How to self-manage in Digital Employment Services

Information you need to understand your responsibilities and avoid losing your income support payment.
Hi there.

We are changing the way we deliver employment services. Many of the appointments or activities you would have done face-to-face with an employment services provider, you can now do online through jobactive.gov.au.

It gives you more control over the way you use your time to do the tasks you need to do to get your income support payment.

In this document

<table>
<thead>
<tr>
<th>Why am I using digital employment services?</th>
<th>Job search effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are my responsibilities?</td>
<td>Support</td>
</tr>
<tr>
<td>Job Plan</td>
<td>Contacts</td>
</tr>
<tr>
<td>Compliance</td>
<td>Your privacy</td>
</tr>
</tbody>
</table>

Why am I using digital employment services?
We looked at the information you gave Centrelink when you applied for income support. Your answers about your current circumstances told us you would benefit from managing your own employment services.

- You are ready to start work.
- You do not need specialised help from an employment services provider to find work.
- Your location. Digital employment services are being delivered in 2 locations: suburbs and towns south of Adelaide as well as towns and cities across the mid north coast of New South Wales.

What are my responsibilities?
You have requirements you need to meet in exchange for your income support payment.

Your focus is to find and keep a job, and your requirements are designed to give you the best chance to do so. Your requirements are outlined in your Job Plan and listed in your tasks to do on your dashboard.

You requirements can change over time. The longer it takes you to find a job, the more likely it is you will have extra requirements to keep your skills up to date and keep you connected with the job market.
Job Plan

Your Job Plan is an agreement you make with the Australian Government to get an income support payment while you look for a job.

You have to agree to your Job Plan to get or keep your income support payment.

Requirements in your Job Plan can be voluntary or compulsory. Over time they can change, but initially you’ll need to:

- apply for a set number of jobs and report your job search effort by the due date every month
- prepare for and go to any interview you are offered
- accept any suitable job you are offered

Your payment could be suspended or cancelled if you don’t meet your requirements.

Review your Job Plan often to make sure it matches your current circumstances. Go to the Job Plan section of your dashboard to view or download a copy.

Watch this video for more information about your Job Plan. If you can’t meet the requirements in your Job Plan, call us on 13 62 68 immediately.

Compliance

On your dashboard, you can see how you’re going with meeting your requirements.

- A green tick means you’re on track and meeting your requirements.
- A red warning sign means your payment is suspended and you need to meet your re-engagement requirements to get it back.
- An orange exclamation mark means you have a demerit. If you get three demerits, you will lose your place in the trial and be referred to a provider.

You can see more details about compliance in the participation history section on your dashboard.
Job search effort

Your job search effort is the number of jobs you need to apply for each month to get your income support payment. It is displayed at the top left of your dashboard. You can see:

- your job search effort period
- how many jobs you need to apply for
- how many jobs you have already applied for
- how many days you have left in your current job search effort period

If your wheel is red, it means you’re falling behind on your job search effort for the current period. If it’s green, it means you are staying on track.

You can report your job search effort through your job seeker account on the jobactive website or Job Seeker app. Watch the job search effort playlist on YouTube, or download the job search effort user guides to see how to:

- add jobs by email
- add jobs manually
- do good quality job applications

Support

We have resources to give you tips for your job search and help you manage your requirements online:

- jobactive YouTube channel
- Help me find a job blog
- Job Outlook
- Job Jumpstart
- Job application tips
- User guides

We’ll keep in touch with you by email and SMS, too. Make sure your contact details are accurate and check your jobactive inbox regularly.
Contacts

If you need help using your jobactive website account or have questions about your requirements, call us on 13 62 68.

If you have a question about your income support payment, contact Centrelink.

Your privacy

In the trial you do tasks and reporting through the jobactive website or Job Seeker app. Each has a privacy statement and conditions of use that you should read and understand.

Personal information is collected from you when you register, provide or update your personal details on the website or app. It may also be collected from a third party, including Centrelink or employers you have contacted through the website or app.

We use your personal information to:

- help you find a job
- determine which services you can get
- ensure you get the right income support
- help you meet your Job Plan requirements
- give you access to your job search history
- help resolve complaints made by you
- assist in the administration of programs
- improve our services and systems

At times, we will ask you to confirm you have read and understood the conditions of use and privacy statement before you can complete actions on the website or app. All personal information collected by us is protected by the Privacy Act 1988 (Cth) (the Privacy Act).