



Partner education and employment

Defence Community Organisation

Partners of ADF members can access funding for education and employment services

DCO provides funding for employment and education expenses to assist recognised partners of ADF members to better position themselves for employment when posted with their partner.

The Partner Employment and Education Program, or PEEP, offers two tiers of funding to eligible partners.

Tier 1

Approved partners are provided with an education and employment allowance of \$12 000 to use within 10 years. You can use up to \$6000 of this allowance per posting, and apply it towards a range of education and employment expenses, including:

- education or training courses, up to and including first time undergraduate degrees,
- professional employment assistance, such as career advice and help with job applications,
- superannuation setup,
- personalised resume preparation, and
- renewing professional registration in a new location.

Tier 2

Tier 2 funding is available to the partners of Private to Sergeant (and equivalent) enlisted ranks and Lieutenant to Captain (and equivalent) officer ranks.

This entitles you to an in financial year, one off payment of up to \$3000 which can be used for education or vocational courses, up

to and including first time undergraduate degrees.

Partners can only apply for one Tier at a time, and those who successfully apply for Tier 2 may not apply for Tier 1 for three years.

The funding expended under Tier 2 will be deducted from the Tier 1 allowance if you are successful in gaining access to Tier 1 PEEP in future years.

How to apply

Interested partners need to read the guidelines and eligibility criteria and then fill in the Tier 1 or Tier 2 application form, all available on the DCO website at www.defence.gov.au/dco.

You will need to demonstrate the relevance of the proposed study to your chosen field of employment. Self-interest or hobby courses will not be funded under PEEP.

Forms need to be submitted to Headquarters DCO at least four weeks prior to the start date of any course or training you are applying for.

Applications are open until the funding allowance is exhausted.

Fringe Benefits Tax

All assistance provided under PEEP will attract Fringe Benefits Tax for the ADF member, not the partner. We strongly advise





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you to seek financial advice about how this will affect your tax and benefits before committing to the PEEP program.

If you have any queries about PEEP, contact the all-hours Defence Family Helpline on **1800 624 608**.

Open Universities Australia

Defence has a partnership with Open Universities Australia (OUA), which offers higher education and vocational study options from single units to entire degree programs. Partners are encouraged to take up distance learning through OUA, as it allows you to learn at your own pace and from wherever you are currently posted.

OUA's value added offer for Defence includes an advisory support team, financial assistance for textbooks and tutorial support.

This offer is not limited to successful PEEP applicants and extends to ADF personnel and Defence APS employees and their immediate families.

Visit the website at www.open.edu.au/oua/peep for more information.

Online employment resources

There are several free employment resources available online which may be of use to you.

Free professional resume builders are a great resource and are available on the internet. Entering 'resume builder' into a search engine will give you an extensive range to choose from.

JobSearch is Australia's largest free jobs website. It is funded and operated by the Australian Government as a free service to help job seekers gain employment and

connect employers with quality staff. Visit www.jobsearch.gov.au for more information.

The Australian Public Service Commission's *Cracking the code – How to apply for jobs in the Australian Public Service* is a comprehensive online resource that includes advice on how to answer selection criteria and handling a job interview. Visit www.apsc.gov.au for more information.

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

The Defence Community Organisation offers a wide range of support services for the families of ADF members.

The best way to access these services is to call **1800 624 608**. The all-hours Defence Family Helpline is staffed by qualified human services professionals including social workers and psychologists.

