

SUGGESTIONS FOR SCHOOL LEAVERS

Prior to Leaving School

(a) Meet with their Career Coordinator

Their Careers Coordinator can provide assistance before and after they leave school and/ or they can refer school leavers to other people who can assist

(b) Register with the Careers Coordinator for On Track support

Students about to leave school can be contacted in the future and offered assistance with transition into work or further education.

(c) Have a School Exit Form authorised by your school to confirm the last day of enrolment.

An authorised School Exit Form will be necessary for young people who are seeking or are already receiving Youth Allowance

This form can be downloaded from the BNLLLEN web site at www.bnllen.org.au

Note: Ex-students will have trouble getting the form authorised during school holidays so do this as soon as possible.

(d) Update personal contact details on the school records.

Exiting students are advised to check at the school office to make sure they have the current and correct address, phone number, mobile phone number and email contact

If students are possibly going to change address, they should provide an alternative contact

(e) Gather up important documents and put them in one place:

CAPS Plan

Current resume

References and referee details

(f) Collect “Proof of identity” and keep the items safe:

Birth Certificate or Extract of Birth

Passport

Other

(g) Obtain a Tax File Number (TFN)

Schools can assist students to obtain this; otherwise they obtain an application form from the Australian Taxation Office website www.ato.gov.au.

A TFN is needed for employment

(h) Open a bank account

Young people should shop around for an account without fees.

They will need a bank account if they work or receive government payments.

This account can also be used to help confirm their identity with Centrelink.

They will also require a Tax File

Number and proof of identity to open this account.

(i) Follow up with any actions described in their MIPS Plan. For example:

Make an appointment with Centrelink Contact:

- A Job Services Australia member
- Group training Organisation

Check job vacancies daily

Keep in contact with your Careers Coordinator

Apply for courses

Advise the school of changes in contact details

Advise Centrelink of changes in circumstance

Follow up medical or other appointments

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(j) Make an appointment with Centrelink

Recipients of Youth Allowance, must advise Centrelink when their circumstances change otherwise they may incur a debt!

For those not receiving Youth Allowance they should check their eligibility for Youth Allowance and / or a Health Care Card.

(k) Register intent to claim if they wish to receive Youth Allowance. This can be done:

Online by the Centrelink accessing [website www.centrelink.gov.au](http://www.centrelink.gov.au)

By Telephone 132490 - Youth and Student Services

In person at a Centrelink Customer Service Centre

Note: Knowing eligibility for Youth Allowance may affect the young person's decisions about when to study

More details can be found by searching the Centrelink website www.centrelink.gov.au.

(l) Collect the evidence required for Proof of Identity and other documents prior to visiting Centrelink and if possible make photocopies of all documents

Proof of Identity requires the establishment of 100 points: This can be achieved for example using:

Australian birth certificate 70 Points

Australian Passport (current) 70 Points

Bank statement or passbook 40 Points

Current Medicare Card showing name 20 Points

Other documents which may be required include but are not limited to:

Tax File Number or completed application

Most recent bank statements; current at the date you contacted Centrelink

Parental Income details and most recent tax returns

The BNLLLEN has provided this information as a guide and accepts no responsibility for it's use.

Other resources can be found on the BNLLLEN web site: www.bnllen.org.au

