

Employment Declaration



When to use this form

This form can be used when a student is required to supply supporting documentation to evidence their eligibility for the Commonwealth Prac Payment when applying under the Need to Work Test and Income Test. The information requested in this form assists QUT with assessing compliance with the *Higher Education Support Act 2003* (Cth) and the *Higher Education Support (Other Grants) Guidelines 2022* (Cth).

Completing and returning this form

All sections of this form marked by a * must be completed for the form to be accepted. Mark appropriate answer boxes with a cross (X). Return this form once completed to QUT via uploading form to InPlace.

SECTION 1: PERSONAL DETAILS (Student to complete)

Student ID number* Date of birth*
dd/mm/yyyy
Given name/s* Contact phone number*
Family name*

SECTION 2: EVIDENTIARY PERIOD (Student to complete)

Please outline your continuous four-week (28 calendar days) evidentiary period below*

Start Date* dd/mm/yyyy End Date* dd/mm/yyyy



TIP: Refer to 'Guide for using the Employment Declaration' for assistance.

SECTION 3: EMPLOYMENT DETAILS (Student to complete)

Are you self-employed?*

Yes



Student is to complete Section 4.

No



Manager or supervisor is to complete Section 4.

Do you have multiple employers?*

Yes



Complete Section 4 and Appendix A.

No



Complete Section 4 only.

SECTION 4: EMPLOYMENT DECLARATION (Manager/supervisor or student to complete)

I, the undersigned, do so declare that:

- the person identified in Section 1 worked a total of * hours during the evidentiary period described in Section 2; and
- the same person earned a total of AU\$ * gross (before tax) income during the same evidentiary period.

I declare that the contents of this declaration are true in every particular and can be supported by official records upon request. I understand that the contents of this declaration may be audited by QUT or the Department of Education at any time and I consent to this audit taking place.

Giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Cth).

Business name*

Business address*

ABN/ACN (if applicable)

Contact email address*

Contact phone number*

Full name of manager/supervisor/student*

Signature of manager/supervisor/student*

Date* dd/mm/yyyy

SECTION 5: STUDENT CHECKLIST (Student to complete)

Have you ensured that your evidentiary period is correct? Refer to 'Guide for using the Employment Declaration' for assistance.

Have you and/or your employer completed all required sections?

If you have multiple employers, have you had your other employers complete Appendix A?

Are records of your other income (e.g., scholarships/bursaries, wage subsidies, income supports) ready to upload to InPlace?

Details of QUT's practices regarding student information and privacy are available from [QUT's privacy webpage](#).

Section 1: Personal Details

Student is to complete this section and should enter their personal details exactly as recorded on QUT records.

Section 2: Evidentiary Period

Student is to complete this section. You must calculate your continuous four-week evidentiary period, which will either be the four continuous weeks (28 calendar days) immediately prior to the date of your Commonwealth Prac Payment application OR placement start date, whichever comes earlier. If you are applying for the Commonwealth Prac Payment before your placement start date, your assessable four-week evidentiary period will be the four continuous weeks (28 calendar days) immediately prior to the date of your application for the Commonwealth Prac Payment in InPlace.

Example 1: Your placement starts 30 August, and today is 29 August. You intend to apply for the Commonwealth Prac Payment tonight through InPlace. Your evidentiary period START DATE will be 1 August and your END DATE will be 28 August.

Example 2: Your placement started 30 August, and you submitted your application for the Commonwealth Prac Payment through InPlace on 29 August. Today is now 10 September and QUT has asked you to re-submit your employment declaration as you missed some information on your initial form. Your evidentiary period START DATE will be 1 August and your END DATE will be 28 August.

If you are applying for the Commonwealth Prac Payment on or after your placement start date, your assessable four-week evidentiary period will be the four continuous weeks (28 calendar days) immediately prior to your placement start date.

Example: Your placement started 29 August, and today is now 10 September. You intend to apply for the Commonwealth Prac Payment tonight through InPlace. Your evidentiary period START DATE will be 1 August and your END DATE will be 28 August.

Under the rules for the Commonwealth Prac Payment, your assessable four-week evidentiary period also must not conflict with either:

- a) a university holiday; *and/or*
- b) a prior placement period.

