

## Job Plan

I understand that my primary goal is to gain and maintain employment. I am aware that I have mutual obligation requirements that I must undertake in return for receiving income support payments. These include undertaking job search and/or other activities as specified in this plan that will assist me in finding and keeping a job, as well as attending appointments, job interviews and accepting any offer of a suitable job. I am aware that if I can't attend my appointments, activities or job interviews I must contact my provider (or Services Australia, if I don't have a provider) before the appointment, activity or job interview is scheduled to occur.

I understand that if I don't comply with my mutual obligation requirements, including those as set out in the items marked as compulsory below, my income support payments will be suspended. If I persistently fail to comply with my requirements, I understand my income support payments may be reduced or cancelled.

Name: ARMIN MARTH

JSID: 3872315609

CRN: 208063801X

### Mutual Obligation Requirements

I agree to search for work by contacting 2 employers per month, including any to which my provider refers me. I agree to report and provide evidence of these job search contacts to my provider as directed by the 14th of each month. I am aware that I need to look for any suitable work, not just work that I would like to do. Compulsory

I agree to attend and act appropriately during a job interview/(s). Compulsory

I agree to attend appointments with third party organisations (that is, not my employment services provider) as required. My provider will notify me when those appointments will occur. Compulsory

I agree to take responsibility to accurately record or report my attendance at my requirements. Compulsory

I agree to follow-up on any job referrals or opportunities that may lead to paid employment as notified by my provider. I am aware that this may be in relation to any suitable work, not just work that I would like to do. I understand that a job referral or opportunity may include applying for a specific job, accepting a job interview, contacting an employer to accept a job interview, updating my résumé to support a job opportunity or providing personal details to support an application or job offer. I understand that where appropriate, these job referrals can be reported to my provider as part of my job search requirements (approved paper form or online) or via other methods as agreed with my provider. Compulsory

I agree to look for, or undertake activities to prepare me for, work of 15 hours or more per week, at or above the relevant minimum wage from 04/12/2024 to 28/08/2025. Compulsory

I agree to attend fortnightly Disability Employment Services appointments with Max Employment. Compulsory

I agree to undertake a health maintenance program to manage my medical condition from 04/12/2024 to 23/10/2025. Voluntary

I agree to undertake a health maintenance program to manage my medical condition with Dr Zoe

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## Provider Assistance

Work Related Clothing and Presentation Assistance - Wise Employment may assist with work related clothing and presentation upon gaining employment (Upon BM Approval).

Wage Subsidy Assistance - Prior to commencing employment, wise Employment will, if possible, organise a Wage Subsidy with potential future employers to cover the costs of training in a new role. wise Employment may offer a wage subsidy to employers to increase my opportunities of obtaining suitable and sustainable employment

Transport and Licensing Assistance - wise Employment will assist with transport, if required, as needed to attend interviews and work trials/volunteer work/work experience. (Subject to Management)

Training - Courses Assistance - wise Employment will provide the customer with assistance for training courses subject to the approval of the BM in order to help the customer up-skill and undertake industry specific education in order to prepare them for the workforce.

Training - Books and Equipment Assistance - wise Employment may assist with Training- Books and Equipment Assistance to improve.

Provider Services Assistance - wise will regularly discuss my progress towards achieving my short-term goal of finding employment within the IT industry or community and upskilling is a trainer / assessor and within my barriers, and long-term cyber security and analysis of being employed in an ongoing role that will allow stability and family time, at each contact and provide individualised support and advice.

Health and Allied Services Assistance - wise can provide access to WISE Health Services referrals to external health/support services to assist in providing appropriate and individualised support needed to secure sustainable employment

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## Job Seeker's Statement

I have been given a copy of my Job Plan.

I understand that I can have my Job Plan reviewed at any time to reflect any changes in my circumstances and the ways my provider will help me.

I understand that my Job Plan includes activities that I must do and appointments and job interviews I must attend in order to receive income support payments under social security law. I understand that if I don't participate in the activities or attend the appointments or job interviews, my income support payment will be suspended. If I persistently fail to comply with my requirements, I understand my income support payment may be reduced or cancelled.

I understand that my Job Plan may include activities that I have agreed to do (voluntary activities). I understand that my income support will not be affected if I do not participate in voluntary activities.

My provider has explained to me what they will be doing to support my search for work.

My provider has given me a copy of the *Service Guarantee* and the *Employment Services Code of Practice*.

It has been explained to me how my personal information and privacy will be protected.

## Employment services provider's Statement

I confirm that I have explained the mutual obligation requirements in the Job Plan to ARMIN MARTH. We have agreed on the activities that ARMIN will participate in, the appointments and job interviews that ARMIN will attend and the support that will provide. I have also explained the consequences of failing to participate in agreed activities, appointments and job interviews.

