

Quality & Integrity Group

GovHack –

Employment Fund

#### Specification

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# Table Summary

## Table Description

The Employment Fund (EF) table provides information on EF expenditure transactions for job seekers serviced in jobactive. The table includes jobactive provider information, job seeker characteristics at the time of the EF expenditure transaction, and transaction details and expenditure. The lowest data grain in the dataset is TRANSACTION\_ID, a unique code generated each time there is an EF expenditure transaction. The dataset was extracted with data as at 5 August 2018, however is based on EF expenditure transactions that occurred between 1 July 2015 and 30 June 2017.

## Program Summary and Business Rules

### jobactive

jobactive is the Australian Government’s way to get more Australians into work. It connects job seekers (participants) with employers and is delivered by a network of jobactive providers across Australia. The key objective of jobactive is to promote stronger workforce participation, help more job seekers move from welfare to work and better meet the needs of employers. Providers are required to engage and work with employers, to understand the needs and ensure participants are equipped to meet those needs, and refer job seekers with appropriate skills and work habits to vacancies.

### Employment Fund

The Employment Fund (EF) is a flexible pool of funds available to jobactive providers. Each provider receives credits, which they can use to claim reimbursement for goods and services they have purchased that genuinely support and assist job seekers to gain the tools, skills and experience needed to get and keep a job. Goods and services may include training, food, clothing, transport, tools and other resources.

The principles underpinning the use of the EF are that purchases must:

* provide eligible job seekers with the work-related tools, skills and experience that correspond with their difficulties in finding and keeping a job (in the relevant labour market)
* provide value for money,
* comply with any work health and safety laws that may apply,
* withstand public scrutiny, and
* will not bring Employment Services or the Government into disrepute.

### EF Credits, Commitments and Expenditure

**EF Credits**

The provider’s notional bank amount (fund pool) increases as they are allocated EF credits based on job seekers commencing, up-streaming or transferring sites. Providers can use up to the limit of their remaining balance to service job seekers, but are unable to keep left over funds as profit. Providers are not confined to spending the exact credit a job seeker triggered. For example, a provider may use discretion and observe a genuine need to spend the combined credit worth of 5 job seekers to assist a single job seeker.

**EF Commitment**

Providers create EF commitments in the Department’s IT system, to set aside EF credits for a specific purchase – i.e. prior to a purchase being finalised. Creating a commitment is the first step in spending EF and is usually (but not always) made before a provider receives an invoice for goods or services purchased.

Commitments can be at two levels:

* Individual job seeker
* Bulk commitment on behalf of multiple job seekers. The commitment in bulk is made before allocating to individual job seekers.

**EF Reimbursement**

EF reimbursements are when the provider has purchased goods or services and then claims reimbursement for the costs from the Department. EF is a reimbursement model; that is, providers must first incur the cost and hold the relevant proof of purchase.

**EF Expenditure**

The total amount of EF Commitments that have been claimed for reimbursement.

**EF Process Example**

1. The job seeker requires new shoes to attend an interview.
2. The provider confirms they have available credit, and so create an EF commitment in the IT system.
3. This commitment sets aside credit to use to purchase the job seeker some shoes from the supplier.
4. When the provider has purchased the shoes from the supplier, they then submit an EF reimbursement to the Department to receive reimbursement.

## Column/Field Definition

### Employment Fund

| **Field Name** | **Field Description** | **Data Type** |
| --- | --- | --- |
| DATA\_AS\_AT | Extract date of information from the Employment Services Systems. | date |
| TRANSACTION\_ID | Unique identifier of the EF transaction.  Notes:   * 'J' as the last character indicates expenditure at the job seeker commitment level. * 'B' as the last character indicates expenditure at the bulk commitment level. | varchar (50) |
| EXPENDITURE | Indicates the dollar amount of the EF expenditure (including GST) transaction. | decimal (15,2) |
| STATE | Three-character code that identifies the Australian State of the provider site that created the EF transaction. | varchar (10) |
| JSKR\_LINKAGE\_KEY | Unique identifier assigned to the Job seeker by the Department. | int |
| STREAM\_PLACEMENT\_DESC | The placement type (Stream) of the job seeker at the time of the EF transaction.   |  | | --- | | **Stream A** - Stream A job seekers are the most job ready. They will receive services to help them understand what employers want and how to navigate the local labour market, build a resume, look for jobs and learn how to access self-help facilities. | | **Stream B** - Stream B job seekers need their jobactive provider to play a greater role to help them become job ready and will be referred for case management support. | | **Stream C** - Stream C job seekers have a combination of work capacity and personal issues that need to be addressed and will get case management support so that they can take up and keep a job. | | varchar (250) |

