Current DES providers and Tenderers for DES-ESS business are invited to comment on the proposed amendments included in these draft Guidelines.

Any feedback or comments should be made before **5 pm (Canberra time) Thursday 21 June 2012** by email to the Employment Services Purchasing Hotline at espurchasing@deewr.gov.au
Disclaimer

This document is not a stand-alone document and does not contain the entirety of Disability Employment Services Program Providers’ obligations. It should be read in conjunction with the Disability Employment Services Deed 2010-2012 and any relevant Guidelines or reference material issued by DEEWR under or in connection with Disability Employment Services Deed 2010-2012.
### Document Change History:

<table>
<thead>
<tr>
<th>Version</th>
<th>Start Date</th>
<th>Effective Date</th>
<th>End Date</th>
<th>Change &amp; Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
<td><strong>Narrative:</strong> Clarify eligibility. Inserted documentary evidence requirements to support Direct Registration of Eligible School Leavers (previously in Documentary Evidence for Claims for Payment Guidelines) Attachment A. Inserted list of State and Territory school leaving age requirements Attachment B.</td>
</tr>
<tr>
<td>1.9</td>
<td>1 Feb 12</td>
<td>1 Feb 12</td>
<td>TBA</td>
<td><strong>Narrative:</strong> References to Job Capacity Assessments/Employment Services Assessments modified throughout to reflect terminology changes. Inserted note about adding the Eligible School Leaver flag (p9 – step3).</td>
</tr>
<tr>
<td>1.8</td>
<td>28 Mar 11</td>
<td>29 March 11</td>
<td>1 Feb 12</td>
<td><strong>Policy:</strong> Collapsed Eligible School Leaver Definitions (p7 – step 2) – removed dot point about School Based Apprenticeships. Inserted note about JIJ (p8 – step2).</td>
</tr>
<tr>
<td>1.7</td>
<td>25 Nov 10</td>
<td>25 Nov 10</td>
<td>—</td>
<td><strong>Policy:</strong> Clarification of policy for registering participants who live outside the provider's ESA (p7 – step 1). <strong>Narrative:</strong> Clarification of how to apply the Eligible School Leaver flag (p8- step 3).</td>
</tr>
<tr>
<td>1.6</td>
<td>19 Aug 10</td>
<td>19 Aug 10</td>
<td>—</td>
<td><strong>Policy:</strong> Clarification of policy where participant has a current JCA (p7 – step 2).</td>
</tr>
<tr>
<td>1.5</td>
<td>5 Jul 10</td>
<td>5 Jul 10</td>
<td>19 Aug 10</td>
<td><strong>Policy:</strong> Deleted question &quot;Can a job seeker be commenced as an Eligible School Leaver after they have finished school?&quot; (p8 – Attachment A).</td>
</tr>
<tr>
<td>1.4</td>
<td>29 Jun 10</td>
<td>1 Jul 10</td>
<td>5 Jul 10</td>
<td><strong>Policy:</strong> Amendment to Eligible School Leaver criteria (p6 – step 2). <strong>Formatting:</strong> Amended formatting of frequently asked questions (p8 – Attachment A).</td>
</tr>
<tr>
<td>1.3</td>
<td>2 Mar 10</td>
<td>2 Mar 10</td>
<td>30 Jun 10</td>
<td><strong>Narrative:</strong> Amended Attachment A (p8 – Q2 and A2)</td>
</tr>
<tr>
<td>1.2</td>
<td>24 Feb 10</td>
<td>1 Mar 10</td>
<td>2 Mar 10</td>
<td><strong>Narrative:</strong> Amended the first reference to Disability Management Service to read Employment Support Service (Flow Chart p4 - step 3).</td>
</tr>
<tr>
<td>1.1</td>
<td>20 Jan 10</td>
<td>1 Mar 10</td>
<td>24 Feb 10</td>
<td><strong>Narrative:</strong> Amended the first reference to Disability Management Service to read Employment Support Service (p7 - step 3).</td>
</tr>
<tr>
<td>1.0</td>
<td>15 Jan 10</td>
<td>1 Mar 10</td>
<td>20 Jan 10</td>
<td>Original version of document</td>
</tr>
</tbody>
</table>
Background

