

ANNEXURE 1 – PART G: REP TRIAL SERVICES

1. Objectives

- 1.1 From 2022 the Australian Government has committed to replacing the CDP with a new remote employment program developed in partnership with First Nations people.
- 1.2 To support the transition to a new remote employment program, the Remote Engagement Program Trial will use a co-design approach to trial approaches which may be adopted in the development of a new program.
- 1.3 A key objective of the REP Trial is to test ideas and understand barriers to employment in remote areas. The key components of the REP Trial are the REP Placement and the REP Payment, which aim to provide an incentive for Eligible Participants to participate in placements designed to build their skills that will support them to find and maintain employment.

2. Introduction

- 2.1 This ANNEXURE 1 PART G details the REP Trial Services the Provider must deliver if the Project Schedule specifies REP Trial Services.

3. Application

- 3.1 The Provider must deliver the REP Trial Services in accordance with clause 5 of the Head Agreement and the Guidance.
- 3.2 The Provider must deliver the REP Trial Services in a way that is consistent with their Work Plan under ANNEXURE 1 PART F.

4. REP Trial Services: Eligibility Requirements

- 4.1 The Provider must ensure that REP Trial Services are only delivered in respect of a person who is an Eligible Participant.
- 4.2 The Provider must only deliver REP Trial Services to a person who is suitable for REP Trial Services in accordance with any further Guidance.

5. REP Trial Services: General

- 5.1 The Provider must deliver REP Trial Services in a culturally appropriate manner.
- 5.2 The Provider must use a case management approach, whereby adjustments are made for the differing needs and strengths of each Eligible Participant.
- 5.3 The Provider must provide adequate and timely support to Eligible Participants based on their individual circumstances.
- 5.4 In respect of a REP Participant to whom the Provider delivers REP Trial Services, the Provider must:
 - (a) record details of the REP Trial Services delivered in the IT Systems in accordance with the Guidance;
 - (b) retain appropriate Documentary Evidence, as specified in the Project Agreement and Guidance; and
 - (c) update the REP Participant's Job Plan or Participation Agreement to include participation in a REP Placement, in accordance with the Guidance.

6. REP Trial Services: Assessment

- 6.1 The Provider must conduct an Assessment (which may include running the JSCI) of a Participant whenever the REP Participant:
 - (a) completes a key requirement that addresses vocational or non-vocational barriers under their Job Plan or Participation Agreement, including completion of a REP Placement

- (b) experiences a change in circumstances ; or discloses any information that may materially change the current Assessment.

6.2 When conducting an Assessment, the Provider must consider the following matters:

- (i) non-vocational barriers that could impact employment;
- (ii) literacy and numeracy;
- (iii) educational achievements and other formal qualifications;
- (iv) work experience, including volunteer work;
- (v) job readiness;
- (vi) skills and future skills requirements; and
- (vii) participation and development in requirements under the Job Plan or Participation Agreement.

6.3 Upon completing an Assessment, the Provider must:

- (a) update the REP Participant's Job Plan or Participation Agreement to reflect the Assessment ;
- (b) record the Assessment in the IT Systems ; and
- (c) refer the REP Participant to Services Australia Assessment Services if the Assessment reveals information that indicates that an ESA might be required and ensure the referral is in accordance with any Guidance.

