



# JOBS VICTORIA FUND GUIDELINES

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# 1 BACKGROUND

The Jobs Victoria Fund provides eligible employers wage subsidies of up to \$20,000 over 12 months to meet the costs of taking on new, eligible employees. At least \$150 million of the Fund will support women into employment, with \$50 million targeted to women aged over 45 years.

The Department of Jobs, Precincts and Regions (“the Department”) administers the Fund.

## 1.1 OBJECTIVES OF THE JOBS VICTORIA FUND

For unemployed (or underemployed) Victorians, the Fund facilitates:

- employment opportunities for people most affected by the pandemic, particularly women
- employment opportunities for people who already face significant barriers to employment
- steady and secure employment pathways.

For employers, the Fund will:

- support businesses to recover and grow
- address skill shortages
- contribute to corporate social responsibility goals.

## 1.2 SUMMARY OF THE EMPLOYER APPLICATION PROCESS

There are five steps to apply to the Fund:

### Step 1: Eligibility

Complete the *Questionnaire* — **'Is my business eligible?'** and read these guidelines to determine whether you can meet all eligibility criteria.

Applicants that meet the eligibility criteria and supply the necessary information will receive funding, subject to the availability of funds and requirements of **3.4 Applicant conditions**.

For any questions on eligibility, please contact the Jobs Victoria hotline on 1300 208 575 or email [info@jobs.vic.gov.au](mailto:info@jobs.vic.gov.au).

### Step 2: Recruitment

Recruit and employ a Victorian from at least one of the priority groups outlined in these guidelines. Each role must be for a minimum of 12 months, offer employment on a fixed-term or permanent basis (i.e., part-time or full-time, not casual) and provide employees with at least 19 hours of work per week (unless an exemption applies).

There is a range of supports available to assist Applicants with recruitment (see the **Jobs Victoria** website).

### Step 3: Application

Submit an online application on the **Jobs Victoria** website.

Employers must provide information and supporting documentation against all eligibility criteria. This includes an Employee Consent Form to be completed by each employee.

### Step 4: Outcome

Once the application is assessed, Applicants will be notified of the outcome by the Department.

If Applicants are successful, they will be sent a Grant Agreement for their signature.

### Step 5: Reporting and payment

Successful Applicants will receive funding in line with the payment schedule in the executed Grant Agreement, provided all the conditions in the Grant Agreement are met.

## 1.3 AUDIT AND COMPLIANCE

Funding Recipients may be subject to a range of compliance and probity processes, including an independent audit. As part of this process, Recipients are required to answer any enquiries from the Department and/or an independent auditor, and to permit inspections and access to project accounts, employment records, project assets and project sites.

Any Applicant or Recipient found to have provided or used false or misleading information may be referred to the relevant law enforcement authority.

## 2 AVAILABLE FUNDING

Employers can apply to the Jobs Victoria Fund (the Fund) for 12-month wage subsidies to meet the costs of taking on eligible Employees.

Four levels of wage subsidies are available. A level 1 wage subsidy of up to \$20,000 per employee, level 2 and 3 wage subsidies of up to \$10,000 per employee and a level 4 wage subsidy of up to \$5000 per employee (all wage subsidies are exclusive of GST).

The wage subsidy amount available depends on the group the employee identifies with, whether the job is full-time or part-time and whether the employee is transitioning to an eligible job with the same employer (see below).

If the employee identifies with multiple groups, the higher wage subsidy applies.

Employers seeking a wage subsidy for more than three employees **must provide at least 60 per cent of those roles to women.**

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### Level 1 wage subsidy

**(\$20,000 per full-time employee, pro rata for part-time)**

Employers who employ people from the following groups may be eligible for up to \$20,000 per employee:

- Aboriginal people and Torres Strait Islander people
- jobseekers registered with a Jobs Victoria Mentor service (formerly Jobs Victoria Employment Network (JVEN); (see **Appendix A — Definitions**)
- long-term unemployed people (unemployed for six months or more)
- newly arrived migrants from non-English speaking backgrounds
- women aged 45 years and over
- people seeking asylum and refugees
- people with disability
- single parents (see **Appendix A — Definitions**)
- veterans.

Employees must fall within the relevant age group when they start their eligible job with the Applicant.

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### Level 2 wage subsidy

**(\$10,000 per full-time employee, pro rata for part-time)**

Employers who employ people from the following groups may be eligible for up to \$10,000 per employee:

- men and people who do not identify as a woman aged 45 years and over
- young people aged under 25
- people previously or currently employed under the Working for Victoria initiative (see 3.4 Applicant conditions and **Appendix A — Definitions**).

Employees must fall within the relevant age group when they start their eligible job with the Applicant.

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### Level 3 wage subsidy

#### (\$10,000 per full-time employee, pro rata for part-time)

Employers who employ people who have transitioned to an eligible job with the same employer that provides at least 10 hours more employment per week than their previous job (up to 35 hours per week) from the following groups may be eligible for up to \$10,000 per employee:

- Aboriginal people and Torres Strait Islander people
- jobseekers registered with a Jobs Victoria Mentor service (formerly Jobs Victoria Employment Network (JVEN)); (see **Appendix A — Definitions**)
- long-term unemployed people (unemployed for six months or more)
- newly arrived migrants from non-English speaking backgrounds
- women aged 45 years and over
- people seeking asylum and refugees
- people with disability
- single parents (see **Appendix A – Definitions**)
- veterans.

Employees must fall within the relevant age group when they start their eligible job with the Applicant.

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### Level 4 wage subsidy

#### (\$5000 per full-time employee, pro rata for part-time)

Employers who employ people who have transitioned to an eligible job with the same employer that provides at least 10 hours more employment per week than their previous job (up to 35 hours per week) from the following groups may be eligible for up to \$5,000 per employee:

- men and people who do not identify as a woman aged 45 years and over
- young people aged under 25
- people previously or currently employed under the Working for Victoria initiative (see 3.4 Applicant conditions and **Appendix A — Definitions**).

Employees must fall within the relevant age group when they start their eligible job with the Applicant.

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### Full-time or part-time employment

The level of the wage subsidy available is calculated pro rata, based on whether the job is full or part-time. For the purposes of this Fund, full-time employment is 35 or more hours per week.

Part-time jobs must be for a minimum of 19 hours per week, unless the person has a disability or provides constant care, in which case the job may be for 8 hours per week. People who provide constant care must also be from one or more of the priority groups listed above.

## 3 ELIGIBILITY CRITERIA

Applicants must meet **all** eligibility criteria detailed in this section to receive funding.

If the Applicant meets all eligibility criteria and supplies the necessary information, they will receive funding (subject to the availability of funds and **3.4 Applicant conditions**).

### 3.1 CRITERION A – APPLICANT ELIGIBILITY

#### Eligible employers

##### Direct employment relationship

Applicant must be the direct employer of the employee and the employee must not be placed with any other organisation during their employment.

An authorised third party (e.g. an accountant) can submit an application on behalf of the Applicant. An authorising letter from a senior representative from the Applicant organisation must be provided with the application form.

##### WorkCover insurance

Applicant must hold current WorkCover insurance for the period of employment and provide the certificate of currency for the financial year in which the application is submitted.

##### Australian business number (ABN)

Applicant must have an ABN (and Australian Company Number if applicable).

##### Payroll

Private sector businesses, subsidiary companies, public companies, private trusts, sole traders, social enterprises, and Aboriginal businesses must have a payroll of less than \$40 million in the financial year immediately preceding the date of application.

##### Incorporated associations

Incorporated associations must be incorporated under the *Associations Incorporation Reform Act 2012 (Vic)* and registered with the Registrar of Incorporated Associations, Consumer Affairs Victoria (CAV).

##### Public companies

Public companies must be incorporated under the *Corporations Act 2001 (Commonwealth)* and be registered with the Australian Securities and Investments Commission (ASIC).

##### Labour hire providers

Labour hire providers must be licenced by the Labour Hire Authority.

##### Charitable, not-for-profit organisations and other incorpo-rated entities

Charitable, not-for-profit organisations and entities that are classified as other incorporated entities must be registered with the Australian Charities and Not-for-profits Commission (ACNC).

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**Trusts**

Trusts must specify the Trustee by completing a Trustee Declaration Form. The Trustee entity must also meet eligibility requirements for their entity type as outlined under Criterion A of these guidelines.

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**Location**

Applicants must be operating in Victoria.

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**Employer responsibilities**

Applicants must comply with all employer responsibilities and workplace laws (see section 7).

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**Ineligible employers**

Ineligible employers include:

- the Victorian Public Service and Victorian public sector entities
- the Australian Public Service and Commonwealth public sector entities.

Self-employment arrangements are ineligible and are not considered as taking on a new employee.

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## 3.2 CRITERION B – EMPLOYEE ELIGIBILITY

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### Priority groups

All Eligible Employees\* must be from one or more of the following priority groups and **must be employed by the Applicant BEFORE applying to the Fund:**

- Aboriginal people and Torres Strait Islander people
- jobseekers registered with a Jobs Victoria Mentor service (formerly Jobs Victoria Employment Network (JVEN) \*\*); (see **Appendix A — Definitions**)
- long-term unemployed people (unemployed for six months or more)
- newly arrived migrants from non-English speaking backgrounds
- women aged 45 years and over
- people seeking asylum and refugees
- people with disability
- single parents (see **Appendix A — Definitions**)
- veterans
- men and people who do not identify as a woman aged 45 years and over
- young people aged under 25
- people previously or currently employed under the Working for Victoria initiative (see 3.4 Applicant conditions and **Appendix A — Definitions**).

Support is available to assist with recruitment (see the **Jobs Victoria** website).

\*People who provide constant care and are working between 8 and 19 hours per week must also be from one or more of the groups listed. See **Appendix A — Definitions**.

\*\*Jobs Victoria Mentors are organisations that receive funding through Jobs Victoria to deliver employment services on behalf of the Victorian Government. See the Jobs Victoria website for further information.

Applicants applying in respect of people employed under the Working for Victoria initiative can apply to the Fund at any point during or after the Working for Victoria employment period. Please see 3.4 Applicant conditions.

### Employers seeking wage subsidies for more than three employees

Employers seeking a wage subsidy for more than three employees must provide at least 60 per cent of the roles to women.

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## Employment requirements

### Employee employment status before starting their Eligible job

Employees must have been:

- unemployed at the time they commenced work in their current eligible job with the Applicant

*Note: A person who is unemployed is actively seeking work, is currently available for work, and is:*

- working less than one hour per week; and/or
- in receipt of Commonwealth unemployment benefits at the full rate. Please see **Appendix A — Definitions**

OR

- underemployed and transitioned to an eligible permanent or fixed-term job that guarantees at least 10 hours per week more than their previous job (up to 35 hours per week), for the life of the Jobs Victoria Fund grant agreement. Each job must still be for a minimum of 19 hours per week

*Note: an employee may work more than 35 hours per week, but the 10 additional hours must only be up to 35 hours per week. For example, an employee who has transitioned from 25 to 35 hours per week is eligible. An employee who has transitioned from 30 to 40 hours per week is not eligible.*

OR

- employed under the Working for Victoria initiative (see **3.4 Applicant conditions**)

OR

- employed in a paid trial (i.e. employed under casual arrangements for three months or less) and have transitioned to an eligible permanent or fixed-term job with that employer that guarantees at least 19 hours per week

### The amount of time the employee has been employed by the Applicant

At the time of application, employees must have been employed by the Applicant for no more than 16 weeks, unless they were:

- a) previously employed with the Applicant employer\*, or

previously employed or are transitioning from employment\* under the Working for Victoria initiative (see **3.4 Applicant conditions**).

\*Where an employee has transitioned from a job with the same employer into an eligible job, they must have been employed in the eligible job for no more than 16 weeks at the time of application.

### People employed under the Working for Victoria initiative

Applicants applying in respect of people employed under the Working for Victoria initiative can apply to the Fund to at any point during or after the Working for Victoria employment period. Please see **3.4 Applicant conditions**.

### Residency status

Employees must be:

- a) a resident of Victoria
- b) entitled to work for the Applicant as: Australian citizens; holders of Australian permanent residence visas with work entitlements; holders of Australian temporary work visas; holders of student visas who are enrolled in an eligible course of study in Australia; or holders of Australian refugee and humanitarian visas with work entitlements.

### Employee Consent Form

An **Employee Consent Form** must be completed and signed by each Eligible Employee and included as part of the application.

### 3.3 CRITERION C – JOB ELIGIBILITY

#### Employment conditions

##### Length of jobs

Jobs must be at least 12 months in duration.

Where an employee has transitioned to a new job with the same employer, as out-lined in Criterion B – Employee eligibility, the new job must be at least 12 months in duration.

##### Type of employment

All jobs must be permanent or fixed term for at least 12 months; and

- for a minimum of 19 hours per week; or

- for a minimum of 8 hours per week for employees with disability or who employees who provide constant care and meet the evidence requirements. See Section 5 – Evidence requirements.

##### Wage subsidies

The maximum number of wage subsidies the applicant can apply for over the life of the Fund is dependent on their organisation's size:

- Applicants employing one person or less can apply for one wage subsidy.
- Applicants employing between two and 10 people can apply for wage subsidies up to the equivalent of 50 per cent of the current number of people employed – for example, if the applicant currently employees seven people, it can apply for up to three wage subsidies.
- Applicants employing between 11 and 23 people can apply for a maximum of five wage subsidies.
- Applicants employing 24 or more employees can apply for wage subsidies up to the equivalent of 25 per cent of the current number of people employed, capped at a total of 30 wage subsidies.

