

Workforce Australia – Self-Employment Assistance

Information for Time to Work Employment Service Participants

Are you interested in self-employment?

People participating in the Time to Work Employment Service (TWES) who have an interest in owning a business and being self-employed may be eligible to access Self-Employment Assistance.

You can ask your TWES Provider to add your interest in applying for Self-Employment Assistance to your Transition Plan. This can help your post released Employment Services Provider to understand your interest in starting and running your own small business.

Self-Employment Assistance

Self-Employment Assistance can help you start and run a small business.

Self-Employment Assistance can help you:

- consider being self-employed
- decide on a business idea and check if it will work
- develop a business plan
- get a business up and running, or
- adjust your own business to keep it viable.

What does Self-Employment Assistance offer?

Self-Employment Assistance offers 6 free services. You can select from one of these or do all of them.

Exploring Self-Employment Workshops

can give you information about self-employment, and then help you to generate and test business ideas. These workshops usually involve 5 sessions that are delivered over one or two weeks. The

workshops should help you make an informed decision about whether you want to pursue self-employment.

Small Business Training provides you with the skills you need to start and run a small business. You can access accredited training flexibly and choose to do a shorter skillset or a longer Certificate III or IV in Entrepreneurship and New Business.

Business Plan Development can help you to prepare a viable business plan to help your business succeed. A comprehensive business plan will help you to identify strategies for success and forecast your business' cash flow for 2 years into the future. Your Self-Employment Assistance provider can then assess your business plan and provide independent feedback on your business' likely viability.

Business Advice Sessions can offer targeted advice relating to your business idea or existing business. Each session is delivered over the course of an hour, and you can access a maximum of 2 sessions a year.

Business Health Checks can help business owners to assess how their existing business is running to find ways to improve its viability. A Business Health Check is delivered over 3-hours in a one-on-one session, and people can access one Business Health Check each year.

Small Business Coaching provides business mentoring for up to 12 months. Over the course of a year, you will be connected to a business mentor who will keep in touch with you to give you guidance, coaching and other business support. You can also receive a \$300

reimbursement to assist with your eligible business costs (such as business insurance). If eligible, you can also receive a Self-Employment Allowance for up to 39 weeks and Self-Employment Rental Assistance for up to 26 weeks.

For more information about these services visit www.dese.gov.au/self-employment-assistance.

Who can access Self-Employment Assistance?

To be eligible to access Self-Employment Assistance you must:

- be at least 15 years of age (noting that a person must be 18 years of age to access Small Business Coaching)
- be:
 - an Australian citizen, or
 - the holder of a permanent visa, or a nominated Visa Holder (including a New Zealand Special Category Visa, Temporary Protection Visa Holder and a Safe Haven Visa Holder)
- not be an undischarged bankrupt
- not already be working and/or studying for more than 25 hours per week
- meet any additional eligibility criteria specific to the Service(s) which they have chosen, including any criterial in the chapter for the relevant Service.

If you're already self-employed or already have a business idea, your local Self-Employment Assistance provider will work with you to assess if your business or business idea is eligible.

How can I apply for Self-Employment Assistance as a TWES Participant?

To apply for Self-Employment Assistance as a TWES Participant you must be satisfied you meet the above eligibility and contact your local Self-Employment Assistance provider to directly register with them.

Alternatively, you can be referred by your current Employment Service provider to a Self-Employment Assistance provider.

More information about Self-Employment Assistance

You can find more information about Self-Employment Assistance and other Workforce Australia self-employment programs by visiting www.dese.gov.au/employment/support-self-employment.

Alternatively, you can call the Department of Employment and Workplace Relations National Customer Service Line on 1800 805 260.

Other resources to help small businesses?

- The **SelfStart** online hub provides information to guide people through the first stages of starting a business. SelfStart is at: <https://jobsearch.gov.au/selfstart>.
- The **Starting a Business Guide** is a step-by-step tool that helps new business owners understand what's ahead when starting a business. It can be accessed at: business.gov.au/Guide/Starting.
- **Entrepreneurship Facilitators** provide free practical help to people starting and running a business in 23 locations around Australia. Information about the program is available at: www.dese.gov.au/entrepreneurship-facilitators.

Need help with this fact sheet?

If you need an interpreter, please call the Translating and Interpreting Service on 131 450 and ask for the National Customer Service Line on 1800 805 260, or visit www.tisnational.gov.au.

If you are deaf, or having a hearing or speech impairment, you can use the National Relay Service. For more information, visit www.infrastructure.gov.au/national-relay-service.