7. REP Trial Services: REP Placements

7.1 General

- (a) REP Placements are designed to help advance jobseekers' work-related ambitions and experience.
- (b) REP Placements :
 - (i) do not include paid employment and do not, in themselves , create an employment relationship between the REP Participant and the REP Host or Provider;
 - (ii) are voluntary for REP Participants ;
 - (iii) must be conducted for at least 15 hours per week for each REP Participant;
 - (iv) are only available to REP Participants who are receiving a Qualifying Remote Income Support Payment;
 - (v) must not be commenced after 30 June 2024;
 - (vi) must not be conducted for more than 8 hours per day;
 - (vii) must not be conducted on a public holiday, without the agreement of the REP Participant;
 - (viii) may be arranged even where there is no prospect of future employment with the REP Host;
 - (ix) must not be approved if a REP Host has downsized its workforce in the previous 12 months before the commencement of REP Trial Services (i.e. through redundancies or termination) and the proposed REP Placement/s involve the same tasks as those performed by former employees ;
 - (x) must not be used as a stop-gap measure while a REP Host is undertaking recruitment exercises , or as a way of meeting ad-hoc needs in lieu of creating paid employment positions ;
 - (xi) must not, in whole or in part, involve work which would otherwise have been undertaken by a paid worker if the REP Placement had not taken place; and
 - (xii) must be ended where the REP Participant commences paid employment with the REP Host.

- (c) The Provider must ensure that each REP Placement meets Commonwealth, state or territory legislative requirements including work, health and safety laws and anti-discrimination laws.
 - (d) The Provider must ensure that REP Placements meet the requirements as defined by consultation and co-design with the community as far as practical.
- 7.2 In determining whether a REP Placement is suitable, the Provider must consider:
 - (a) the industry in the local area;
 - (b) local community priorities;
 - (c) capacity of the REP Host to provide adequate support to the REP Participant throughout the REP Placement; and
 - (d) any other matters as set out in the Guidance.
- 7.3 The maximum number of REP Placements facilitated by the Provider must be approved in writing by the Department.
- 7.4 REP Placements may only be conducted for the term specified in the REP Placement Agreement.
- 8. REP Trial Services: On-boarding Participants to REP Placement
- 8.1 At the Eligible Job Seeker's Appointment under clause 18 of ANNEXURE 1 PART B, the Provider must complete the following:
 - (a) Explain the REP Trial, the REP Placement and the REP Payment;
 - (b) Explain eligibility and participation requirements to receive the REP Payment, as specified in the Guidance;
 - (c) Explain that participation in a REP Placement is voluntary;
 - (d) Ensure that the Eligible Job Seeker understands the matters listed at (a) to (c); and
 - (e) Discuss the Eligible Job Seeker's skills, aspirations, and the nature of REP Placement the Eligible Job Seeker would like to participate in.
- 8.2 After completing the matters listed at clause 8.1, and taking into account the Eligible Job Seeker's skills and aspirations, the Provider must determine whether the Eligible Job Seeker is suitable for participation in a REP Placement, in accordance with any further Guidance.
- 8.3 If the Provider determines that the Eligible Job Seeker is suitable for participation in a REP Placement, the Provider may invite the Eligible Job Seeker to participate in a REP Placement and schedule a meeting with the Eligible Job Seeker, REP Host and the Provider to discuss the REP Placement and complete the REP Placement Agreement set out in ANNEXURE 4 PART C, in accordance with the Guidance.
- 8.4 The Provider must read through the REP Placement Agreement with the Eligible Job Seeker and ensure that the Eligible Job Seeker understands the terms of the REP Placement Agreement.
- 8.5 The Provider must read through the Privacy Collection Notice at Attachment A to the REP Placement Agreement with the Eligible Job Seeker and ensure that the Eligible Job Seeker understands the terms of the Privacy Collection Notice before it is signed by the Eligible Job Seeker.
- 9. REP Trial Services: REP Placement Agreement
- 9.1 The Provider must ensure that the REP Participant and the REP Host have executed a REP Placement Agreement in the form set out in ANNEXURE 4 PART C before commencement of the REP Placement.
- 9.2 The Provider must ensure that each of the following matters are set out in the REP Placement Agreement:
 - (a) Hours and location of the REP Placement;
 - (b) Duties and activities to be undertaken as part of the REP Placement; and

(c) Circumstances in which a REP Placement may be cancelled or amended.