See **Appendix B — Maximum number of wage subsidies**

##### Wages and entitlements

Employers must pay the national minimum wage or the award rate as specified in the applicable award or enterprise agreement. Wages do not include incentive-based payments, bonuses or overtime.

##### Displacement of existing employees

Jobs must not displace existing employees (i.e. must not result in any existing employees being stood down or experiencing a reduction in work hours).

#### Ineligible jobs

Ineligible jobs include:

- casual jobs (no guaranteed hours of work; usually works irregular hours; do not get paid sick or annual leave; can end employment without notice, unless notice is required by a registered agreement, award or employment contract. Further information can be found at the **Fair Work website**.)
- permanent or fixed-term jobs for less than 19 hours per week, unless the job is for a person with disability or a person who provides constant care as outlined under Criterion C – Job eligibility.
- Where an employee has transitioned from another job, jobs that are less than 10 hours per week more than the hours they worked in their previous job.
- periodic employment, such as engagements that are short term (e.g. weekly hire basis).
- jobs that offer full-time salary or wages above \$120,000 per annum excluding superannuation (or pro-rata for part-time).

Organisations that can create 12-month jobs for priority jobseekers at a larger scale than the above eligibility criteria allow should contact the Department by

**info@jobsvic.vic.gov.au**

### 3.4 APPLICANT CONDITIONS

Applicants must comply with the following conditions when applying for wage subsidies under the Fund:

- Applicants should carefully consider how their organisation will perform against the eligibility criteria before hiring employees and developing an application.
- Applicants must address the eligibility criteria in full and substantiate all claims, including providing details about underlying risks and assumptions. Failure to do so may result in the application being rejected.
- The Department may contact Applicants and employees.
- Applicants are required to declare that all jobs are based in and undertaken in Victoria.
- Where possible, each job supported under the Jobs Victoria Fund should be transitioned to an ongoing job within the organisation beyond the funding period.
- Any adverse findings by a regulator or the organisation becoming deregistered as well as any reputational risk to government may be considered as part of the funding decision.
- Performance as an employer under the Working for Victoria initiative may be considered as part of the funding decision.
- Labour Hire and Group Training Organisations must only apply for subsidies when they are employing the employee directly (i.e. the employee will be placed in the applicant organisation for the duration of the eligible job).
- The Department reserves the right to only support a portion of jobs for which the Applicant has applied.
- The Department makes no representation that a grant of funds will be made to any Applicant and reserves the right to make no funds available under the Fund.
- The Department reserves the right to amend these guidelines at any time it deems appropriate.
- Applicants can apply for and be currently receiving other incentives or payments offered by the Victorian Government, the Commonwealth Government or local government councils. Applicants are required to declare any other funding they are receiving with respect to Eligible Employees.
- Applicants in receipt of or applying for subsidies through other government agencies are advised to check whether the relevant scheme excludes them from receiving a subsidy from another source.
- The Department reserves the right to reject applications where the subsidy amount exceeds the aggregate of the total cost of wages of an Eligible Employee and, including any other subsidies or funding the employer is receiving in relation to that employee.
- Applicants must declare that funding under the Jobs Victoria Fund will not be used to meet existing social procurement commitments under Victoria's Social Procurement Framework (SPF). This requirement also applies to applicants that are sub-contractors, labour hire providers or other employers through indirect arrangements, if they have received funding as part of the supply chain to employ someone to meet social procurement commitments under the SPF.

- Applicants who have received funding under the Working for Victoria initiative and make a successful application to the Jobs Victoria Fund will only receive milestone payments for Eligible Employees from the Jobs Victoria Fund once all Working for Victoria support payments for the Eligible Employees have been exhausted.
- Social enterprise organisations with a 12-month Working for Victoria Grant Agreement that continue to operate and trade and make a successful application to the Jobs Victoria Fund will receive milestone payments for Eligible Employees from the Jobs Victoria Fund once the six-month fully funded component of the Working for Victoria Grant Agreement has ended.
- Applicants that provide services to children are required to be incorporated as separate legal entities, appropriately insured against child abuse and comply with relevant legislation and codes of conduct. For further information, please see the **Victorian funding requirements for service to children fact sheet**.
- Applicants that provide services to people with disability will need to have appropriate insurance and comply with relevant legislation and codes of conduct.
- Applicants must be aware that it is a requirement of this grant that, if an institution has been named in an application or receives a Notice of Redress Liability, they must join or intend to join the National Redress Scheme (the Scheme). Further information can be found at **National Redress Scheme**. Funding will not be provided to an organisation that has been notified by the National Redress Scheme Operator that it was named in an application and does not join or intend to join the Scheme within six months immediately following the date of that notification.
- Successful Applicants will be entering into a legal agreement with the Victorian Government.
- These guidelines are for information only and do not constitute advice. Applicants should seek independent advice before making an application or entering into a Grant Agreement.

## 4 APPLICATION AND ASSESSMENT PROCESS

### 4.1 SUBMITTING YOUR APPLICATION

Once an Applicant has employed an Eligible Employee as outlined in **section 3**, they can apply for funding through the online application form on the **Jobs Victoria website**.

Before applying, Applicants may check their eligibility by completing the *Questionnaire – ‘Is my business eligible?’* and reading these guidelines. If they meet all eligibility criteria and supply the necessary information, they will receive funding (subject to the availability of funds and **4.4 Applicant conditions**).

For any questions on eligibility, please contact the Jobs Victoria hotline on 1300 208 575 or email [info@jobs.vic.gov.au](mailto:info@jobs.vic.gov.au).

All questions must be answered truthfully. Applications found to include false or misleading information will be rejected and may be referred to the relevant law enforcement authority.

The online application system requires important information to be supplied, including Applicant contact information. It is the responsibility of the Applicant to ensure information is kept up to date so that the Department can remain in contact.

### 4.2 ASSESSING YOUR APPLICATION

Applications will be assessed in the order they are received by the Department against each of the eligibility criteria. Subject to the **Applicant Conditions 4.4**, Applicants must satisfy all eligibility criteria to be eligible to receive funding.

Consultation with other Victorian Government departments will be undertaken as required.

### 4.3 REQUESTS FOR ADDITIONAL INFORMATION

The Department may request additional information to determine whether the eligibility criteria have been met.

If an Applicant has been requested to provide more information, their application will remain open for 30 business days to allow them to upload the requested documentation.

## 4.4 PROCESSING YOUR APPLICATION

The Department will advise each Applicant of the outcome of their application in writing, including the amount of funding to be offered and any conditions attached to the funding offer.

The Department has full discretion and authority to determine which Applicants are eligible to receive funding and the amount of funding offered.

## 4.5 PAYMENT MILESTONES AND REQUIREMENTS

Payments will be made directly to funding recipients in three parts, in accordance with a milestone payment schedule outlined in the Grant Agreement. Milestone payments will be based on evidence of actual hours worked and may be adjusted for any changes to hours worked by employees over the term of the Grant Agreement. A summary of the requirements for each milestone is provided below.

