

Application form

This application form must be submitted by the person wishing to access services under the Mid-Career Checkpoint program. The application form cannot be submitted on behalf of another person.

This application may be submitted electronically or online. If submitted online, the Applicant Declaration must be completed when you first meet your provider at the Introductory Skills Assessment session.

About the Mid-Career Checkpoint program

The Mid-Career Checkpoint aims to increase workforce participation and improve the earning potential of carers returning to, or recently returned to, paid employment.

For the purposes of applying for this program, a 'carer' is defined as a person who has taken time out of the paid workforce to be the primary caregiver to their family OR a person who has taken time out of the paid workforce to provide unpaid and ongoing care and support to other family members or friends who have a disability, mental illness, chronic condition, terminal illness, an alcohol or other drug issue or who are frail or aged.

Three entry points for assistance are available to eligible participants: **Stepping Back In**, **Stepping Up** and the more general **Designated Industries**. All entry points are available to eligible Australian citizens or Permanent Residents.

Stepping Back In and **Stepping Up** are available to people who have had a break in paid employment of six or more months to undertake caring responsibilities. **General Entry - Designated Industries** is for existing workers in female-dominated, COVID-19 affected industries.

Through **Stepping Back In**, returning carers can access skills and employment assessment services and advice on re-entry into the paid workforce including suggestions for professional and skills development.

Through **Stepping Up** carers who have recently re-joined the paid workforce can access advice on advancing or changing their career.

Through the **General Entry - Designated Industries** entry point, existing workers in female dominated, COVID-19 affected industries can get support and guidance to get their careers back on track.

Participants in the Mid-Career Checkpoint program may also be eligible to access up to \$3,000 (GST exclusive) in funding to undertake accredited training recommended to them through the program.

Privacy

Important information on your privacy when interacting with the Mid-Career Checkpoint program is available on the final page of this application form.

Part A

i You must complete Part A if you would like to participate in the Mid-Career Checkpoint program.

CONTACT DETAILS

The information you provide will be used to contact you about the Mid-Career Checkpoint program and for the purposes of delivering the program.

First name

Email address

Last name

Postal address

Phone number

ELIGIBILITY

This section will help determine if you are eligible to access assistance under the Mid-Career Checkpoint program.

Option 1: Stepping back in

- | | | |
|---|---|--|
| 1. Are you an Australian Citizen or Permanent Resident?

Yes No | 2. Did you leave paid employment in the last six months or more to undertake caring responsibilities?

Yes No | 3. Are you still out of the workforce?

Yes No |
|---|---|--|

i If you answered, 'Yes' to all three questions, you may be eligible to access the Mid-Career Checkpoint through **Stepping Back In**.

Option 2: Stepping up

- | | | |
|---|---|---|
| 1. Are you an Australian Citizen or Permanent Resident?

Yes No | 2. Have you left work for a period of six months or more for the purpose of caring?

Yes No | 3. Have you returned to work from caring within the last 18 months?

Yes No |
|---|---|---|

i If you answered, 'Yes' to all three questions, you may be eligible to access the Mid-Career Checkpoint through **Stepping Up**.

Option 3: General Entry - Designated Industries

- | | | |
|--|--|--|
| 1. Are you an Australian Citizen or Permanent Resident?

Yes No | <ul style="list-style-type: none">• Education and Training• Arts and Recreation Services• Retail Trade• Administrative and Support Services• Residential Care Services• Child Care Services | Yes No
If 'Yes' please specify |
| 2. Are you currently employed in one of the following industries? <ul style="list-style-type: none">• Accommodation and Food Services | | |

i If you answered 'Yes' to both questions, you may be eligible to access the Mid-Career Checkpoint through **General Entry - Designated Industries**.

Part B

i *Part B involves the possible collection of sensitive information¹. Completing this section is voluntary. Your eligibility for the Mid-Career Checkpoint program will not be affected, if you do not provide this information.*

PERSONAL INFORMATION

The information you provide is collected for reporting purposes and to evaluate the Mid-Career Checkpoint program. Any information you provide in this section will be de-identified.

