

Workforce Australia – Self-Employment Assistance

Helping people start and run a 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 Self-Employment Assistance offers

Self-Employment Assistance offers 6 free services. You can do all of them or only select the ones you want to do.

Exploring Self-Employment Workshops give you information about self-employment, and then help you to generate and test business ideas.

These workshops usually involve 5 sessions 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 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 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 the likely viability of your business.

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 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 you 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'll 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 you're 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

For more information about Self-Employment Assistance and other Workforce Australia self-employment programs, visit www.workforceaustralia.gov.au/individuals/coaching/starting-business.

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

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 Australia 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
- meet any additional eligibility criteria specific to the Service(s) which they have chosen, including any criteria in the Chapter for the relevant Service.

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

Introducing Transcend

Transcend is one of the Providers for the South Eastern Melbourne and Peninsula. For more information on the Program, go to [Self-Employment Assistance Program \(transcendhcs.com.au\)](https://transcendhcs.com.au).



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Other resources to help small businesses

- The **SelfStart** online hub provides information to guide people through the first stages of starting a business. Find out more about SelfStart on the Workforce Australia website at www.workforceaustralia.gov.au/individuals/coaching/starting-business/guides.
- The **Starting a Business Guide** is a step-by-step tool that helps new business owners understand what's ahead when starting a business. You can access it at business.gov.au/Guide/Starting.

If you 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.