

Partner Employment Assistance Program Guidelines

Inside cover info

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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.

Objective

The objective of the Partner Employment Assistance Program (PEAP) is to:

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

Overview

The program provides eligible partners the opportunity to claim reimbursement for eligible costs associated with employment, up to a total of \$1,500 per financial year.

To access reimbursement through the PEAP, ADF members, their partners and employment costs must meet specific eligibility criteria as outlined in the program guidelines.

1. ADF Member eligibility

To apply for PEAP, the ADF member of the partner (applicant) must meet all of the following:

- a) Be a member of the Permanent Forces (SERCAT 7, SERCAT 6), or a member of the Reserves on continuous full-time service (SERVOP C), and
- b) Posted to a location within Australia at the time of approval and service is undertaken.

2. Partner eligibility

If the ADF member's eligibility is met, their partner (applicant) must meet all of the following:

- a) Be listed on the members PMKeyS record as a CDF recognised partner (defined in the [ADF Pay and Conditions Manual](#) (PACMAN) under 1.3.38, and
- b) Be located within Australia; and
- c) Not a member of the permanent forces (SERCAT 7, SERCAT 6) or a member of the Reserves on continuous full-time service (SERVOP C).

3. Eligibility of employment costs

On meeting the eligibility requirements, an eligible partner may be reimbursed up to \$1, 500 in a financial year for services or products provided under any of the eligible categories:

Please note: The \$1,500 per financial year can be used across different service categories or fully allocated to a single service. However, any unused portion of the \$1,500 does not carry over to the next financial year.

If the cost of your service/s exceeds the maximum limit of \$1,500, the applicant is responsible for paying the amount exceeding the \$1,500 limit

A. Career Support and Employment Coaching

The following expenses related to services rendered by a provider with a registered Australian Business Number (ABN) will be considered for reimbursement:

- Create and maintain a personalised resume or cover letter.
- Job search, placement and matching services.
- Development of an online employment profile.
- Career coaching (1:1 session/s with a coach to support individual development such as identifying career goals and direction, exploring new career paths for job search and interview presentation).

Partners wishing to access category A. Career Support and Employment Coaching support may choose either of the following:

- Select their own provider and apply for reimbursement following delivery of service, or
- Elect to utilise the Defence provider BUSY Group and pay no up-front cost for services. Click [here](#) for more information on services available through BUSY Group. To request BUSY Group services email partner.employment@defence.gov.au.

B. Mandated professional Licensing, checks and registration

Expenses relating to the following services provided to an eligible partner by an Australian government body or provider with a registered ABN will be considered for reimbursement.

Administrative processes related to ensuring an applicant can meet the requirements, qualification and standards to legally practice in their professional role such as:

- Professional industry licences;
- Professional checks such as police checks and working with children's checks; and
- Registration fee incurred through obtaining legal recognition to legally practice in the professional field such as Australian Health Practitioner Regulation Agency registration or state/territory teacher registration.

Please note: Other mandated costs by a registration board such as indemnity insurance, memberships or processing fees are not eligible for reimbursement under PEAP.

C. Employment related vocational training

Expenses for employment related programs, courses or activities that meet all of the following requirements will be considered for reimbursement:

- Vocational training, modules or accredited courses defined as those qualifications recognised up to Level 6 (Advanced Diploma/Associate Degree).
- Delivered by a Registered Training Organisation (RTO), TAFE or a professional governing body.

Registration information

Eligible partners of ADF members are encouraged to apply for the program. Before registering for the PEAP please ensure you review the following information:

Overseas Postings: The PEAP is only available for ADF partners within Australia. Partners accompanying an ADF member on an overseas posting should ensure they are aware of the employment conditions and options in their overseas location. ADF members and families overseas can contact the all-hours Defence Member and Family Helpline on 1800 624 608 for support and information on available services.

Fringe Benefits: Fringe Benefit Tax (FBT) is paid by Defence, as the employer, however this type of payment will be shown on your payment summary if the total of all reportable fringe benefits received over the financial year exceeds \$2,000. The FBT amount shown on the payment summary can be considered as income for certain government benefits and obligations.

Please contact the Defence Tax Hotline for further assistance on 1800 806 053.

Financial Hardship: If you are experiencing financial hardship, please contact the Defence Member and Family Helpline on 1800 624 608 for support, information and connection with community services.

How to register

1. Partner (applicant) submits an application

- Partner (applicant) submits an application through the [Registration Form](#).
- Information required to complete the registration form:
 - Your details;
 - Details of the ADF member; and
- If additional information is required, DMFS will make all reasonable attempts to contact applicants to request the additional information. The registration may be rejected if the applicant does not provide the necessary information. If the registration is rejected, applicants will need to re-submit a complete registration.

2. Partner (applicant) advised of outcome

- DMFS aim to formally notify the partner (applicant) and the ADF member by email within five business days of receipt of a completed application.
- **Please note:** If services are accessed prior to written approval being obtained from Defence the partner (applicant) may be liable for the full cost of services.

3. Once approved, use services

- On receipt of written approval, the partner (applicant) can proceed with engaging and utilising services from the eligible categories detailed on p.g. 3 of these guidelines.
- Applicants must obtain both an itemised invoice and proof of payment receipt for reimbursement purposes.

Please note: If services are accessed prior to written approval being obtained from Defence the partner (applicant) may be liable for the full cost of services.

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 for review of a decision are to be addressed to the 'Program Manager' via email to partner.employment@defence.gov.au. Requests should clearly identify 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

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

4. Request reimbursement

- Once the PEAP eligible services are accessed and paid for, a reimbursement request can be submitted via email to partner.employment@defence.gov.au

Requests for reimbursement must include the following supporting documents:

- Correctly rendered itemised tax invoice in accordance with the [ATO requirements](#), and
- Corresponding receipt as proof of payment

If approved, funds will be deposited into the **ADF members** bank account registered on the Defence accounts payable system.

Important Information about the reimbursement process:

Partners applying for reimbursement must submit their claims within 12 months of the costs being incurred.

To be eligible for reimbursement, a partner's circumstances must align and remain current with the program's eligibility criteria. DMFS will confirm partners' circumstances are the same at the time of the request for reimbursement. If your circumstances change, please contact the program to enquire about any impacts on your approval.

Card and administration fees are not reimbursable.

Program Evaluation

DMFS will send partners engaged in the PEAP a questionnaire following application and following service delivery.

Your responses to the questionnaire are valuable in informing program improvements and ensuring the PEAP meets its program objective.

Please send any questions regarding the questionnaire to partner.employment@defence.gov.au.

Questions or Support

For any further questions regarding administration of the PEAP, please contact partner.employment@defence.gov.au.