Gender

Female Male Unspecified

Date of Birth

Residential Postcode

How did you find out about the Mid-Career Checkpoint?

Social Media Print Advertisement Other (please specify)

What is the Primary reason for undertaking caring responsibilities?

Parenting Aged Care Other (please specify)

Are you of Aboriginal or Torres Strait Islander origin?

Yes No Prefer not to disclose

Do you have a Disability?

Yes No Prefer not to disclose

When did you commence your caring responsibilities?

Month and year

When did you return to the workforce/seeking employment?

Month and year

If you are applying through the 'Designated Industry' entry point:

What is the name of your current employer?

How long have you worked for this employer?

¹ Sensitive information, as defined in the *Privacy Act 1988* ("Privacy Act"), includes information about an individual's health, racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of any professional or trade association, membership of a trade union, sexual orientation or practices, criminal record, genetic information that is not otherwise health information, or biometric information. Subject to a few exceptions, the Privacy Act prevents an entity subject to the Australian Privacy Principles ("APPs") from collecting sensitive information about an individual without that individual's consent

Declaration

APPLICANT DECLARATION

I am submitting this application form on my own behalf.

I understand that the completion of this form may involve the collection of sensitive information. I give my consent to the service provider and department collecting this sensitive information for reporting purposes, to evaluate the Mid-Career Checkpoint program pilot and to assist in future program design and implementation. I understand that any sensitive information I provide will be de-identified before it is used for future program design and implementation, reporting or evaluation purposes.

The information contained on this application form, together with any statement or documents provided in support, is to the best of my knowledge, true, accurate and complete. I also understand that the giving of false or misleading information may be a serious offence under the Criminal Code 1995 (Cth).

I understand that in order to participate in the Mid-Career Skills Checkpoint program, I may need to provide further clarification or documentation to verify the information supplied in this application form. I acknowledge that my participation in the program may be dependent upon the timely provision of this additional information or documentation.

I acknowledge that if the department is satisfied at any stage that any statement made in this form or in support of this form is incorrect, incomplete, false or misleading, the department may, at its absolute discretion, take appropriate action. I note such action may include refusing participation in the services provided under the Mid-Career Checkpoint.

 Applicant signature

Date

Download this document once completed and email to: mcc@busyatwork.com.au

Privacy

Your personal information is protected by law, including the *Privacy Act 1988 (Cth)* (Privacy Act) and the Australian Privacy Principles (APPs). The personal information (including any sensitive information) you provide on this form, together with any supporting statement or documentation will be collected by a Mid-Career Checkpoint program service provider (the service provider) on behalf of the Australian Government Department of Education, Skills and Employment (the department). It is not likely that your personal information will be disclosed to any overseas recipients.

The personal information collected in **Part A** of this form is collected to assess your eligibility to participate in the Mid-Career Checkpoint program. If you do not provide the requested information, you will not be able to participate in the program. If you are found to be eligible for the Mid-Career Checkpoint program, a service provider will use your personal information to contact you and to deliver the program. Your personal information may also be used by the department and the Mid-Career Checkpoint program service provider or disclosed to other parties with your consent or where otherwise permitted by the *Privacy Act 1988*.

The personal information collected in Part B of this form includes sensitive information. It is collected for reporting purposes and to evaluate the Mid-Career Checkpoint program. You do not have to complete **Part B** of the form to be eligible for the Mid-Career Checkpoint program. Any information you provide in Part B will be de-identified before it is used for reporting and evaluation for this pilot, as well as future program design and implementation. Your personal information will not be disclosed to other parties unless you consent, or where otherwise permitted under the *Privacy Act 1988*.

The department and the Mid-Career Checkpoint service provider each have a privacy policy that provides details of how you may seek to access and correct your personal information, or complain about a breach of your privacy.

The department's privacy policy can be accessed on our website at:

https://docs.education.gov.au/system/files/doc/other/complete_privacy_policy_december_2019.pdf

The service provider's privacy policy can be accessed on their website at: