Eligible School Leaver Guidelines

V 2.1

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 and any relevant Guidelines or reference material issued by DEEWR under or in connection with Disability Employment Services Deed.
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## Eligible School Leaver Guidelines

### 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>2.1</td>
<td>18 June 2013</td>
<td>18 June 2013</td>
<td></td>
<td><strong>Policy:</strong> Inclusion of amendments reflecting GDV7 changes for Direct Registration eligibility criteria Step 1, p 7.</td>
</tr>
<tr>
<td>2.0</td>
<td>4 October 2012</td>
<td>4 October 2012</td>
<td>18 June 2013</td>
<td><strong>Narrative:</strong> Clarify eligibility. Inserted documentary evidence requirements to confirm eligibility (previously in Documentary Evidence for Claims for Payment Guidelines)</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>
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### Background

These Guidelines outline the steps to be taken by Disability Employment Service providers (referred to as ‘DES providers’) to identify Eligible School Leavers during the Direct Registration process and Commence them in Disability Employment Services (DES) in the Disability Management Service (DMS) or the Employment Support Service (ESS). The guidelines also describe the documentary evidence that providers must retain to demonstrate that participants are eligible to be Directly Registered as Eligible School Leavers.

### Intent of the Eligible School Leaver policy in DES

The Eligible School Leaver (ESL) policy in DES was carried over from the previous Disability Employment Network (DEN) program. The intent of the (ESL) policy is to assist students with very significant disability to transition from school to post school open employment. The policy enables these students to Directly Register with a DES provider without an Employment Services Assessment (ESAt) or Job Capacity Assessment (JCA). This streamlined access was implemented in response to feedback from industry that students with significant disability had been subject to ongoing assessments during their schooling and that the outcome of those assessments could be used in place of an ESAt or JCA.

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 who are undertaking secondary school studies through TAFE or similar institutions, are not Eligible School Leavers. Adult job seekers must undertake an ESAt to assess their eligibility for DES.

### Funding Level

Eligible School Leavers default to Funding Level 2 and employment outcomes are payable for a minimum of eight hours employment. This funding regime recognises that if these job seekers with very significant disability had undergone an ESAt or JCA, the outcome would be that they have very high support needs and given their level of impairment would have qualified for that funding if an ESAt or JCA had been conducted.
Employment Support Services (ESS) or Disability Management Services (DMS)

A similar ESL policy was available in DEN but not in Vocational Rehabilitation Services. While the ESL policy applies to both ESS and DMS there is an expectation that most students will be serviced in ESS, as most will have high ongoing support needs.

In exceptional circumstances DMS might be the appropriate service for an Eligible School Leaver. An example might be a student with a very significant disability who has strong vocational skills in a particular area (for example information technology). He or she might need extensive support to gain a job and with the set up of the workplace, but once settled does not need ongoing support.

Students might approach a provider seeking to Directly Register or might become aware of DES services because a provider has approached their school. DES providers who are Directly Registering Eligible School Leavers must consider all of the students’ circumstances and determine whether DMS or ESS services would better meet the students’ needs. Students must be provided with information about the various providers and services that are available and given the opportunity to choose a preferred provider. In some cases, if students want to continue with tertiary or other study after they finish school they may not need DES services.

Students who leave school

Once students leave school it is in their best interest to go to Centrelink who can explain the range of options open to them, including options around further study or training. Centrelink can also discuss eligibility for income support while studying or looking for work.
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 by referring to these guidelines. Is the person an Eligible School Leaver?

3. Confirm status as Eligible School Leaver
   - Collect documentary evidence;
   - 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

No → Provide Student with information about other suitable services

Yes →

Note: This should not be read as a stand-alone document, please refer to the Disability Employment Services Deed.
Disability Employment Services Deed Clauses Reference
Clause 83 – Direct Registration of Participants without a Referral
Clause 88 – Initial Contacts
Clause 120 – Funding Levels for Disability Employment Services – Employment Support Services
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.
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>
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</thead>
<tbody>
<tr>
<td><strong>1. The DES Provider</strong>&lt;br&gt;DES provider identifies potential Eligible School Leaver during the Direct Registration process</td>
<td>All job seekers presenting to a DES provider <strong>without</strong> a Referral from an ESAt or JCA can be Directly Registered by the DES provider in accordance with the Deed, the <em>Direct Registration Guidelines</em> and the <em>Eligible School Leaver Guidelines</em>.&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, provide advice on other services that may be available to them.</td>
</tr>
<tr>
<td><strong>Direct Registration of Eligible School Leavers</strong>&lt;br&gt;DES Providers must only Direct Register and Commence Eligible School Leavers who have a permanent residential address in the ESA for which the DES provider is contracted to deliver Program Services. The exception to this rule is where an ESL job seeker wishes to be serviced by a Specialist DES provider who delivers services outside the ESA in which the job seeker resides. In this circumstance, the DES Specialist provider must seek approval from their Contract Manager to Direct Register and Commence the job Seeker. Please see the Direct Registration guidelines V1.7 Attachment A for more information.</td>
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<tr>
<td><strong>2. The DES Provider</strong>&lt;br&gt;DES provider determines Eligible School Leaver eligibility</td>
<td><strong>Eligible School Leaver Definition</strong>&lt;br&gt;In accordance with the DES Deed an Eligible School Leaver means a job seeker who Directly Registers with the Provider and who is seeking to transition from&lt;br&gt;• secondary school to post school employment; or&lt;br&gt;• a state or territory disability transition to work program to employment; and has evidence that they&lt;br&gt;• attract additional educational funding due to their disability; or&lt;br&gt;• are receiving the Disability Support Pension.&lt;br&gt;An Eligible School Leaver must also meet all other requirements set out in any guidelines. To be eligible to Commence in DES as an Eligible School Leaver, the job seeker must also be:&lt;br&gt;• registering in their final year of secondary school; or&lt;br&gt;• first Registering with a DES Provider immediately after participating in a state or territory government disability transition to work program.</td>
</tr>
<tr>
<td>Disability Employment Services Deed Clause Reference: Definitions, Eligible School Leaver</td>
<td><strong>Note 1:</strong> All states and territories mandate minimum school leaving age.&lt;br&gt;(Refer to Attachment A)&lt;br&gt;&lt;br&gt;<strong>Note 2:</strong> A person cannot participate in DES and a transition to work program concurrently. (Refer to DES Concurrent Programs Advice.)&lt;br&gt;&lt;br&gt;<strong>Note 3:</strong> If a student undertaking an Australian School Based Apprenticeship requires DES assistance and meets all eligibility criteria except that they are not in their final year of school, contact your Contract Manager for advice.</td>
</tr>
<tr>
<td>Who is Responsible:</td>
<td>What is Required:</td>
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<tr>
<td>The Job seeker must also:</td>
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<td>• be of legal working age;</td>
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<tr>
<td>• 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;</td>
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<td>• not be currently employed for 8 hours or more per week; and</td>
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<td>• meet all other eligibility requirements for DES.</td>
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3. The DES Provider

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 eligibility. This is evidence that the student:

• has attracted additional educational funding due to their disability; or
• is receiving the Disability Support Pension.

Information about the additional educational funding must be obtained from the school principal or his/her representative at the school. Further information about state and territory government disability funding is at Attachment B. Students who are in disability specialist schools or disability specialist classes in mainstream schools only require evidence that they are in that school or that class.

Job seekers entering through the disability transition to work pathway must have evidence that they were in a disability specialist schools or disability specialist classes in mainstream school before they entered that transition to work program.

Receipt of Disability Support Pension can be confirmed by a letter from Centrelink, including the letter notifying that Disability Support Pension will be paid or any letter updating entitlement. If the job seeker does not have a letter they can ask Centrelink for evidence.

Providers must also obtain evidence that the Student is a full-time student and is in their last year of school.*

*Note 4: If a student is not in year 12 the Provider must meet with the student, a school representative and a parent, carer or guardian to determine that there is agreement that the student will leave school before year 12 and that DES is the most appropriate activity for the student.

4. The DES Provider

Job Seeker has a current and valid ESAt or JCA

Direct Registration of a job seeker as an Eligible School Leaver where they have an ESAt or JCA

Some potential Eligible School Leavers will have a current ESAt or JCA (usually because they have tested eligibility for Disability Support Pension).

These students will still require the relevant documentary evidence that they attract additional educational funding due to their disability or that they receive Disability Support Pension.

5. The DES Provider

Commencing the Eligible School Leaver in DEEWR systems

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 DES-ESS (Funding Level 2) or the DES-DMS without an ESAt or JCA result being recorded.
### Services Deed Clause Reference:
Clause 83.4 Eligible School Leaver

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 two Eligible School Leaver flags are:

- ESL- full time student
- ESL- Transition to Work program.

**Note 5:** 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 DES-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 job seeker’s disability and their barriers. 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 Leaver.