Milestone	Timing	Amount	Requirement
<b>1</b>	Execution of the grant agreement	<p><b>30% of total subsidy</b></p> <p>Level 1 wage subsidy: \$6000 per fulltime employee (pro rata for part-time)</p> <p>Level 2 and 3 wage subsidies: \$3000 per fulltime employee (pro rata for part-time)</p> <p>Level 4 wage subsidy: \$1500 per fulltime employee (pro rata for part-time)</p>	<ul style="list-style-type: none"> <li>• Execution of the grant agreement</li> <li>• Payslip for Eligible Employees provided at time of application</li> </ul>
<b>2</b>	After at least 26 weeks of continuous employment of each employee*	<p><b>30% of total subsidy</b></p> <p>Level 1 wage subsidy: \$6000 per fulltime employee (pro rata for part-time)</p> <p>Level 2 and 3 wage subsidies: \$3000 per fulltime employee (pro rata for part-time)</p> <p>Level 4 wage subsidy: \$1500 per fulltime employee (pro rata for part-time)</p>	<ul style="list-style-type: none"> <li>• Payslips for Eligible Employees demonstrating 26 weeks of continuous employment</li> <li>• Statutory declaration***</li> </ul>

<b>3</b>	After at least 52 weeks of continuous employment of each employee*	<p><b>40% of total subsidy</b></p> <p>Level 1 wage subsidy: \$8000 per fulltime employee (pro rata for part-time)</p> <p>Level 2 and 3 wage subsidies: \$4000 per fulltime employee (pro rata for part-time)</p> <p>Level 4 wage subsidy: \$2000 per fulltime employee (pro rata for part-time)</p>	<ul style="list-style-type: none"> <li>• Payslips for Eligible Employees demonstrating 52 weeks of continuous employment</li> <li>• Statutory declaration***</li> <li>• Accounts showing acquittal of funds as per agreement</li> <li>• Final project outcome report</li> <li>• Audit opinion (where the value of the grant exceeds \$100,000)</li> </ul>
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\* Grant recipients who employ more than one eligible employee must provide milestone requirements for all employees at the same time. Recipients must submit these requirements once the employee who started last has completed their period of continuous employment for the relevant milestone.

\*\* All Grant agreements will be issued to enable employers to seek up to the maximum subsidy at milestones 2 and 3 if the employee's regular working hours increase over the 12 month period. Actual payments will be calculated according to payslip evidence provided at the time of each milestone as outlined in the Table above. Grant Recipients who increase the hours of Eligible Employees may receive up to the maximum subsidy payment based on payslip evidence provided at Milestones 2 and 3.

\*\*\* Statutory declarations will attest to compliance with grant agreement obligations and that the Applicant has provided a continuous period of employment paying at least the national minimum wage or the applicable award rate specified in the applicable award or enterprise agreement.

*NOTE: Claims cannot be made for second or final payments (later payments) unless the previous milestone requirements have been met.*

Payment is contingent on Recipients complying with the terms of the Grant Agreement and providing evidence that the Eligible Employees remain employed by the Recipient organisation.

Employees must be continuously employed for 26 weeks at the time of the payment for Milestone 2 and 52 weeks at the time of payment for Milestone 3. Each of these minimum tenure requirements (i.e. continuous employment of 26 weeks or 52 weeks) will be treated as a condition for payment, and payment will not be made if either of these requirements is not met. The Department will consider the impacts of lockdowns on the capacity of Grant Recipients to meet each milestone.

If employee(s) resign from their position or are terminated prior to a milestone date, wage subsidies will only be paid for employees who have met the minimum tenure requirements (i.e. continuous employment of 26 weeks or 52 weeks) with evidence to demonstrate this.

Audit opinions will be required as part of the final milestone only where the value of the grant exceeds \$100,000. The audit opinion must be provided in the Department's template with no alterations. This template forms part of the Grant Agreement.

The cost of acquiring an audit opinion for the acquittal of the funds is an acceptable use of the funding provided as part of the Grant Agreement.

## 5 EVIDENCE REQUIREMENTS

Applicants must complete an online application form and provide evidence to substantiate their claims against the eligibility criteria as outlined below.

All documents must be uploaded to the application form and be valid, current, legible and in a standard format (e.g. PDF, JPEG or Word).

Criteria	Guideline reference	Evidence requirements
Applicant eligibility	Section 3.1	<p>WorkCover Employer Number and WorkCover insurance Certificate of Currency (<b>must be attached to application</b>)</p> <p>Australian Business Number (ABN) and Australian Company Number (ACN) (if applicable)</p> <p>Organisation's address in Victoria</p> <p><i>For incorporated associations only:</i> registration number with Registrar of Incorporated Associations, Consumer Affairs Victoria (CAV).</p> <p><i>For labour hire providers only:</i> Victorian Labour Hire Authority licence registration number</p> <p><i>For charitable and not-for-profit organisations only:</i> confirmation your organisation is registered with the ACNC</p> <p><i>For trusts only:</i> a completed DJPR trustee declaration form</p> <p><i>For authorised external representatives of the Applicant organisation only:</i> A signed letter authorising you to submit the application to the Jobs Victoria Fund on behalf of the Applicant organisation</p> <p>The Authorised Representative completing the application must provide a copy of one of the following approved identification documents:</p> <ul style="list-style-type: none"> <li>• Australian or international passport</li> <li>• Australian visa</li> <li>• Australian driver licence</li> <li>• ImmiCard</li> <li>• Medicare card</li> <li>• Pensioner concession card</li> </ul>

Criteria	Guideline reference	Evidence requirements
Employee eligibility	Section 3.2	<p>Employee Consent Form signed by each employee (<b>must be attached to application</b>) confirming the employee's:</p> <ul style="list-style-type: none"> <li>• identity (supporting evidence must be attached)</li> <li>• working arrangements (i.e. number of hours per week)</li> <li>• priority group(s) and gender identity</li> <li>• employment commencement date in the new eligible position</li> <li>• employment status at the time of commencing work in the new eligible position</li> <li>• residency status</li> </ul> <p>Employee payslip (<b>must be attached to application</b>) and employment contract (if available)</p> <p>For people with disability who work less than 19 hours per week only: an Employment Services Assessment (ESAT), a Job Capacity Assessment (JCA) or a letter from a doctor outlining the number of hours the employee is able to work</p> <p>For people who provide constant care and work less than 19 hours per week only: A Commonwealth Carer Payment statement or where a carer is not in receipt of a Carer Payment, a letter from a doctor outlining the number of hours the employee is able to work</p>
Job eligibility	Section 3.3	<p>Payslip confirmation (must be attached to application) that shows:</p> <ul style="list-style-type: none"> <li>• For employees working 19 hours or more only: each job is for at least a minimum of 19 hours per week</li> <li>• For employees with a disability or who provide constant care working between 8 and 19 hours only: each job is for at least eight hours per week</li> <li>• The full-time salary or wages is not above \$120,000 per annum excluding superannuation (pro rata for part-time)</li> </ul>

