

Employer confirmation form



This form can be used as supporting documentation to determine your eligibility for the Commonwealth Prac Payment under the need to work test and income test.

Need to work test: Working on average more than 15 hours per week during the evidentiary period

Income test: Earning an average of less than \$1,500 per week pre-tax/pre-deductions for placements undertaken in 2025, or less than \$1,536.37 per week for placements undertaken in 2026 (inclusive of all income sources).

Steps to complete the form

This form is used to confirm your recent employment details to support your Commonwealth Prac Payment (CPP) application. Please follow the steps below carefully.

Step 1: Complete section 1-4

Step 2: Provide the form to your employer to complete. If you have multiple employers, each employer must fill a separate form.

Step 3: Attach the form as supporting documents with the application. Please ensure the form is in pdf format. Failing to complete the form correctly may delay your application or result in your application being rejected. Forms missing employer signature, dates, or incorrect time periods will delay your application.

Student to complete

Section 1 - Student details

Given name

Family name

Student ID number

Course code and course name

Section 2 - Placement details

Start date

End date

Employer confirmation details



Section 3 - Evidentiary period declaration

The evidentiary period is the four weeks immediately before your application date or the start of your placement, whichever comes first.

Please note that the evidentiary period must be continuous. It cannot fall during an inter-trimester break or a previous placement. If your four-week evidentiary period overlaps with the inter-trimester break or a previous placement, your evidentiary period will be the four weeks immediately before the inter-trimester break or the previous placement (whichever applies).

Relevant inter-trimester breaks:

- Trimester 3 2025: 16 February – 27 February 2026
- Trimester 1 2026: 15 June – 3 July 2026
- Trimester 2 2026: 19 October – 30 October 2026

Please refer to [Commonwealth Prac payment website](#) and FAQs section for guidance on how to calculate your evidentiary period.

Start date

End date

Section 4 - Employment declaration

Do you have multiple employers?

Yes

No

If you answer **yes** to the above question, please provide this form to each employer you worked for during the evidentiary period. You must attach a completed form from each employer to your application.

Employer to complete



This form is used to confirm the students recent employment details to support their Commonwealth Prac payment application.

Business name

Position / Title of employee

Full name of Manager/ Supervisor

Email

Contact phone

ABN

Employer declaration

- I declare the employee listed above has worked a total of _____ * hours in the evidentiary period outlined in section 3 of this form; and
- They have earned a total gross (pre-tax/deductions) amount of AU\$ _____ *, during the same evidentiary period.
- I confirm that the employee named above is employed with our organisation and that their employment included the evidentiary period outlined in section 3 of this form.
- I confirm that the information provided above is accurate and complete to the best of my knowledge and can be verified through official payroll or HR records if requested.
- I understand that this information will be used to assess the student's eligibility for the Commonwealth Prac Payment.
- I understand that Deakin University and Department of Education may audit the contents of this form and I consent for this audit to take place.
- I understand giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Cth).

Signature

Date