

Guideline:

# Vacancies and Placement Guideline

ParentsNext assists parents to gain confidence and feel empowered to prepare and plan for employment when the time is right, including developing the skills they need to engage in paid work.

ParentsNext Providers engage and work with Employers to understand their needs and ensure Participants are equipped to meet those needs.

This Guideline details how ParentsNext Providers create a Vacancy within the Department of Jobs and Small Business IT Systems and place Participants into Vacancies.

Version: 1.0

Published on: 25 June 2018

Effective from: 1 July 2018

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## Related documents and references

- [Assistance to Participants Guideline](#)
- [Participation Fund Guideline](#)
- [Concurrent referrals to jobactive, Transition to Work and New Enterprise Incentive Scheme Guideline](#)
- [Transfers and Exits Guideline](#)
- [Managing Relocation Assistance to Take Up a Job](#)
- [Activities and Referrals Guideline](#)
- [Performance Framework Guideline](#)
- [Wage Subsidy Guideline](#)
- [Learning Centre](#)
- [Outcomes Guideline](#)

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## Summary of ParentsNext Vacancies

Participation in ParentsNext will help parents gain confidence and feel empowered to develop the skills to engage in paid work. ParentsNext is a pre-employment program and Participants do not have job search requirements and will not be required to accept a job as part of ParentsNext. However, Participants can look for work and take up Employment while they are in ParentsNext, including where the Provider assists to source an Employment Vacancy.

This guideline provides advice to Providers on how to record Vacancies and Placements in the Department's IT Systems. Providers delivering either Intensive or Targeted Stream services can, and should, record Vacancies in the Department's IT Systems, however only Placements for Intensive Stream Participants may track toward an Employment Outcome.

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## Sourcing a Vacancy

To source a Vacancy, Providers should:

- engage with local Employers to understand their needs and identify job opportunities suitable for parents in the community, including flexible working arrangements like school hours
- assist Participants to source Employment Vacancies
- refer Participants with appropriate skills and circumstances to appropriate Vacancies.

Providers must not place Participants into Vacancies that would be considered as a Non-Payable Outcome. Non-Payable Outcomes include:

- volunteer or unpaid work
- training courses
- Employment, including a retail position, involving nudity or in the sex industry
- a job that involves taking up employment in another country, regardless of whether the salary is paid in Australian Dollars or by an Australian company;
- a job involving illegal activity;
- a job involving income or funds from gambling deemed to be inappropriate by the Department;
- Employment or Unsubsidised Self-Employment which is Recurring; or
- any other situation advised by the Department.



**System step:** Providers must record Employment Vacancies, including those found by Participants, in the Department's IT Systems. Providers servicing Intensive Stream Participants may be eligible to claim an Employment Outcome once a Vacancy and Placement has been created (refer to the Outcomes Guideline).

(Deed reference: Section B1.4)

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## Lodging a Vacancy

When entering a Vacancy in the Department's IT Systems, Providers must enter a job description, employer details, hours and salary.



**System step:** Providers need to select a Vacancy type from the following options:

- Apprenticeship
- Commission
- Pre-existing Employment
- Normal position
- Graduate
- Seasonal
- Traineeship
- Self-Employment.

(Deed reference: Section B1.4 and C1.3)

## Checking Minimum Wage

A Provider must ensure the relevant minimum wage is satisfied for any Vacancy they source. Providers are not expected to check again when claiming associated Outcome Payments. The minimum wage is set out in the Modern Award. If a Modern Award is not in place, then the National Minimum Wage applies.

If a Participant has sourced a Vacancy, Providers are not required to check the applicable minimum wage. The Provider should have already provided the Participant with information about the National Minimum Wage and the Fair Work Ombudsman, at the time the Vacancy is created.

This information must include:

- details of the latest National Minimum Wage rates
- where to access information about the Pay and Conditions Tool ([calculate.fairwork.gov.au](https://www.fairwork.gov.au/calculate)) and any changes to the National Minimum Wage rates
- the Fair Work Ombudsman contact details.

The Fair Work Ombudsman's minimum wage fact sheet is at: [www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/minimum-workplace-entitlements/minimum-wages](https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/minimum-workplace-entitlements/minimum-wages).

(Deed reference: Annexure A1 – Definitions and Section B1.4)

## Referring suitable Participants to Vacancies

Providers should:

- refer eligible Participants to appropriate Vacancies
- ensure all Participants referred to Vacancies meet the Employer needs
- encourage eligible Participants to consider job opportunities outside their local area
- ensure Vacancies reflect Participants' needs including the hours, flexibility around family/child circumstances, etc.

(Deed reference: Section B1.4, Clause 76.3)

## Placing a Participant into a Vacancy

Providers can place a Participant into a Vacancy, once created this is known as a 'job placement'. This may trigger the tracking of an Employment Outcome for Intensive Stream Participants (refer to the Outcomes Guideline).

The Provider must record the date the Participant started Employment in the Department's IT Systems, this is known as the Result date.



**System step:** The Result date must be recorded within 56 days of the Participant commencing Employment or Unsubsidised Self-Employment.

Once a Placement against a Vacancy is confirmed, the only fields that can be updated are:

- position
- contact details
- occupation category.

All Placements must have a Result Date that falls within the Participant's Service Period in ParentsNext.



**System step:** Refer to ESSWeb Help for information on how to refer a Participant in the Department's IT Systems.

(Deed reference: Section A2.3, Clause 76)

### Participants referred to another Employment Service

If a Participant has an activity referral to also participate in another employment service (for example, jobactive) while being assisted in ParentsNext, the Provider who sources and places the Participant into Employment should lodge the Vacancy and process the Placement within the Department's IT Systems.

(Deed reference: Section A2.3, Clause 76)

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### Summary of required Documentary Evidence

Nil.

Capitalised terms in this guideline have the same meaning as in the ParentsNext Deed 2018–2021 (the Deed). This Guideline is not a stand-alone document and does not contain the entirety of ParentsNext Providers' obligations. It must be read in conjunction with the Deed and any relevant Guidelines or reference material issued by Department of Jobs and Small Business under or in connection with the Deed.