Criteria	Guideline reference	Evidence requirements
Statutory declaration	N/A	<p>A statutory declaration (must be attached to application) to verify:</p> <ul style="list-style-type: none"> <li>that the Authorised Representative or person making the statutory declaration is authorised to act on behalf of the Applicant</li> <li>that the Eligible Employees do not displace existing employees</li> <li>that the Eligible Employees are paid at least national minimum wage or the applicable award rate specified in the applicable award, enterprise agreement or National Employment Standards</li> <li>that the Eligible Employees are legally entitled to work for the Applicant</li> <li><i>for private sector businesses, subsidiary companies, private trusts, sole traders, social enterprises, and Aboriginal businesses:</i> a payroll of less than \$40 million in the financial year immediately preceding the date of application</li> <li><i>for applicants applying for employees who have transitioned to a job which offers at least 10 additional hours per week:</i> that the employee is working at least 10 additional hours per week than their previous employment arrangements and is employed on a fixed-term or permanent basis (i.e. part-time or full-time)</li> </ul>

Criteria	Guideline reference	Evidence requirements
Financial information (if applicable)	N/A	<p>Applicants seeking funding of \$200,001 or more will be subject to a financial risk assessment (FRA) and required to provide financial documents to the Department to facilitate this check (<b>must be attached to application</b>)</p> <p>Applicants will be required to provide audited financial reports for the last two financial years. This should be the 'final accounts' with Directors' Report &amp; Declaration and should include:</p> <ul style="list-style-type: none"> <li>- Profit &amp; Loss Statement</li> <li>- Balance Sheet</li> <li>- Cashflow Statement</li> <li>- Notes to the Accounts</li> </ul> <p>Where the latest financial report is more than six months old, the following will be required:</p> <ul style="list-style-type: none"> <li>- up-to-date management or interim financial statements (Profit &amp; Loss Statement and Balance Sheet); or</li> <li>- in case of public listed corporations, half yearly financial report</li> </ul> <p>If the applicants' accounts are not audited, unaudited accounts which have been prepared by an accountant will be accepted</p> <p>Note that local governments and publicly funded universities and educational institutes are exempt from the FRA process and are not required to provide these documents</p> <p>For Applicants seeking funding of \$200,001 or more that have been registered or incorporated for less than two years, or have no trading history, the following documents will be required:</p> <ul style="list-style-type: none"> <li>- Any Audited Final Accounts or Final Accounts prepared by an accountant</li> <li>- Up-to-date management or interim financial statements (Profit &amp; Loss Statement and Balance Sheet).</li> <li>- In the case of publicly listed corporations, half yearly financial reports. These could be Internal Accounts or Accounts prepared by an accountant</li> </ul> <p>Applicants with less than two years of trading history will also need to submit Profit &amp; Loss and Cashflow Projections for:</p> <ul style="list-style-type: none"> <li>- 1 July 2022 – 30 June 2023</li> <li>- 1 July 2023 – 30 June 2024</li> <li>- 1 July 2024 – 30 June 2025</li> </ul>

## 6 OTHER INFORMATION

### 6.1 INCREASES TO EMPLOYEE HOURS

Successful applicants are encouraged to increase employees' hours throughout the 12-month employment period. They will be able to access a higher level of subsidy where the increased number of hours correspond with a higher subsidy level at milestone 2 or milestone 3.

### 6.2 GRANT AGREEMENTS

Successful Applicants will receive a Letter of Offer and a legally binding Grant Agreement describing the conditions (including compliance with relevant government policies), project requirements, milestones and payment schedule, and reporting requirements. The approval and allocation of funding will comply with the *Financial Management Act 2004*.

The Grant Agreement must be signed and returned to the Department within 30 days of the Letter of Offer. The offer may be withdrawn at the Department's absolute discretion if the Grant Agreement is not executed within the 30-day timeframe or if the project has not commenced within a specified timeframe.

All amounts in the Grant Agreement are exclusive of GST.

### 6.3 PRIVACY

Any personal information provided by the Applicant or a third party in an application will be collected by the Department for the purpose of program administration. This information may be disclosed to other Victorian or Commonwealth government bodies for the purposes of assessing applications. If confidential personal information about third parties is included in an application, Applicants are required to ensure that the third party is aware of the contents of this Privacy Statement.

Any personal or health information collected, held, managed, used, disclosed or transferred will be held in accordance with the *Privacy and Data Protection Act 2014* (Vic), the *Health Records Act 2001* (Vic) and other applicable laws.

The Department is committed to protecting the privacy of personal information. The Department's Privacy Policy can be found **online**. Enquiries about access to information should be directed to the Department's Privacy Unit ([privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au)).

## 6.4 PUBLICITY AND MEDIA

Recipients must:

- a. Agree to cooperate with the Department in the preparation of materials used to promote the benefits of the program, such as a media release, promotion publication or case study.
- b. Provide any project promotion materials in draft to the Department prior to the publication.
- c. Not make any public announcement or issue any press release regarding the receipt of a Grant without prior approval by the Department.
- d. Comply with any additional requirements as stipulated in the Grant Agreement.
- e. The Jobs Victoria brand entity should be included on all advertising and promotional material related to any supported employees.

The Department may request recipients to fact check any text and seek approval to use any owned imagery associated with the activity prior to the publication of any such promotional materials

All recipients may be publicly listed in the Department's annual reports and on program websites.

Further information on the Victorian Government branding guidelines can be obtained at the [Department of Premier and Cabinet website](#).

## 6.5 ABSOLUTE DISCRETION

The Department and the financial delegate reserve the right to determine, in its absolute discretion, whether to fund applications that do not meet all eligibility criteria in the guidelines.

The Department's decision on all matters pertaining to the award of grant funding under this program is at the Department's absolute discretion.

The Department reserves the right to request the Applicant provide further information should it be deemed necessary. The Department reserves the right to amend these guidelines and the application terms at any time as it deems appropriate.

The Department may at any time remove an Applicant from the application and assessment process if, in the Department's opinion, association with the Applicant may bring the Department, a Minister or the State of Victoria into disrepute.

## 6.6 EVALUATION

Successful Applicants must comply with the Department's performance monitoring and evaluation regime, including cooperating with any evaluation of the Jobs Victoria Fund which may be required for up to three years following completion of the grant. Reporting may include the identity of successful Applicants and projects and, where applicable, deviations from or exceptions to the assessment and approvals processes set out in these guidelines.

Successful program outcomes may be used in program evaluation reviews and the Department's marketing collateral.

## 6.7 AUDIT AND COMPLIANCE

All successful Applicants may be subject to a range of compliance and probity processes, including an independent audit to confirm the requirements of the grant have been met. As part of this process, Applicants are required to answer any enquiries from the Department or an independent auditor and to permit inspections and access to project accounts, employment records, project assets and the project site.

