



Flexi-wage Expansion Investment – Employer check list

Purpose: To provide support for employers wanting to invest in job seekers who are disadvantaged in the labour market by making a temporary contribution to their wage

Job requirements: The job must pay at least the adult minimum wage \$20ph, however we recommend the living wage of \$22.10ph and have the minimum number of hours to meet work obligations, 30 hours per week.

Aimed at: People of all ages who are at risk of long-term benefit receipt.

Training pathway: On the job training, external course or programme.

Wage Subsidy to Employers: Flexi Wage Subsidy support is negotiable based on the individual circumstances of employee; work readiness, employment/history/gaps, attributes, qualifications, skills etc.

Employer Checklist to be completed:

1. Contract stating Proposed/Commencement start date of employment
2. A copy of the employment agreement or letter of offer – Signed by both parties (employer/employee)
3. Based on a Full-time position, number of hours per week
4. Pay rate per hour; at least the min. adult wage \$20ph, however we recommend the living wage of \$22.10ph
5. An individual training plan or study pathway that outlines the specific skills required for the role
6. Any upfront pre-employment costs to you as the employer; ie study pathway costs
7. NZ Business Number, IRD and GST number.
8. Bank account number for receipt of funding. (Bank Account details must be verified by your bank, ie stamped receipt to prove your business name is linked to the bank account being provided)

Please supply any confirmation and evidence to support cost of any proposed training e.g. invoices, quotes receipts