This is because the Australian Government wants to assess that you have a genuine need to work and genuine need for income support when you are undertaking your normal studies during a QUT teaching period, not during a university holiday (where your hours and gross income may be higher due to taking on extra shifts) or a prior placement period (where your hours and gross income may be lower due to taking on less shifts).

If you conflict with either a university holiday or prior placement period, you will need to adjust your evidentiary period to either:

- a) the four continuous weeks (28 calendar days) immediately prior to the start date of your university holiday, if you conflict with a university holiday; *or*
- b) the four continuous weeks (28 calendar days) immediately prior to the start date of your prior placement period, if you conflict with a prior placement period.

Example 1: Mid-semester break occurs from 14 April to 20 April. You apply for the Commonwealth Prac Payment in InPlace on 21 April in preparation for your placement which starts in 2 weeks time. You adjust your evidentiary period START DATE to be 17 March and your END DATE to be 13 April.

Example 2: You were on a prior placement from 29 May to 5 June. Today is now 6 June, and you intend to apply for the Commonwealth Prac Payment tonight through InPlace for your next placement. Your next placement starts in 3 weeks time. You adjust your evidentiary period START DATE to be 1 May and your END DATE to be 28 May.

University holidays include Semester breaks and mid-Semester breaks. To find out dates of university holidays at QUT and study period dates, refer to the [QUT Academic Calendar](#) and the '[Academic calendar and key dates](#)' search.

After you have worked out your evidentiary period, insert your start date and end date of your evidentiary period in the space provided in Section 2. Your start date will always be four continuous weeks (28 calendar days) before your end date, inclusive of the end date.

Section 3: Employment Details

Student is to complete this section. Indicate if you are self-employed or have multiple employers. You may have different instructions on how to complete this form depending on your responses to these questions.

Section 4: Employment Declaration

Manager/supervisor or student (if self-employed) is to complete this section. Insert total hours worked and the total gross (before tax) income earned during the evidentiary period in Section 2 for the person named in Section 1. Do not insert net income or unrealised rostered hours.

Section 5: Student Checklist

Student is recommended to complete this section. Answer all questions to ensure that you have completed the form correctly. Failing to complete the form correctly may delay your application or result in your application being rejected.

Appendix A: Multiple Employers

Manager/supervisors are to complete this section. Only complete if you have multiple employers. Each manager/supervisor must insert total hours worked and the total gross (before tax) income earned during the evidentiary period in Section 2 for the person named in Section 1. Do not insert net income or unrealised rostered hours.

Need more help? Visit the [QUT website](#), call QUT Scholarships on (07) 3138 7624, or email scholarships@qut.edu.au.

Appendix A (Multiple Employers)



When to use Appendix A

If you have multiple employers, please have each employer complete and sign the declarations attached.

EMPLOYMENT DECLARATION (Manager/supervisor to complete)

I, the undersigned, do so declare that:

- the person identified in Section 1 worked a total of _____ * hours during the evidentiary period described in Section 2; *and*
- the same person earned a total of AU\$ _____ * gross (before tax) income during the same evidentiary period.

I declare that the contents of this declaration are true in every particular and can be supported by official records upon request. I understand that the contents of this declaration may be audited by QUT or the Department of Education at any time and I consent to this audit taking place.

Giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Cth).

Business name*

Business address*

ABN/ACN (if applicable)

Contact email address*

Contact phone number*

Full name of manager/supervisor*

Signature of manager/supervisor*

Date* dd/mm/yyyy

EMPLOYMENT DECLARATION (Manager/supervisor to complete)

I, the undersigned, do so declare that:

- the person identified in Section 1 worked a total of _____ * hours during the evidentiary period described in Section 2; *and*
- the same person earned a total of AU\$ _____ * gross (before tax) income during the same evidentiary period.

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Business name*

Business address*

ABN/ACN (if applicable)

Contact email address*

Contact phone number*

Full name of manager/supervisor*

Signature of manager/supervisor*

Date* dd/mm/yyyy

EMPLOYMENT DECLARATION (Manager/supervisor to complete)

I, the undersigned, do so declare that:

- the person identified in Section 1 worked a total of _____ * hours during the evidentiary period described in Section 2; *and*
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Business name*

Business address*

ABN/ACN (if applicable)

Contact email address*

Contact phone number*

Full name of manager/supervisor*

Signature of manager/supervisor*

Date* dd/mm/yyyy

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