Applicants found to include false or misleading information may be referred to the relevant law enforcement authority.

## 6.8 CONFLICT OF INTEREST

A conflict of interest is a situation in which someone in a position of trust or influence has competing professional or personal interests.

Applicants must advise the Department of any real or perceived conflict of interest relating to their funding request under the Jobs Victoria Fund. Applicants must clearly demonstrate how the conflict will be managed. Should the Applicant be unable to satisfy the Department that a conflict has been appropriately managed, the Department will require the Applicant to withdraw its application until the matter has been resolved.

## 6.9 COMPETITIVE NEUTRALITY

If successful, local government authorities will be required to comply with the Competitive Neutrality Policy Victoria in respect of any commercial goods or services offered by the body as a result of the grant.

## 7 EMPLOYER RESPONSIBILITIES

### 7.1 EMPLOYMENT STANDARDS FOR EMPLOYERS

Funding Recipients must be aware of their workplace rights and obligations as the employer. This is because the employer is legally responsible for paying employees their correct wages and entitlements under Commonwealth and State laws. Employers have all the usual responsibilities under workplace laws, including those relating to occupational health and safety. These responsibilities include meeting **COVIDSafe workplace requirements**. Criminal or civil offences may apply to breaches of these laws.

As a minimum, all employees are entitled to 10 minimum employment standards called the **National Employment Standards (NES)** which are prescribed by law (the *Fair Work Act 2009*), as well as the national minimum wage.

In addition, it is likely that the employee is covered by an industrial award. Awards create other workplace rights and obligations additional to the NES.

Modern awards are made under the Fair Work Act 2009 and apply to most industries, most occupations and most employees. All Victorian businesses are covered by at least one award.

Employers can use the Fair Work Ombudsman's **Pay and Conditions Tool (PACT)** to find which award applies to their business. Employers are also strongly advised to ring the Fair Work Ombudsman on 13 13 94 (Mon. to Fri., 8 am to 5.30 pm) to ensure they are using the correct award and classification within that award to pay their employee. See also the Fair Work **website**.

Alternatively, the employee might be covered by an enterprise agreement that applies to the employer's workplace. Again, the Fair Work Ombudsman can give advice on this.

Employers may also enter into a common law contract with their employee that provides other entitlements or imposes other conditions on the employee. Many businesses do this in the letter of offer to the employee. It is important to note that, by law, employers cannot include any conditions in an employment contract that:

- a. provide a pay rate that is lower than the rate in the applicable award or enterprise agreement, or;
- b. is less than the national minimum wage or the NES, or;
- c. excludes the award, enterprise agreement or NES altogether.

If in any doubt, Applicants should contact the Fair Work Ombudsman and obtain legal advice about their obligations.

## 7.2 LONG SERVICE LAWS

In addition to their responsibilities under the *Fair Work Act 2009*, Applicants also have an obligation to their employees under long service laws. The Victorian *Long Service Leave Act 2018* applies as a default scheme for all Victorian workplaces. If you are an employer in the construction, community services, security or cleaning sectors, there are also portable long service benefits schemes that apply to your **workplace**. Some workers also have entitlements under enterprise agreements made under the Fair Work Act or under federal awards. For more information about long service schemes generally or about the Victorian Long Service Leave Act, contact the Wage Inspectorate Victoria on 1800 287 287 or go to the **website**.

For more information contact the:

- **Wage Inspectorate Victoria** Ph 1800 287 287
- **coinvest.com.au**
- Contract cleaning, community services, and security portable long service benefits scheme at the Portable Long Service Authority **website**.

## 7.3 EMPLOYER AND EMPLOYEE HEALTH AND SAFETY

All funding Recipients must ensure that the individuals employed have a safe working environment without risks to health, and that as an employer, they will comply with all occupational health and safety requirements. Successful Applicants will be subject to random checks.

As the employer, funding Recipients must ensure compliance with all applicable Victorian and Commonwealth occupational health and safety, equal opportunity, anti-discrimination, affirmative action and privacy legislation.

Given the coronavirus (COVID-19) pandemic, it is critical that all employers are aware of and complying with current restrictions. If funding Recipients or their employees need further information on current restrictions, information and advice for businesses (including preventing infections in the workplace) or essential information on staying safe, please visit the Department of Health and Human Services **website**.

As the employer you're responsible for health and safety in your workplace. Under workplace health and safety laws (*Occupational Health and Safety Act 2004*), you are required by law to provide:

- a. safe premises
- b. safe machinery and materials
- c. safe systems of work
- d. information, instruction, training and supervision
- e. a suitable working environment and facilities.

For advice on your work health and safety obligations you can visit the WorkSafe **website** or contact WorkSafe on 1800 136 089.

## 7.4 REQUIREMENTS FOR TRADES JOBS FUNDED BY THE DEPARTMENT

Employers should ensure they hold the relevant registrations or licences, required by the relevant regulatory body or legislation relating to employment of any trades job employees through the Jobs Victoria Fund.

It is also the responsibility of the employer to ensure that all its trades job employees employed in connection with funding under the Jobs Victoria Fund hold the relevant qualifications, registrations and licences as required by the relevant regulatory body and under applicable Acts and Regulations.

For further advice or assistance regarding trades job requirements for the employer organisation or project employee, please refer to the relevant trade regulatory body for more information.



## 8 CONTACT AND FURTHER INFORMATION

For more information about the Jobs Victoria Fund, or to discuss any specific queries, please contact the Department.

- Jobs Victoria **website**
- Email: **[info@jobs.vic.gov.au](mailto:info@jobs.vic.gov.au)**
- Phone: 1300 208 575

Please note that engagement with the Department or any Victorian Government representative does not constitute endorsement of any application for funding.