I have given ARMIN a copy of the *Service Guarantee* and the *Employment Services Code of Practice* and have explained how the privacy of ARMIN's personal information will be protected.

I have given ARMIN a copy of this Job Plan.

I confirm that I am engaged by to deliver employment services under an arrangement with the Commonwealth. I have approved the terms of this Job Plan as a delegate of the Secretary of the Department under the *Social Security Act 1991*.

Name: ARMIN MARTH	Provider Details: Disability Employment Services WISE Employment Ltd 0287853800
Signature:  Date:	Signature:  Date:

This Job Plan is an Employment Pathway Plan, for the purpose of the *Social Security Act 1991*.

# Information You Need to Know

Under social security law, job seekers with mutual obligation requirements are generally required to enter into a Job Plan, demonstrate that they are actively looking for work and participate in activities that are designed to assist them into employment. This Job Plan is an Employment Pathway Plan for the purposes of the Social Security Act 1991.

Mutual obligation requirements means activity test, participation or other requirements under the Social Security Act 1991.

It is important to note that you may not be paid income support if you don't enter into a Job Plan when required to do so.

Your Job Plan will include activities, appointments, job interviews and other requirements that you need to undertake to meet your mutual obligation requirements.

If you do not meet your requirements, or if you act inappropriately at an appointment or activity, your income support payments will be suspended and you may incur demerits. If you incur 5 demerits within 6 months, your payments may be reduced or cancelled for any further failures.

You must make every effort to find a job. If you do not attend a job interview, or, if you attend a job interview but deliberately act in a way that results in a job offer not being made, or if you fail to act on a job opportunity when requested to do so by your provider, your payment will also be suspended and you may incur demerits.

If you are not meeting these requirements, you will have an interview with your provider or an assessment with Centrelink to discuss your requirements and why you're not meeting them. However, if there is no good reason why you are not meeting your requirements and you continue to fail to meet your requirements, your income support payments may be reduced or cancelled. If your payment is cancelled, you will not be paid for four weeks and you will have to re-apply for your payment.

If you refuse or fail to accept a suitable job, your income support payments will be suspended and your payment may be cancelled. If your payment is cancelled, you will not be paid for four weeks and you will have to re-apply for your payment.

If you leave a job or are dismissed from a job due to misconduct, your payment may be cancelled. If your payment is cancelled, you will not be paid for four weeks (or six weeks if you received relocation assistance to help you take the job) and you will have to re-apply for your payment.

## What should I do if I can't do the things I have agreed to?

You must let your provider (or Services Australia, if you don't have a provider) know if you can't attend an appointment or a job interview or participate in an activity for any reason. You must do this before the appointment, activity or job interview. If you don't do this, and you fail to attend an appointment or job interview, or fail to participate in an activity, your income support payments will be suspended and you may incur demerits. If you incur 5 demerits within 6 months, your payments may be reduced or cancelled for any further failures.

If there are good reasons why you are unable to look for work, attend appointments, participate in activities or comply with other requirements in your Job Plan, you must discuss these with your provider (or Services Australia, if you don't have a provider).

## What happens if I get some paid work?

If you or your partner have undertaken any paid work then you must tell the Services Australia about any income you or your partner have received, in the same fortnight you worked. This will help the Services Australia to make sure you are paid the correct amount of income support. If you are overpaid, you may need to pay the money back to the Services Australia.

## What if I disagree with a decision that has been made?

If you disagree with a decision that the Services Australia has made which impacts on your payment or a decision the Services Australia has made about your Job Plan, or have concerns about the service you have received, you should contact the Services Australia feedback and complaints line as soon as possible on 1800 132 468.

If you disagree with a decision your provider has made about your Job Plan, or have concerns about the service you have received, you can contact your provider to discuss your concerns or you can contact the Department of Employment and Workplace Relations National Customer Service Line on 1800 805 260, who will investigate your concerns.

If you are not satisfied with the response you receive, you may take the matter further by contacting the Ombudsman's Office on 1300 362 072.

## Privacy

Your personal information is protected by law, including the Privacy Act 1988. It can only be collected, used or disclosed where you give permission, or where it is permitted by law. We have provided you with important privacy information about the collection, use and disclosure of your personal information. More information is available from [www.dewr.gov.au/privacy](http://www.dewr.gov.au/privacy), your provider, Services Australia, or the Office of the Australian Information Commissioner at [www.oaic.gov.au](http://www.oaic.gov.au). You should ensure that you read and understand this information.