to be reimbursed after you have paid the provider directly and submitted both the original invoice and receipt to DMFS.

FRINGE BENEFITS TAX

PEAP funding may attract Fringe Benefits Tax (FBT) which is recorded against the ADF member. The ADF member is required to acknowledge that the program is FBT reportable in the application questionnaire.

MORE INFORMATION

More information is available at defence.gov.au/adf-members-families or the Defence Member and Family Helpline on 1800 642 608.

If you have any further questions email partner.employment@defence.gov.au.

Defence Member and Family Support offers a wide range of support services to ADF members and their families. For more information on this factsheet and other services visit our website or contact the 24-hour Defence Member and Family Helpline.



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