



Partner Employment Assistance Program

Defence Community Organisation

Are you posting to a new location, or is your Australian Defence Force (ADF) partner transitioning on medical grounds?

The Partner Employment Assistance Program (PEAP) can help you if you are looking for work or changing jobs.

PEAP aims to help eligible ADF partners with the difficulties of finding employment by providing funding towards initiatives to improve your employability.

WHAT DOES THE PROGRAM COVER?

If you're an eligible ADF partner, you can apply for funding assistance of up to \$1,500 to access professional employment services and re-registration costs.

Professional employment services can include:

- development of a personalised résumé and/or résumé coaching
- identification of transferrable skills
- employment options and job placement advice
- job search techniques and strategies
- development of an online employment profile
- application and selection criteria coaching
- interview preparation and presentation coaching.

Professional re-registration costs include mandatory fees for professional re-registration where required when moving interstate under state or territory legislation.

KEY ELIGIBILITY REQUIREMENTS

The eligibility criteria for PEAP has been changed to support families during COVID-19. The previous requirement to apply for PEAP assistance within two years of posting has been suspended, allowing partners of ADF members to access PEAP at any time during the posting cycle.

You may also be eligible if your ADF partner:

- transitioned from the ADF for medical reasons less than two years ago
- is SERVOP C in a Reserve SERCAT.

HOW TO APPLY

Interested partners should read the PEAP guidelines and criteria available at <https://www.defence.gov.au/DCO/Master/documents/Guidelines/PEAP-Guidelines.pdf>.

The PEAP application form can also be downloaded from this page.

The application form, including a quote from your preferred provider, must be completed and signed by both the member (or former member) and partner.



If the member is absent on deployment, training or exercise, this should be stated in the member's signature section on the application form. Completed forms can be emailed to

defencefamilyhelpline@defence.gov.au.

Applications take up to 28 days to process. Applicants will be notified in writing the outcome of their application. Applications must be approved before engaging a professional employment service provider as there is no discretion to retrospectively approve and fund PEAP applications.

IMPORTANT INFORMATION

After your application has been approved, payments can be made by Defence Community Organisation on your behalf, to the provider. Australian Defence Force partners may also pay the provider directly and submit both the original invoice and receipt to Defence Community Organisation for reimbursement.

FRINGE BENEFITS TAX

Assistance provided under Partner Employment Assistance Program attracts Fringe Benefit Tax (FBT) for the ADF member. We recommend you seek independent financial advice about how this will affect your tax and benefits before lodging your application.

MORE INFORMATION

Partners of ADF members wishing to undertake higher education courses can apply for funding support through various Government loan programs. More information can be found at the following Department of Education and Training page:

www.education.gov.au/government-loans-students.

If you have any questions after reading the PEAP guidelines, email us at partner.employment@defence.gov.au or contact the all-hours Defence Family Helpline on 1800 624 608.

Defence Community Organisation offers a wide range of support services to ADF members and their families.

For more information and resources about partner and family support, visit www.defence.gov.au/dco/family.

For more information on this factsheet and other Defence Community Organisation support services visit www.defence.gov.au/dco, email partner.employment@defence.gov.au or call the all-hours Defence Family Helpline on 1800 624 608.

Find us on Facebook, Twitter @DCO_AusDefence or Instagram @dco_ausdefence.

