

# Partner Employment Assistance Program Guidelines

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## Disclaimer

The content in these guidelines is intended to provide information for applicants wishing to apply for the program. The Australian Government will not accept responsibility for any misunderstanding arising from the failure by an individual to comply with these guidelines, or arising from any ambiguity, discrepancy or error contained in registration or request. Defence does not provide advice concerning, recommending or promoting any non-government organisation.

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## About the Program

### Purpose

Enable Australian Defence Force (ADF) families to thrive in service and beyond.

This program recognises the service and sacrifices of our ADF members and their families, and the unique challenges ADF partners face in sustaining a career whilst supporting the ADF Members service.

The program aims to assist in optimising their career opportunities and support them to pursue employment commensurate with their skills and experience.

The program is available to eligible ADF partners located within Australia.

### Overview

The Partner Employment Assistance Program allows eligible partners to claim reimbursement for a variety of costs, up to a total of \$1500 per financial year.

Partners are required to be registered with the program to access to benefit.

Entitlement to reimbursement the program is assessed in three (3) parts:

- a. Eligibility of the applicant,
- b. Eligibility of costs requested and,
- c. Availability of funds

### Program Availability

The program is available to eligible ADF partners located within Australia. This program commences from 1 January 2025 to 30 June 2025.

### Objectives

The program is delivered to achieve the following objectives:

1. Support ADF Partners in optimising their career opportunities and support them to pursue employment
2. Enhance the overall wellbeing and satisfaction of ADF Partners
3. Recognise and appreciate the contributions and sacrifices of ADF members and their families

### Eligibility for Registration

To register for PEAP, the ADF member and partner must meet the relevant criteria

Eligible partners of ADF Members who meet all of the following:

- a) A member of the Permanent Forces, or a member of the Reserves on continuous full-time service, and
- b) Posted to a location within Australia.

In relation to a member, eligible partner means a person who meets all of the following.

- a) They are listed on the members PMKeyS as resident family.
- b) They are not a member of the permanent forces or a member of the Reserves on continuous full-time service.
- c) They are located within Australia

### Eligibility of costs requested

A registered partner may be reimbursed up to \$1500 in a financial year for services provided under any of the following:

- Category A - Career Support and Coaching
- Category B - Professional Licensing, checks and registration
- Category C - Employment related Training

Services and/or training must be accessed and paid for in the eligibility period the partner is approved to access the program.

The \$1,500 can either be divided between the service categories or allocated to a single service. If this amount is unused at the end of a financial year, it does not carry over to future financial years.

The program has a maximum limit of \$1,500 per financial year. If the cost of your service/s exceeds this amount, the applicant will be responsible for covering the balance beyond the \$1,500 cap.

### Category A items - Career Support and Coaching

Expenses relating to the following services provided to an eligible partner by a provider with a registered Australian Business Number are reimbursable:

Services designed to help individuals navigate their employment pathways and achieve career goals such as:

- resume and/or cover letter services
- Job placement services and/or job seeking support
- Development of an online employment profile
- Career Coaching

### Category B items - Professional Licensing, checks and registration

Expenses relating to the following services provided to an eligible partner by a government body or a provider with a registered Australian Business Number are reimbursable.

Administrative processes related to ensuring that individuals meet the requirements, qualification and standards to legally practice in the field such as:

- Working with children's checks or state/territory based equivalent
- Police Checks
- Industry licences
- Professional Registration such as state/territory Teacher registration

### Category C items - Employment related Training

Programs, courses or activities that meet all of the following are reimbursable.

- 1) An accredited course or module/s of an accredited course
- 2) delivered by a Registered Training Organisation (RTO) or TAFE

## Registration Process

Partners can register for the program via the online form available on the Defence Website - [Partner Employment Assistance Program | ADF Members & Families | Defence](#)

If additional information is required, DMFS will make all reasonable attempts to contact applicants to request information. If the applicant does not provide the necessary information, the registration will not be approved. If the registration is rejected, applicants will need to re-submit a complete registration.

Applicants will be notified of the outcome of their registration. We aim to process your application within 5 business days from receipt of a complete and correct registration. Registration outcomes will be sent to the email address provided for both the applicant partner and the ADF member.

## Reimbursement

Once applicants have received notification of program registration, they must:

1. Proceed to engage with the provider, ensuring that the services align with those approved under the program
2. Pay for the services - Ensure that all receipts and documentation related to the payment and services received are retained
3. Once the services are completed, submit a request for reimbursement via email to [partner.employment@defence.gov.au](mailto:partner.employment@defence.gov.au)

Requests for reimbursement must include the following supporting documents:

- Correctly rendered tax invoice
- Proof of payment (receipt)

### Important Information about the reimbursement process:

- A partner must apply for reimbursement within 12 months of the costs being incurred.
- Applicant's circumstances must remain relevant and aligned with eligibility criteria in order to be eligible for reimbursement. DMFS will confirm applicants circumstances are the same at the time of request for reimbursement. If your circumstances have changed please contact the program to enquire about any impacts on your approval.
- Card and administration fees are not reimbursable.
- If approved, funds will be deposited into the **ADF members bank** account registered on the Defence accounts payable system (subject to benefit balance).

## Other important information

### Overseas Postings:

The Partner Employment Assistance Program is only available for ADF partners within Australia. Partners accompanying Members on overseas postings should ensure they are aware of the employment conditions and options in the overseas location. Support for members and families overseas is administered by the Overseas Administration Team (OAT).

### Fringe Benefits:

The funds reimbursed as part of the Program are considered a Fringe Benefit. General information on Fringe Benefits can be found on the ATO website - [How fringe benefits tax works | Australian Taxation Office \(ato.gov.au\)](#)

### **Financial Hardship**

The program operates on a reimbursement basis only. However, if you are experiencing financial hardship, please email [partner.employment@defence.gov.au](mailto:partner.employment@defence.gov.au) (addressed to the Program Manager) for support options.

### **Review of decision**

Partners can appeal a decision concerning the program through an internal review process if they believe a decision is incorrect based on the program eligibility criteria.

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

1. Applicant eligibility
2. Eligibility of costs
3. Balance of reimbursement benefit

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.

### **Program Evaluation**

The Partner Employment Assistance Program (PEAP) Questionnaire enables DMFS to better understand your preparedness for gaining employment. This, in turn enables us to measure the impact of PEAP.

Pre and post program questionnaires will be emailed to you whilst you are accessing the program. Your feedback is used to measure the programs impact and effectiveness.

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.