| **Field Name** | **Field Description** | **Data Type** |
| --- | --- | --- |
| EF\_CATEGORY\_DESCRIPTION | Description of the category of the goods or services purchased:   |  | | --- | | Accredited Interpreter Services | | Accredited Training\* | | Clothing and Presentation | | Driving Lessons | | Employer Required Training (non-accredited)\* | | Food, Phone and Petrol Cards/Vouchers | | Job Seeker Transport | | Medical Expenses | | Non-government Programmes - DEPT approved | | Non-WfD Activity Costs\* | | PaTH Internship Placement Costs | | Post Placement Support | | Professional Services | | Relocation Assistance | | Rent and Crisis Accommodation | | Stream C only Assistance | | Targeted Pre-Employment Preparation\* | | Tools, Books, Equipment and Mobile Phones | | Work Related Items | | Work Related Licencing | | Work Trials | | varchar (250) |

| **Field Name** | **Field Description** | **Data Type** |
| --- | --- | --- |
| DERIVED\_DATE\_OF\_SERVICE | Derived date of service identified as the closest date available to the job seeker receiving the service (based on the purchase date for the job seeker, the purchase date for the commitment, or the transaction date).  **Note:** The dataset was extracted as at 5 August 2018, however is based on EF expenditure transactions that occurred between 1 July 2015 and 30 June 2017. | date |
| ACTIVITY\_TYPE\_DESC | Description of the type of activity associated with the expenditure.  **Note:** This field is only applicable to the above listed EF Categories with an \* against them. | varchar (500) |
| ACTIVITY\_SUB\_DESC | Description of the sub-type of the activity associated with the expenditure.  **Note:** This field is only applicable to the above listed Categories with an \* against them. | varchar (500) |
| EDUCATION\_LEVEL\_DESC | Description of the job seeker's highest level of education at the time of the EF transaction. | varchar (150) |
| GENDER | Indicates the job seeker’s gender at the time of the EF transaction. | int |
| INDIGENOUS | Indicates whether the job seeker identified as Indigenous at the time of the EF transaction. | int |
| HOMELESS | Indicates whether the job seeker identified as having housing instability/homelessness at the time of the EF transaction. | int |
| PWD | Indicates whether the job seeker identified as having a disability at the time of the EF transaction. | int |
| CALD | Indicates whether the job seeker has a Culturally and Linguistically Diverse background at the time of the EF transaction.  Information derived from the job seeker’s country of birth. If a job seeker was not born in a country defined by the Australian Bureau of Statistics (ABS) as a “main English speaking country” they are defined as Culturally and Linguistically Diverse. | int |
| REFUGEE | Indicates whether the job seeker identified as a refugee at the time of the EF transaction. | int |
| EX\_OFFENDER | Indicates whether the job seeker identified as an ex-offender at the time of the EF transaction. | int |

| **Field Name** | **Field Description** | **Data Type** |
| --- | --- | --- |
| AGE\_GROUP | Indicates the group of the job seeker's age at the time of the EF transaction.   |  | | --- | | Under 22 years | | 22 to 24 years | | 25 to 29 years | | 30 to 39 years | | 40 to 49 years | | 50 to 54 years | | 55 to 59 years | | 60+ years | | int |
| UE\_GROUP | Description of the unemployment group, based on the total months the job seeker has been participating in employment services at the time of the EF transaction.   |  | | --- | | Under 12 Months | | 12 to 23 Months | | 24 to 59 Months | | 60+ Months | | int |