These Guidelines outline the steps to be taken by Disability Employment Service Program provider (referred to as ‘DES provider’) to identify Eligible School Leavers during the Direct Registration process and Commence them in Disability Employment Services (DES) in the Disability Management Service or the Employment Support Service.
Flow Chart – Eligible School Leaver

1. DES provider identifies a potential Eligible School Leaver during the Direct Registration process.

2. DES provider determines Eligible School Leaver eligibility.
   - Yes
   - No

   - If Participant does not meet criteria for Eligible School Leaver, continue with Direct Registration process.
   - If the job seeker is eligible then go to Step 3.

3. Confirm status as Eligible School Leaver:
   - Apply Eligible School Leaver flag;
   - If being registered by a DES Employment Support Service provider, confirm that the funding level has defaulted to Funding Level 2, and
   - Confirm that DEEWR IT system has set employment benchmark at 8 hours per week.

4. Continue with Direct Registration process:
   - Register Participant in DEEWR IT Systems if eligible.

Text Version of Flowchart

Step 1. DES provider identifies a potential Eligible School Leaver during the Direct Registration process.

Step 2. DES provider determines Eligible School Leaver eligibility by referring to these guidelines. If the Participant does not meet criteria for Eligible School Leaver, continue with Direct Registration process. If the job seeker is eligible then go to Step 3.

Step 3. Confirm status as Eligible School Leaver
   - Apply Eligible School Leaver flag;
   - If being registered by a DES Employment Support Service provider, confirm that the funding level has defaulted to Funding Level 2, and
   - Confirm that DEEWR IT system has set employment benchmark at 8 hours per week.

Step 4. Continue with Direct Registration process
   - Register Participant in DEEWR IT Systems if eligible.
Note: This should not be read as a stand-alone document, please refer to the Disability Employment Services Deed 2010-2012

Clause 79 – Program Services Location
Clause 83 – Direct Registration of Participants without a Referral
Clause 88 – Initial Contacts
Clause 120 – Funding Levels for Program B
Annexure A – Definitions

Reference documents relevant to these Guidelines:
Direct Registration Guidelines
Service Fee Guidelines
Referral and Commencement Guidelines
Documentary Evidence for Claims for Payment Guidelines

Explanatory Notes:
1. All capitalised terms have the same meaning as in Disability Employment Services Deed 2012-2015 (The Deed).
2. In this document, ‘must’ means that compliance is mandatory and ‘should’ means that compliance represents best practice.
3. Italicised text is a hyperlink to the relevant reference material.
### Eligible School Leaver Guidelines:

<table>
<thead>
<tr>
<th>Who is Responsible:</th>
<th>What is Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. The Job Seeker</strong>&lt;br&gt;DES provider identifies potential Eligible School Leaver during the Direct registration process</td>
<td>A job seeker with disability may present at a DES provider seeking assistance or may approach a provider as a result of early intervention partnerships with local schools, for students with significant disability.&lt;br&gt;&lt;br&gt;<strong>DES provider:</strong>&lt;br&gt;- Job seekers presenting without a Referral from an Employment Services Assessor of Job Capacity Assessor may be Directly Registered by the DES provider in accordance with the Deed and the <em>Direct Registration Guidelines</em>.&lt;br&gt;- Job seekers who are identified as an Eligible School Leaver through the Direct Registration process may be Directly Registered and Commenced by the DES provider in accordance with the Deed and the <em>Direct Registration Guidelines and Referral and Commencement Guidelines</em>.&lt;br&gt;&lt;br&gt;➢ If a job seeker is identified as a potential Eligible School Leaver, <strong>Proceed to Step 2</strong>.&lt;br&gt;➢ If a job seeker is not an Eligible School Leaver in accordance with these guidelines, <strong>Proceed to Step 4</strong>.&lt;br&gt;&lt;br&gt;<strong>Note:</strong> DES providers may only commence Eligible School Leavers who have a permanent residential address in the ESA for which the DES provider is contracted to deliver Program Services.</td>
</tr>
<tr>
<td><strong>2. The DES provider</strong>&lt;br&gt;DES provider determines Eligible School Leaver eligibility&lt;br&gt;<em>Disability Employment Services Deed 2010-2012 Clause Reference:</em>&lt;br&gt;- Clause 83.4 Eligible School Leaver</td>
<td>The Eligible School Leaver arrangements recognise that young people with significant disability will have already undergone assessments and will have documentation to support their eligibility for State or Territory disability funding. This information can be used to support eligibility for DES.&lt;br&gt;&lt;br&gt;<strong>Eligible School Leaver Definition</strong>&lt;br&gt;In accordance with the DES Deed an Eligible School Leaver means a Participant that is identified by a Provider, in accordance with any Guidelines, as having a significant disability and who:&lt;br&gt;- is not required to undertake an Employment Services Assessment or Job Capacity Assessment to assess their eligibility for DES on the basis that the Participant has previously been subject to Assessments and has documentation to support their eligibility for Disability Employment Services; and</td>
</tr>
<tr>
<td>Who is Responsible:</td>
<td>What is Required:</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td></td>
<td>• meets all other eligibility requirements for an Eligible School Leaver, in accordance with any Guidelines.</td>
</tr>
</tbody>
</table>