## APPENDIX A – DEFINITIONS

Term	Definition
<b>Australian Charities and Not-for-profits Commission (ACNC)</b>	The national regulator of charities. The ACNC: <ul style="list-style-type: none"> <li>• registers organisations as charities</li> <li>• helps charities understand and meet their obligations</li> <li>• helps the public understand the work of the not-for profit sector.</li> </ul>
<b>Applicant</b>	An employer that applies to the Jobs Victoria Fund for wage subsidies.
<b>Audit (Independent audit)</b>	Every business keeps records of its operations and transactions and accountants take this information to produce four basic financial statements: a profit and loss statement, a balance sheet, a statement of cash flows and a statement of changes in owners' equity. These are known as audited financial records.
<b>Audited financial records</b>	Every business keeps records of its operations and transactions and accountants take this information to produce four basic financial statements: a profit and loss statement, balance sheet, statement of cash flows and statement of changes in owners' equity. These are known as audited financial records.
<b>Australian Business Number (ABN)</b>	A unique 11-digit number that identifies a business to the government and community. To get one you need to be running a business or enterprise and need to apply via the Australian Business Register (ABR) website.
<b>Australian Company Number (ACN)</b>	A unique nine-digit number that identifies a company in Australia. ACNs must be displayed on all company documents.
<b>Award rate</b>	Awards (award rates) are legal documents that outline the minimum pay rates and conditions for workers in Australia.
<b>Casual employment</b>	An employee in casual employment: <ul style="list-style-type: none"> <li>• has no guaranteed hours of work</li> <li>• usually works irregular hours</li> <li>• does not get paid sick or annual leave</li> <li>• can end employment without notice, unless notice is required by a registered agreement, award or employment contract.</li> </ul>
<b>Certificate of currency</b>	Confirms that a business is currently registered for a particular kind of insurance. A business can request a certificate as evidence that the business has current insurance.
<b>Corporate social responsibility goals</b>	A set of ethical standards that guide an organisation's commitment to responsibly and sustainably manage the social, environmental and economic effects of their work.
<b>Eligible Employee</b>	Employee who meets all the eligibility criteria under the Jobs Victoria Fund guidelines.
<b>Employee Consent Form</b>	Contains key information about the employee(s) and is completed by the employee. The applicant is required to submit a copy of this form for each eligible employee.

Term	Definition
<b>Employee Consent Form</b>	Contains key information about the employee and is completed and signed by the employee. The Applicant is required to submit a copy of this form for each Eligible Employee.
<b>Employer</b>	An organisation or business that directly employs people.
<b>Employment</b>	Employment is the relationship between an employee and employer where an employee performs work at the employer's direction in exchange for payment.
<b>Employment contract</b>	An agreement between an employer and employee that sets out the terms and conditions of employment. For the purposes of the Fund, an employment contract is in writing.
<b>Enterprise agreement</b>	An enterprise agreement is between one or more national system employers and their employees, as specified in the agreement. Enterprise agreements are negotiated by the parties through collective bargaining in good faith, primarily at the enterprise level. Under the <i>Fair Work Act 2009</i> , an enterprise can mean any kind of business, activity, project or undertaking.
<b>Financial risk assessment (FRA)</b>	A process of analysing potential events that may result in the loss of an asset, loan or investment conducted by the Department.
<b>Full-time employee</b>	For the purposes of these guidelines, a full-time employee: <ul style="list-style-type: none"> <li>• works a minimum of 35 hours per week</li> <li>• usually works regular hours each week</li> <li>• can be a permanent employee or on a fixed-term contract for a minimum of 12 months</li> <li>• is entitled to paid leave, including annual leave and sick and carer's leave</li> <li>• is usually entitled to written notice, or payment instead of notice, if their employer terminates their employment.</li> </ul>
<b>Goods and services tax (GST)</b>	Goods and services tax (GST) is a broad-based tax of 10% on most goods, services and other items sold or consumed in Australia.
<b>Government bodies</b>	Entities established by an Act of Parliament or by government.
<b>Grant Agreement</b>	A written document containing the terms and conditions of a Grant.
<b>Incorporated association</b>	A legal entity incorporated under the Associations Incorporation Reform Act 2012 (Vic) that is separate from its members and that does not distribute profit to its members. It must have at least five members and put all profits into the organisation's activities.
<b>Ineligible Employee</b>	A person who does not meet the eligibility requirements under the Jobs Victoria Fund.
<b>Jobseeker</b>	An individual who is actively looking for a job.
<b>JobSeeker payment</b>	Financial help if you're between 22 and Age Pension age and looking for work. It's also for when you're sick or injured and can't do your usual work or study for a short time.
<b>Jobs Victoria Online Hub</b>	Helps employers find people ready to work with the skills and experience to meet their needs. Also connects workers with new job opportunities and access to online training.

Term	Definition
<b>Jobs Victoria participant</b>	A Victorian jobseeker who has met the eligibility criteria to receive assistance through a Jobs Victoria Mentor services.
<b>Jobs Victoria Mentor services</b>	<p>Jobs Victoria Mentor services (formerly known as Jobs Victoria Employment Network (JVEN)) help people to become work-ready and find a job that suits them. They also connect employers with local candidates.</p> <p>Jobseekers are eligible for Jobs Victoria Mentor services if they:</p> <ul style="list-style-type: none"> <li>• have been unemployed for more than six months or more, or</li> <li>• are unemployed and at risk of long-term unemployment due to challenges when seeking employment, and you are not receiving enough support through other services.</li> </ul>
<b>Labour hire providers</b>	Licensed by the State or a sub-contractor that undertakes recruitment and employs the supported employees.
<b>Labour hire authority</b>	An independent statutory authority responsible for licencing and regulating labour hire services.
<b>Legal entity</b>	An individual, company or organization that has legal rights and obligations.
<b>Long-term unemployed</b>	People who have been unemployed for more than six months. See definition of <b>unemployed</b> below.
<b>National Redress Scheme</b>	<p>The National Redress Scheme:</p> <ul style="list-style-type: none"> <li>• acknowledges that many children were sexually abused in Australian institutions</li> <li>• recognises the suffering they endured because of this abuse</li> <li>• holds institutions accountable for this abuse and helps people who have experienced institutional child sexual abuse gain access to counselling, a direct personal response, and a Redress payment.</li> </ul> <p>Further information at the <a href="#">website</a>.</p>
<b>New migrants from non-English speaking backgrounds</b>	People who have arrived in Australia during the past four years from a non-English speaking background and who also meet the Jobs Victoria Fund residency eligibility criteria (i.e. entitled to work for the Applicant as: Australian citizens; holders of Australian permanent residence visas with work entitlements; holders of Australian temporary work visas; holders of student visas who are enrolled in an eligible course of study in Australia; or holders of Australian refugee and humanitarian visas with work entitlements).
<b>Other incorporated entities</b>	Includes an entity that has the same characteristics as a company but is not incorporated as a corporation's law company
<b>Paid trial</b>	For the purposes of these guidelines, an employee participates in a paid trial if they were employed under casual arrangements for three months or less and have transitioned to an eligible permanent or fixed-term job with that employer that guarantees at least 19 hours per week.