### Employment Pathway Plans

As with all DES Participants the Provider must complete an Employment Pathway Plan (EPP) with students. These plans must be individually negotiated with the student to articulate their employment goal and to set out the activities that the student and the provider will undertake to achieve that employment goal.

The EPP should be negotiated with the assistance of a parent, carer or guardian and with a representative from the school such as a careers advisor or staff member who has responsibility for students with disability.

### Outcomes for Eligible School Leavers

Refer to the DES Outcome Guidelines for information about claiming outcomes for Eligible School Leavers.

Education Outcomes are not payable for Eligible School Leavers who are secondary students. This includes students who may be undertaking “modified” secondary schooling because of their disability or because they have behavioural issues or other barriers preventing them from undertaking the usual school program.

Education Outcomes will only be payable for Participants who have
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<tr>
<th>Who is Responsible:</th>
<th>What is Required:</th>
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<tbody>
<tr>
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<td>permanently left school.</td>
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</table>

8. The DES Provider  
Completing DES as an Eligible School leaver  

<table>
<thead>
<tr>
<th></th>
<th>Servicing and exiting participants who do not have the required documentary evidence</th>
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<tbody>
<tr>
<td></td>
<td>Participants who have been registered as an Eligible School Leaver prior to the commencement of these Guidelines can continue one 78 week Period of Service. This cannot be extended. They cannot be registered a second time without meeting all requirements of these guidelines. If there is any break in service, the Eligible School Leaver must be exited and cannot be suspended.</td>
</tr>
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9. The DES Provider  
DES Eligible School Leaver Trials  

<table>
<thead>
<tr>
<th></th>
<th>From 4 March 2013 the trial that allowed job seekers to be registered as an Eligible School Leaver for up to 12 months after they left school will end. Job seekers can still be registered under this 12 month post school pathway until 3 March 2013 but must meet all the requirements of these current guidelines, that is they must have evidence that they:</th>
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<tr>
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<td>• attracted additional educational funding due to their disability while they were at school; or</td>
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<td></td>
<td>• are receiving the Disability Support Pension.</td>
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<td></td>
<td>The trial that allowed job seekers to register as an Eligible School Leaver immediately after ceasing a state or territory government disability transition to work program will be incorporated into DES in accordance with these guidelines.</td>
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## 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>Australian Capital Territory</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 reach 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>New South Wales</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>Northern Territory</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>Queensland</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>South Australia</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>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>
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# State and Territory School Disability Funding Arrangements

<table>
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<tr>
<th>State/Territory</th>
<th>Disability Funding Arrangements</th>
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| **Australian Capital Territory** | - The Australian Capital Territory (ACT) Government Department of Education and Training allocates additional resources to mainstream schools through the **Student Centred Appraisal of Needs (SCAN)** process, based on individual student need, to those students who meet the ACT Student Disability Criteria and who require additional support.  
  
  Guidelines and procedures for this process are explained in the **Student Centred Appraisal of Needs** Booklet.  
  
  Students who are assessed at SCAN Level 8 and above may be eligible for DES as an Eligible School Leaver. Evidence can be obtained from the School Principal or his/her representative. This evidence must include the SCAN level that the student is funded under.  
  
  ACT has two disability Specialist Secondary Schools: The Woden School and the Black Mountain School. Evidence that a student attends these schools will be sufficient to be registered as an Eligible School Leaver if all other requirements are met.  
  
  More information can be found at:  
| **New South Wales**    | - The New South Wales (NSW) Government provides funding for students with disability through the Department of Education and Communities. In NSW, students who are not in special schools are funded under the **Integration Funding Support program**. To be eligible students must have essential educational needs that are directly related to their identified disability.  
  
  Students funded under the **Integration Funding Support program** may be eligible for DES as an Eligible School Leaver if all other requirements are met. Evidence that the student is funded under this program can be obtained from the School Principal or his/her nominee.  
  
  **Note:** Students funded through the Learning and Support program are not Eligible School Leavers (unless they receive Disability Support Pension).  
  
  Evidence that a student attends a disability Special School will be sufficient evidence to be registered as an Eligible School Leaver if all other requirements are met. The website lists the Special Schools in NSW.  
  
  More information can be found at:  
| Northern Territory | The Northern Territory Government Department of Education and Training allocates additional resources for students with disability to mainstream schools through the **Special Education Support Services program** (please note that this program has elements that are not disability related, such as support for gifted children). The **Special Education Support Information Package** is available from schools.  
Students funded under the **Special Education Support Services program** may be eligible for DES as an Eligible School Leaver if all other requirements are met. Evidence that the student is funded under this program can be obtained from the School Principal or his/her nominee. The information obtained from the school must also show that the student is funded under this program because they have additional education needs because of their significant disability.  
Evidence that a student attends a disability Special School or a Special Centre in the NT will be sufficient evidence to be registered as an Eligible School Leaver if all other requirements are met. The website lists the Special Schools and Special Centres in the Northern Territory.  
More information can be found at:  
| --- | --- |
| Queensland | The Queensland Department of Education Training and Employment provides funding for students with disability who have significant educational support needs through the **Education Adjustment Program**. A Verification process is used to confirm that a student’s identified impairment and the associated activity limitations and participation restrictions which require significant education adjustments.  
Students funded under the **Education Adjustment Program** may be eligible for DES as an Eligible School Leaver if all other requirements are met. Evidence that the student is funded under this program can be obtained from the School Principal or his/her nominee.  
Evidence that a student attends a disability special school will be sufficient evidence to be registered as an Eligible School Leaver if all other requirements are met.  
More information can be found at:  
http://education.qld.gov.au/students/disabilities/adjustment/ |
<table>
<thead>
<tr>
<th>Region</th>
<th>Details</th>
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<tr>
<td>South Australia</td>
<td>The South Australian Department of Education and Children’s Services provides funding for students with disability through the <strong>Disability Support Program</strong>. Students funded under the <strong>Disability Support Program</strong> may be eligible for DES as an Eligible School Leaver if all other requirements are met. Evidence that the student is funded under this program can be obtained from the School Principal or his/her nominee. Evidence that a student attends a disability special school will be sufficient evidence to be registered as an Eligible School Leaver if all other requirements are met. The website lists the Special Schools in South Australia. More information can be found at: <a href="http://www.decd.sa.gov.au/svpst/pages/info/dsp">http://www.decd.sa.gov.au/svpst/pages/info/dsp</a></td>
</tr>
<tr>
<td>Tasmania</td>
<td>The Tasmanian Department of Education maintains a <strong>Register of Students with Severe Disabilities</strong>. Eligibility for inclusion on the Register is determined according to specific criteria and guidelines. Schools receive direct funding for students who are on the register. Students who are on the <strong>Register of Students with Severe Disabilities</strong> may be eligible for DES as an Eligible School Leaver if all other requirements are met. Evidence that the student has been placed on the register can be obtained from the student’s School Principal or his/her representative. Evidence that a student attends a disability special school will be sufficient evidence to be registered as an Eligible School Leaver if all other requirements are met. More information can be found at: <a href="http://www.education.tas.gov.au/parents_carers/schools-colleges/Programs-Initiatives/Pages/Students-with-Disabilities.aspx">http://www.education.tas.gov.au/parents_carers/schools-colleges/Programs-Initiatives/Pages/Students-with-Disabilities.aspx</a></td>
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<tr>
<td>Victoria</td>
<td>The Victorian Department of Education and Early Childhood Development provide funding to schools for students with moderate to severe disability. Eligibility is assessed through the <strong>Program for Students with Disabilities</strong>. Students funded under the <strong>Program for Students with Disabilities</strong> will be eligible for DES as an Eligible School Leaver if all other requirements are met. Evidence that the student is funded under this program can be obtained from the School Principal or his/her nominee. Evidence that a student attends a disability special school will be sufficient evidence to be registered as an Eligible School Leaver if all other requirements are met. The website lists the Special Schools in Victoria. More information is available from the Website: <a href="http://www.education.vic.gov.au/aboutschool/support/disabilities.htm">http://www.education.vic.gov.au/aboutschool/support/disabilities.htm</a></td>
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<tr>
<td>Western Australia</td>
<td>The Western Australian Department of Education provides resources to schools with eligible students with special needs through the <strong>Schools Plus program</strong>. Eligibility is based on a student’s diagnosis and requires specific assessment or diagnosis by relevant specialists. Students funded under the <strong>Schools Plus program</strong> may be eligible for DES as an Eligible School Leaver if all other requirements are met. Evidence that the student is funded under this program can be obtained from the School Principal or his/her nominee. Evidence that a student attends a disability special school will be sufficient evidence to be registered as an Eligible School Leaver if all other requirements are met. More information can be found at: <a href="http://det.wa.edu.au/schoolsplus/detcms/portal/">http://det.wa.edu.au/schoolsplus/detcms/portal/</a></td>
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