- 9.3 The Provider must ensure that the REP Participant has signed the Privacy Collection Notice at Attachment A to the REP Placement Agreement.
- 9.4 The Provider is responsible for confirming with the REP Host the REP Participant's compliance with the REP Placement Agreement, including attendance at the REP Placement.
- 9.5 The Provider must ensure all information relating to the REP Participant's attendance at the REP Placement is correctly entered into the IT Systems in accordance with the Guidance and the REP Placement Agreement.
- 9.6 Where a REP Participant has failed to meet the terms of their REP Placement Agreement, the Provider may exit the REP Participant from the REP Placement, in accordance with the Guidance.
- 9.7 The Provider must confirm the eligibility of REP Participants to receive the REP Payment before or at the end of the relevant fortnight, in accordance with the Guidance.
- 9.8 The Provider must ensure that a copy of the executed REP Placement Agreement is provided to all parties.
- 9.9 9 The Provider must retain the original signed copy of the REP Placement Agreement and ensure a copy is saved in the IT System before the REP Placement commences.

10 REP Trial Services: REP Payment

- 10.1 Each REP Participant may be entitled to receive a fortnightly REP Payment if the REP Participant participates in a REP Placement for at least 15 hours per week in the relevant fortnight.
- 10.2 The Provider must accurately report information about each REP Participant's participation in a REP Placement through the IT Systems.
- 10.3 The Provider must provide information to REP Participants including what is required of them throughout the REP Placement, factors that may affect their receipt of the REP Payment, and any other information as specified in the Guidance.

11 REP Trial Services: Ending REP Placements

- 11.1 The Provider must ensure all information relating to the REP Participant's end date at the REP Placement is accurate and correctly entered into the IT Systems.
- 11.2 The Provider must end a REP Placement if:
 - 9.4.1 directed by the Department;
 - 9.4.2 requested by the REP Host;
 - 9.4.3 requested by the REP Participant; or
 - 9.4.4 the REP Participant ceases to be an Eligible Participant
- 11.3 The Provider may end a REP Placement if the terms of the REP Placement Agreement are breached by the REP Participant or the REP Host.
- 11.4 The Provider must notify the REP Participant that ending a REP Placement may preclude receipt of the REP Payment.
- 11.5 The Provider must record the reason for the ending of a REP Placement in the IT System, as specified in the Guidance.
- 11.6 The Provider must notify the REP Host and the REP Participant to confirm the end of the REP Placement and the effective date that the REP Placement ceases in accordance with Guidance.
- 11.7 The Provider must conduct an Exit Interview with the Participant at their next Appointment after the REP Placement has ended in accordance with the Guidance and clause 18 of ANNEXURE 1 PART B.

12 REP Trial Services: REP Trial Monitoring

12.1 The Provider must manage and monitor timeframes, including by identifying barriers to progress and implementing strategies to address these, as set out in the Guidance.

13 REP Trial Services: Interim Report

13.1 The Provider must submit an Interim Report addressing the delivery of REP Trial to the Department by end of each calendar month, unless the Department otherwise agrees in writing.

13.2 The Provider must submit the Interim Report in a form to be specified by the Department.

14 REP Trial Services: Final Report

14.1 The Provider must submit a Final Report addressing the delivery of REP Trial Services to the Department by 30 July 2024, unless the Department otherwise agrees in writing.

14.2 The Provider must submit the Final Report in a form to be specified by the Department.

15 REP Trial Services: Monitoring and Lessons Learned

15.1 The Provider must provide any information requested by the Department or another organisation appointed by the Department to facilitate monitoring and identification of lessons from the REP Trial.

15.2 The Provider must cooperate with any reasonable request from the Department to participate in activities or reporting as required to assist in the monitoring and identification of lessons from the REP Trial and/or the design of future employment programs.

16 COVID-19 and REP Trial Services

16.1 The Provider must:

(a) at all times act in accordance with relevant COVID-19 requirements when delivering REP Trial Services; and

(b) refer to relevant state and territory COVID-19 guidelines for specific details of health declaration, self-isolation and any other COVID-19-related requirements.