Term	Definition
<b>Part-time employee</b>	<p>For the purposes of these guidelines, a part-time employee:</p> <ul style="list-style-type: none"> <li>works a minimum of 19 hours per week (unless an exemption applies)</li> <li>usually works regular hours each week</li> <li>can be a permanent employee or on a fixed-term contract for a minimum of 12 months</li> <li>is entitled to paid leave, including annual leave and sick and carer's leave</li> <li>is usually entitled to written notice, or payment instead of notice, if their employer terminates their employment.</li> </ul>
<b>Pay slip</b>	<p>A Pay slip is a document that must be given to an employee within one working day of pay day, even if an employee is on leave. Pay slips have to be in either electronic form or hard copy. Electronic pay slips must have the same information as paper pay slips.</p> <p>Pay slips must meet the requirements outlined by <b>Fair Work Australia</b>.</p>
<b>Payment schedule</b>	<p>Sets out the timing of payments and payment amounts by the Department to the successful Applicant as outlined in the Grant Agreement.</p>
<b>Pension age</b>	<p>The age pension age currently ranges between 65 years and six months and 66 years and six months depending on the year the person was born. See the <b>Department of Social Services website</b> for further information.</p>
<b>Periodic employment</b>	<p>An employee who has worked continuously for an employer for at least four months but less than 12 months per year. The employee provides the services in intervals.</p>
<b>Person in receipt of Commonwealth unemployment benefits at the full rate</b>	<p>A person:</p> <ul style="list-style-type: none"> <li>aged between 22 and Aged Pension age and in receipt of the maximum fortnightly JobSeeker payment; or</li> <li>aged between 16 and 21 and in receipt of the maximum fortnightly Youth Allowance payment while looking for full-time work.</li> </ul>
<b>Person who provides constant care</b>	<p>A person who provides unpaid care and support to family members or friends with disability, mental illness, chronic condition, terminal illness, an alcohol or other drug issue or who are frail aged. They are in receipt of the full Commonwealth Carers payment or require a reduced number of hours due to caring responsibilities. Please see <b>Section 5 — Evidence requirements</b>.</p>
<b>Portable long service benefits scheme</b>	<p>Ensures that Victorian workers in community services, contract cleaning and security can take their long service leave entitlement with them if they change jobs but stay in the industry.</p>

Term	Definition
<b>Priority groups</b>	<p>Priority groups for the Jobs Victoria Fund are:</p> <ol style="list-style-type: none"> <li>Aboriginal people and Torres Strait Islander people</li> <li>jobseekers registered with a Jobs Victoria Mentor service (formerly Jobs Victoria Employment Network (JVEN))</li> <li>long-term unemployed people (unemployed for six months or more)</li> <li>newly arrived migrants from non-English speaking backgrounds</li> <li>women aged 45 years and over</li> <li>people seeking asylum and refugees</li> <li>people with disability</li> <li>single parents</li> <li>veterans</li> <li>men and people who do not identify as a woman aged 45 years and over</li> <li>young people aged under 25</li> <li>people previously or currently employed under the Working for Victoria initiative.</li> </ol>
<b>Private sector business</b>	An organisation that is run by individuals for profit and is not controlled by the State.
<b>Project site</b>	The location in Victoria where the Eligible Employees work.
<b>Recipient</b>	An Applicant that has secured grant funding.
<b>Recruitment</b>	The process of actively seeking out, finding and hiring individuals for a specific job.
<b>Residency status</b>	Refers to an individual's legal status in Australia (e.g. Australian citizens; holders of Australian permanent residence visas with work entitlements; holders of Australian temporary work visas; holders of student visas who are enrolled in an eligible course of study in Australia; or holders of Australian refugee and humanitarian visas with work entitlements).
<b>Single parents</b>	A single parent is anyone with sole caring responsibility for children for extended periods of time who has no identified partner.
<b>Social Procurement Framework</b>	<p>A <b>whole-of-government framework</b> that requires government buyers and suppliers to deliver social, economic and environmental outcomes that benefit the Victorian community through both direct and indirect methods. Direct methods are purchasing goods, services or construction (by government) from Victorian social enterprises, Victorian Aboriginal businesses and other social benefit suppliers, including Victorian based Australian Disability Enterprises. Indirect methods use the invitation to supply process and clauses in contracts with the private sector to seek social and sustainable outcomes for Victorians.</p>
<b>Social enterprises</b>	<p>Social enterprises are organisations which are:</p> <ul style="list-style-type: none"> <li>led by an economic, social, cultural, or environmental mission consistent with a public or community benefit</li> <li>derive a substantial portion of their income from trade</li> <li>reinvest the majority of their profit/surplus in the fulfilment of their mission.</li> </ul>
<b>Statutory declaration</b>	A legal document that contains a signed written statement declaring something to be true. It must be declared and witnessed by an authorised statutory declaration witness in Victoria.

Term	Definition
<b>Sole trader</b>	An individual who is the exclusive or only owner of a business. A sole trader is entitled to keep all the profits after tax has been paid and is accountable for all losses.
<b>Training</b>	<p>Training includes employees completing one or more of the following activities, relevant to their job:</p> <ul style="list-style-type: none"> <li>• Informal upskilling (e.g. on-the-job training)</li> <li>• Micro-credentialing (i.e. a short competency-based recognition for the enterprise (soft) skills employees currently use in the workplace)</li> <li>• Formal qualifications (e.g. TAFE certificate, diploma, graduate certificate or degree)</li> </ul>
<b>Underemployed</b>	<p>People who would prefer, and are available for, more hours of work than they currently have.</p> <p>A person who is unemployed is actively seeking work, is currently available for work; and is</p> <ul style="list-style-type: none"> <li>• working less than one hour per week; or</li> <li>• in receipt of Commonwealth unemployment benefits at the full rate.</li> </ul>
<b>Wages</b>	Base rates of pay payable to employees for their ordinary hours of work (and related on-costs such as superannuation, annual leave and personal leave, payroll tax or WorkCover Insurance costs) and including loadings, penalties and monetary allowances (e.g. dirty-work allowance, first aid allowance, adverse working conditions allowance). Wages do not include incentive-based payments, bonuses or overtime.
<b>WorkCover insurance</b>	Covers employers for the cost of benefits if employees are injured or become sick because of their work. It is compulsory for Victorian employers and is funded by their contributions.
<b>Working for Victoria</b>	<p>The \$500 million Working for Victoria initiative helped Victorian jobseekers find work and employers find workers. This included people who had lost their jobs and businesses who need workers due to the impacts of coronavirus (COVID-19) pandemic.</p> <p>Eligible Employees under this Fund include people whose previous role under Working for Victoria had finished prior to commencing in a new eligible job as well as people currently employed under the initiative who will continue their employment or transition.</p>
<b>Youth Allowance payment</b>	Financial support for people aged 16 to 21 who are looking for a full-time job or combining part time study with looking for work.

## APPENDIX B – MAXIMUM NUMBER OF WAGE SUBSIDIES

Number of people employed by applicant at time of application	Maximum number of people that an applicant is eligible to apply for wage subsidies for
1 (including sole trader)	1
2-3	1
4-5	2
6-7	3
8-9	4
10-23	5
24-27	6
28-31	7
32-35	8
36-39	9
40-43	10
44-47	11
48-51	12
52-55	13
56-59	14
60-63	15
64-67	16
68-71	17
72-75	18
76-79	19
80-83	20

<b>Number of people employed by applicant at time of application</b>	<b>Maximum number of people that an applicant is eligible to apply for wage subsidies for</b>
84-87	21
88-91	22
92-95	23
96-99	24
100-103	25
104-107	26
108-111	27
112-115	28
116-119	29
120+	Maximum of 30

