

AU Commonwealth Prac Payments FAQ

Q: I am trying to submit my application but the submit button is greyed out.

A: To submit your application you must tick all the acknowledgements at the end of the CPP application.

Q: I already submitted by CPP application for a particular placement, but the application has disappeared and I have been notified to apply again.

A: If the details of your placement have changed, for example your start/end date or Ward allocation, you may need to apply again.

Q: Why have I been asked to provide a letter from my employer confirming I did not work during a particular period?

A: As well as making sure you have met the hours requirement of the Need to Work test, we also need to ensure you haven't exceeded the income threshold of \$6145.48. If you have told us that you did not work during a relevant period, we require evidence.

Q: I can't see a notification to apply on my InPlace homepage.

A: Double check that your placement has been confirmed and that placement start is less than 4 weeks away.

Q: If I've taken annual leave during my evidentiary period, will it count towards my total hours worked?

A: Yes, as long as it's paid leave it will count towards your total hours worked. This is the same for sick/personal leave.

Q: I am a sole trader/own my own business, what documentation do I need to provide to meet the Need to Work test?

A: You will need to provide invoices/records that show your name, ABN, hours worked and your gross income.

Q: I work casually and my work fluctuates. What if I don't meet the Need to Work test for my evidentiary period?

A: We understand that many of our students work casually and that their working hours during their evidentiary period may not always reflect their regular working pattern. Unfortunately, the guidelines for the CPP are set out by the Government and we do not have any flexibility when applying the 4 week evidentiary period. Please plan ahead and be mindful of when you apply as this determines your evidentiary period.

Q: I need to pay rent, can I receive an advance payment?

A: These payments are not intended to fully replace your income. You will still need to manage your expenses and plan ahead.

Q: I exceeded the income threshold by \$ amount. Can you make an exception?

A: Unfortunately, the guidelines for the CPP are set out by the Government and we do not have any flexibility when enforcing the income threshold.

Q: I worked 59 hours during the evidentiary period. Can you make an exception?

A: Unfortunately, the guidelines for the CPP are set out by the Government and we do not have any flexibility when enforcing the Need to Work test.

Q: My employer does not provide PDF payslips, can I provide screenshots?

A: No. Please use the Print to PDF function or get in contact with your employer directly.

Q: I was on holiday during some or all of my evidentiary period, is that considered an Exceptional Circumstance?

A: Unfortunately, no. This is considerable a foreseeable circumstance within your control.

Q: I've already been approved for the CPP once this year, do I need to apply again?

A: Yes, but depending on when you last applied, you may not need to provide documentation. If you were approved for the CPP in the last 3 months and your circumstances have not changed since then, you will still need to apply but you do not need to provide documentation.

Further Questions:

Please email CPPEnquiries@adelaide.edu.au, making sure to email from your Adelaide University email address.