BACK TO WORK
South East Queensland

Making a Back to Work South East Queensland application

The Queensland Government's $27.5 million Back to Work – South East Queensland (Back to Work SEQ) program is designed to give businesses in areas outside of regional Queensland the confidence to employ:

- long-term unemployed (unemployed 52 weeks or longer)

- unemployed youth (aged 15-24 years) and

- mature aged workers (aged 55 years plus).

This program aims to facilitate unemployed jobseekers into the labour market and support them to create a strong connection to the labour force.

Payments of up to $20,000 are available for businesses that employ eligible unemployed jobseekers.

Employers will need to ensure that their business, the jobseeker being employed and the job being offered meet the eligibility criteria.

If you believe you meet the eligibility criteria and are ready to proceed to the online application stage then this guide will assist you with the process.

Setting up a QGrants Account

Applications to the Back to Work Program are made through the QGrants system.

To apply for the Back to Work Employer Support payment, Youth Boost or Mature Aged Worker Boost payment, you must first create an account with QGrants.

Go to https://qgrants.osr.qld.gov.au/portal/ and select the Sign Up Here link under Quick Links.

My business already has a QGrants Account

If your business or employer already has a QGrants account then you still need to set up an individual account to be linked to your employer's account. This will apply if you are new to the organisation or have not previously registered as a contact for the organisation in QGrants. Further information on this process can be found in the QGrants Technical Assistance Guide.

Application form

Applicants will be entering into a legal agreement with the Queensland Government. Applications must be submitted by the employer, not an agent or other party. This is due to the requirement for the employer to agree to the conditions of the Back to Work program.

The online application form contains a series of questions you must answer to progress the application. All questions are mandatory except for employee demographic questions.

The questions on the application form address the eligibility criteria and are arranged in the following sections:

- Employer Details: addressing employer eligibility

- Employee Details: addressing employee eligibility

- Employment Details: addressing employment eligibility

- Required declarations and consents.

qld.gov.au/backtowork

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Eligibility criteria

All eligibility criteria must be met in order to receive the Employer Support, Youth Boost or Mature Aged Worker Boost payments. More information about the eligibility criteria and what to expect from the application process can be found in the **Back to Work South East Queensland Guidelines for Funding**.

Important information

Key documents

During the application process, you will be asked to upload several key pieces of information to complete your submission. Please ensure you have these documents saved in an accessible location prior to the application process commencing.

The documents you will need to have ready are:

- Employer ABN certificate (a copy of the certificate can be requested from the Australian Business Register at https://abr.gov.au/Media-centre/Featured-news/Business,-Super-funds-and-charities/How-to-get-a-copy-of-your-ABN-certificate/)

- Employment details – evidence to demonstrate employment requirements such as payslips (refer to Back to Work SEQ Guidelines for Funding)

- Employee ID – e.g. Australian driver licence.

All scanned items must be clearly identifiable. Documents requiring clarification or resubmission may result in delays to the application process.

Note that during the assessment process, you may be contacted to provide additional information.

Technical Tips

- Make sure your browser is compatible with the QGrants software

- Ensure your computer allows pop-up windows

To learn more read the **QGrants Technical Assistance Guide**.

Further information

Back to Work SEQ Teams can assist you with this process. To find your local team:

Visit: qld.gov.au/back to work

Call: 13 QGOV (13 74 68)

Email: backtowork@treasury.qld.gov.au

Read: Back to Work South East Queensland Guidelines for Funding

qld.gov.au/backtowork