To be eligible to Commence in DES as an Eligible School Leaver, the job seeker must be either:

• registering in their final year of secondary school and attract additional educational funding due to their disability. (Noting all States and Territories mandate minimum school leaving age requirements.), or

• first Registering with a DES Provider within the 12 months of leaving full-time secondary school, and have attracted additional educational funding due to their disability in their final year of school*, or

• first Registering with a DES Provider immediately after participating in a recognised State or Commonwealth funded transition to work program.*

*Note: These pathways are available until 3 March 2013. They are currently being evaluated by DEEWR.

The Job seeker must also:

• be of legal working age,

• be assessed by the Provider as having capacity to work for a minimum of eight hours a week with the assistance of a DES Provider,

• not be currently employed for 8 hours or more per week,

• not be in an Australian School-Based Apprenticeship for 8 hours or more per week, and

• meet all other eligibility requirements for DES.

Important

Eligible School Leaver arrangements are specifically targeted at school aged students who are undertaking secondary studies. Adult job seekers who are aged 22 and over and who are undertaking secondary school studies through TAFE or similar institutions, are not eligible to be Commenced as Eligible School Leavers. Adult job seekers must undertake and ESAt to assess their eligibility for DES.

Direct Registration of a job seeker as an Eligible School Leaver where they have an Employment Services Assessment (ESAt) or Job Capacity Assessment (JCA)

A job seeker who is referred to a DES provider by an Employment Services Assessor or Job Capacity Assessor cannot be commenced as an Eligible School Leaver. However, under certain circumstances, a job seeker with an ESAt or JCA recommendation to DES, but no Referral, may be commenced as an Eligible School Leaver.
<table>
<thead>
<tr>
<th>Who is Responsible:</th>
<th>What is Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This could occur where a young person has undertaken a JCA solely for the purpose of having their eligibility for Disability Support Pension tested. Under these circumstances, a Job Capacity Assessor would not refer the young person to the recommended employment service recorded as part of the assessment - i.e. the Job Capacity Assessor would not action the referral.</td>
</tr>
</tbody>
</table>

Where a current ESAt or JCA exists, a job seeker may be commenced as an Eligible School Leavers provided that:
- the ESAt or JCA report specifies a Capacity for work within 2 years with intervention of 8 hours or more,
- the ESAt or JCA report has a recommended employment service of DES
- the job seeker has not been referred to the employment service through the ESAt or JCA pathway.

Job seekers may only be commenced in the DES program recommended by the Employment Services Assessor or Job Capacity Assessor. That is, a job seeker with a recommended employment service of:
- Disability Management Service can only be commenced in the Disability Management Service,
- Employment Support Service can only be commenced in the Employment Support Service.

Job seekers with a current and valid ESAt or JCA recommendation to Job Services Australia (JSA) or Australian Disability Employment Enterprises (ADE) may not be commenced in DES as an Eligible School Leaver.

| 3. The DES provider | Where a job seeker presents to the DES provider without a Referral from an Employment Services Assessor or Job Capacity Assessor and they meet the Eligible School Leaver definition, the DES provider can Directly Register and Commence the job seeker in accordance with the Deed and the Direct Registration Guidelines and Referral and Commencement Guidelines |

**Documentary Evidence to support Eligible School Leaver Eligibility**

When Directly Registering a job seeker as an Eligible School Leaver DES providers must obtain appropriate documentary evidence to support the job seeker's Eligible School Leaver eligibility. See Attachment A for specific documentary evidence requirements.

For all three categories of Eligible School Leaver eligibility DES providers must obtain evidence that a job seeker can
<table>
<thead>
<tr>
<th>Who is Responsible:</th>
<th>What is Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>work a minimum of 8 hours per week. In the absence of an ESAt/JCA, providers must use their knowledge of the student’s disability and the type of work they can perform to make this assessment.</td>
<td></td>
</tr>
</tbody>
</table>

**Commencing an Eligible School Leaver**

To commence a job seeker as an Eligible School Leaver, the DES provider enters the registration information in DEEWR’s IT System and applies the appropriate Eligible School Leaver flag. The application of the flag will allow the job seeker to be commenced in either the Employment Support Service (Funding Level 2) or the Disability Management Service without a an ESAt or JCA result being recorded.

The Eligible School Leaver flags can be found on the Circumstances tab of the Registration screen. To apply a flag, the provider selects the appropriate flag from the ‘ESAt/JCA exempt’ drop down field for the Eligible School Leaver category that the job seeker is being Commenced under. The three Eligible School Leaver flags are:

- ESL- full time student
- ESL- 12 months post school
- ESL- Transition to Work program.

**Important:** The Eligible School Leaver flag must be entered at the time that the job seeker is being commenced in DES.

**Funding Level**

Eligible School Leavers registering in DES-ESS will default to funding level 2 and later changes in their circumstances will not change this funding level. There is only one funding level for DMS.

**Registration and the Job Seeker Classification Instrument (JSCI)**

When Direct Registering Eligible School Leavers providers should enter the primary disability into the Registration Screen of the Employment Services System (ESS). This is because there is no information about the Participant’s disability from an ESAt/JCA.

Providers should also complete the JSCI so that there is information about the additional barriers affecting a Participant. Information that is recorded by the JSCI includes highest education level, ex-offender status, whether the job seeker is Indigenous or whether the job seeker has stable housing. This information should be updated as the Participants circumstances change. The information in the JSCI will not change the funding level for any Eligible School
### Who is Responsible:

**Leaver.**

### What is Required:

#### 4. The DES provider
Continue with Direct Registration

Where the job seeker does not meet the definition of an Eligible School Leaver, the DES provider should continue with the Direct Registration process as they may still be eligible for disability employment assistance, but not as an Eligible School Leaver.

**Providing the right level of assistance to Participants**

Where a job seeker presents to a Disability Management Service provider, the provider should consider the ongoing support needs of the job seeker before Commencement. If the job seeker is likely to require regular ongoing support in the workplace due to their disability, then the provider should refer the job seeker to an Employment Support Service provider who can deliver the appropriate level and type of assistance.

**Note:** Full-time students are not eligible for DES unless they meet the Eligible School Leaver criteria.

**Outcomes for Eligible School Leavers**

Refer to the Outcome Guidelines for information about claiming outcomes for Eligible School Leavers. Education Outcomes are not payable for Eligible School Leavers who are full time students.
**Attachment A**

Documentation Evidence Requirements to Support Eligible School Leaver Eligibility

<table>
<thead>
<tr>
<th>ESL Category</th>
<th>Evidence Required</th>
</tr>
</thead>
</table>
| Full time Secondary School Students who attract additional school funding due to the disability. | Evidence from the school or other education confirming that the jobseeker:  
  • attracts additional educational funding due to their disability, and  
  • is a full time student, and  
  • is in their final year of Secondary School. (Noting that all States and Territories mandate minimum school leaving age requirements.)  
  This will be a copy of the assessment that was undertaken to confirm that the student has been eligible for disability funding. |
| 12 Month Post School Leavers:         | Evidence from the former school or other education confirming that the jobseeker  
  • attracted additional educational funding due to their disability in their final year of secondary school, and  
  • was a full time student in the final year of Secondary School at the time of leaving school.  
  In addition, DES providers must provide evidence that the job seeker is registering within 12 months of leaving secondary school. Examples of appropriate evidence include:  
  • a signed letter from the Principal or other relevant staff member from their former school confirming the job seeker’s leaving date  
  • a copy of the assessment that was undertaken to confirm that the student has been eligible for disability funding  
  • a School Leaving Certificate or other document indicating the date the job seeker left school. |
| Former TTW Participants:              | A signed statement from the Transition to Work provider showing that the job seeker has recently participated in a recognised State or Territory post secondary school Transition to Work program for people with disability. |
## State and Territory Minimum School Leaving Age Requirements

<table>
<thead>
<tr>
<th>State/Territory</th>
<th>School Leaver Arrangements</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Australian Capital Territory</strong></td>
<td>Students are required to remain in education until achieving Year 10, and then participate in full-time education, training or employment until completing Year 12 or equivalent, or reaching age 17, whichever occurs first.</td>
<td><a href="http://www.det.act.gov.au">www.det.act.gov.au</a></td>
</tr>
<tr>
<td><strong>New South Wales</strong></td>
<td>All students must complete Year 10. After Year 10 and until they turn 17, students must be in school, (or registered for home schooling), undertaking an approved education or training course, be participating in full-time, paid employment (average of 25 hours per week) or in a combination of work, education and/or training.</td>
<td><a href="http://www.schools.nsw.edu.au">www.schools.nsw.edu.au</a></td>
</tr>
<tr>
<td><strong>Northern Territory</strong></td>
<td>The minimum school leaving age is the age at which a student completes Year 10 or at the age of 17, whichever occurs first. However, a child will still be of compulsory school age until age 17 even though they have completed Year 10 unless they are participating as required in one or more eligible options for a total of 25 hours per week or more.</td>
<td><a href="http://www.det.nt.gov.au">www.det.nt.gov.au</a></td>
</tr>
<tr>
<td><strong>Queensland</strong></td>
<td>Students are required to stay in education or training until they turn 17.</td>
<td><a href="http://www.deta.qld.gov.au">www.deta.qld.gov.au</a></td>
</tr>
<tr>
<td><strong>South Australia</strong></td>
<td>Students between the ages of 16 and 17 are required to participate full-time in an approved learning program. Approved learning programs include traditional secondary school, apprenticeships or traineeships, TAFE and other accredited courses, University courses, or a combination of the above.</td>
<td><a href="http://www.educationage.sa.gov.au">www.educationage.sa.gov.au</a></td>
</tr>
<tr>
<td>State/Territory</td>
<td>School Leaver Arrangements</td>
<td>Website</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Tasmania</td>
<td>Students are required to remain in school until they are 17 years of age, or with full-time employment.</td>
<td><a href="http://www.education.tas.gov.au">www.education.tas.gov.au</a></td>
</tr>
<tr>
<td>Victoria</td>
<td>Students must complete Year 10. After Year 10 and until the age of 17, students must be at school, in approved education or training or full-time paid employment for a minimum of 25 hours per week.</td>
<td><a href="http://www.education.vic.gov.au">www.education.vic.gov.au</a></td>
</tr>
<tr>
<td>Western Australia</td>
<td>The minimum leaving age is the end of the school year in which the student turns 17 years of age. Students are required to stay in school or training or work (or in a combination of approved options) until the end of that year or until they satisfy the minimum requirements for graduation from secondary school established under The Curriculum Council Act, 1997.</td>
<td><a href="http://www.det.wa.edu.au">www.det.wa.edu.au</a></td>
</tr>
</tbody>
</table>