

# Employee letter of support



If you have been made redundant or stood down from your job, there are many support measures the Queensland and Australian Governments have to assist you get back into the workforce.

The following information aims to provide you with a range of options that will make your journey back into employment as easy as possible, and encourage you to contact all of the organisations below.

Updating your resume is critical and will be required for most job applications. Many council libraries offer services such as computer course training and assistance with resume writing if needed, as do Jobactive providers.

During these difficult times it is extremely important to obtain all the required support. Uniting Care, Centacare and Lifeline are organisations that provide a wide range of free services including mental health support, and we highly recommend you consider making use of their services.

Employers do have a regulatory obligation to ensure employees receive their full entitlements in the event of retrenchments. This includes payment of any outstanding leave such as annual leave, long service leave and any other leave that has been agreed to by your employer.

If your employer has gone into liquidation and is unable to meet staff entitlements, you can register for support under the Australian Government's Fair Entitlements Guarantee scheme (FEG), which provides financial assistance to cover unpaid employment entitlements and will seek to reclaim the funds from the liquidated company in the future. To register, please contact FEG on 1300 135 040.

## Queensland Government – Training and skills development

Department of Employment, Small Business and Training

Phone 13 74 68 | [desbt.qld.gov.au/employment/retrenchment-assistance](https://desbt.qld.gov.au/employment/retrenchment-assistance)

The Department of Employment, Small Business and Training can provide information on a range of Queensland Government subsidised training programs including Skilling Queenslanders for Work, Certificate 3 Guarantee, Higher Level Skills, Apprenticeships and Traineeships, and Recognition of Prior Learning.

TAFE Queensland

Phone 1300 308 233  
[tafeqld.edu.au](https://tafeqld.edu.au)

- Queensland Government programs to help retrenched workers with new or upgraded qualifications
- General information on qualifications from Certificate II, III and IV and Diploma levels
  - how it works and funding available to support participants

Back to Work Contact

Phone 13 74 68  
[backtowork.initiatives.qld.gov.au/contact-us/](https://backtowork.initiatives.qld.gov.au/contact-us/)

- Recognition of Prior Learning (RPL) process to get qualifications based on past experience
- Can provide career guidance, resume support, job seeking skills and advice on the current job market.
- General information on qualifications from Certificate II, III and IV and Diploma levels
  - how it works and funding available to support participants



**Queensland  
Government**

Australian Government  
Department of Education, Skills and Employment

Jobactive 1800 805 260  
<https://jobactive.gov.au>

If you have been made redundant, you may be eligible to receive help from Jobactive.

Jobactive has programs and services available to quickly reconnect you with employment opportunities.

Jobactive can also connect you to a range of government initiatives.

Australian Government  
Department of Human Services

Centrelink 13 28 50  
[www.servicesaustralia.gov.au/individuals/contact-us](http://www.servicesaustralia.gov.au/individuals/contact-us)

Staff can provide advice about entitlements from Centrelink, and how best to spend your leave entitlements, ensuring maximum support as soon as possible.

Social workers can provide advice and care about community services that offer both financial and emotional counselling.

Financial advisors can provide advice to staff who are approaching age pension qualification, or who are looking at retiring.

Uniting Care

Phone 3253 4000  
[www.unitingcareqld.com.au](http://www.unitingcareqld.com.au)

Uniting Care provides information, support and advocacy to assist people in financial difficulty.

The service is funded by the Queensland Government and is free, independent and confidential.

Uniting Care assists clients to understand their options and plan a way forward to get back on their feet.

Financial counsellors are available with knowledge of a range of areas of law and policy, including consumer credit law, debt enforcement practices, the bankruptcy regime, industry hardship policies and government concession frameworks and an understanding of SPER debt options.

Australian Taxation Office

[www.ato.gov.au](http://www.ato.gov.au)

The Australian Taxation Office provides support in understanding the tax implications regarding any payments received upon termination, including redundancy payouts, Employee Termination Payments and leave entitlements.

The ATO can also address any questions or concerns people have regarding their tax obligations.

Local Council

[www.lgaq.asn.au](http://www.lgaq.asn.au)

Council Libraries often offer a wide range of services, some include free Wi-Fi, computer access and online tutoring services and online training courses.

Australian Government  
Fair Entitlements Guarantee (FEG)

Phone 1300 135 040  
[www.ag.gov.au/feg](http://www.ag.gov.au/feg)

The Australian Government provides financial assistance to cover unpaid employment entitlements to eligible employees who lose their job due to the liquidation or bankruptcy of their employer. The FEG Scheme is a legislative safety net scheme of last resort with assistance available for eligible employees.