

Veteran Employment Commitment – Frequently Asked Questions

What is the Veteran Employment Commitment (VEC)?

The VEC shows your organisation's commitment to employing Australia's veterans and creating an environment where they can perform at their best.

Depending on the activities your organisation has in place, you may be recognised as a:

- ***Veteran Employment Supporter***
- ***Veteran Friendly Employer***
- ***Veteran Employer of Choice***

How has the VEC changed?

The renewed VEC acknowledges organisations for their current workplace policies and practices that support veteran employment. Employers can receive guidance to implement or improve their veteran employment initiatives to support them to better recruit and retain veteran employees.

The VEC now has three levels of signatories:

- Veteran Employment Support (entry level)
- Veteran Friendly Employer (mid-level)
- Veteran Employer of Choice (highest level)

Each level outlines activities an organisation can undertake to support veteran employment across recruitment, support and retention, and leadership and public commitment. The activities an organisation has in place determines their VEC level. Organisations can apply at any time to increase their VEC level.

Do previous VEC signatories need to reapply?

Yes, a new application needs to be completed. The online application form seeks:

- information about your organisation
- the veteran employment activities your organisation undertakes
- supporting documentation to demonstrate these activities.

Previous VEC signatories have until 30 November 2024 to complete the [new application form](#).

What are the benefits of signing the renewed VEC?

As a VEC signatory, organisations receive:

- access to a range of guidance, resources and webinars to help your organisation implement or improve veteran employment policies and practices to better attract and retain veterans. These resources will be rolled out from April 2023 to April 2024.
- a logo for use on your website and in other promotional and recruitment material to indicate you are a Veteran Employment Supporter, Veteran Friendly Employer or Veteran Employer of Choice. If you are a previous VEC signatory please note this will be a new logo.
- a profile on www.veteranemployment.gov.au – this allows potential veteran recruits to find your organisation and links to your website.
- regular communication keeping you informed and connected with the Veteran Employment Program and other VEC signatories.

What are my obligations under the VEC?

We ask that you identify the activities your organisation undertakes to support veteran employment. You are able to add new activities as you implement them. If your organisations ceases any activities you are required to advise the Veteran Employment Program.

When applying to the VEC you are asked to sign the following declaration:

- We undertake the identified activities that demonstrate our support of recruitment and retention of veterans
- The information and supporting documentation provided in the application are true and correct at the time of submission
- We recognise that employment of partners of serving or former Australian Defence Force members is beneficial to our organisation
- We agree to the Veteran Employment Commitment Terms and Conditions.

How does the VEC help to connect veterans to employers?

The improved VEC signatory search function will assist veterans search for an organisation by size, location, industry type and specific supports they offer such as employment programs, mentoring or veteran employee networks. This aims to better connect veterans to employers who support their employment opportunities.

How does my organisation apply for the VEC?

There are seven steps to apply.

1. Review the VEC Terms and Conditions so you know what your organisation is signing
2. Identify the activities your organisation currently undertakes for each VEC category
3. Prepare and collate your supporting documentation
4. Have a high quality jpeg of your organisation's logo for upload
5. Complete the [online application form](#) and upload your supporting documentation
6. Agree to the Veteran Employment Commitment declaration
7. Submit your application

Read '[Apply for the Veteran Employment Commitment](#)' for step by step instructions on how to apply and review the [preview of the online form](#).

Which VEC level should my organisation apply for?

The veteran employment activities your organisation demonstrates will determine your VEC level.

Veteran Employment Supporter	Veteran Friendly Employer	Veteran Employer of Choice
<p>To become a Veteran Employment Supporter your organisation must demonstrate they undertake:</p> <ul style="list-style-type: none"> ○ a minimum of one activity from any VEC level. 	<p>To become a Veteran Friendly Employer your organisation must demonstrate they undertake:</p> <ul style="list-style-type: none"> ○ all activities in the Veteran Employment Supporter level, plus ○ a minimum of one activity in the Veteran Friendly Employer level. 	<p>To become a Veteran Employer of Choice your organisation must demonstrate they undertake:</p> <ul style="list-style-type: none"> ○ all activities in the Veteran Employment Supporter and Veteran Friendly Employer levels, plus ○ a minimum of one activity in the Veteran Employer of Choice level.

The VEC activities are grouped in three categories:

- Recruitment
- Support and Retention
- Leadership and Public Commitment

The activities, guidance and examples of supporting documentation are listed in the documents below:

- [Click here to view](#) – VEC for small to medium organisations (1-199 employees)
- [Click here to view](#) – VEC for large organisations (200+ employees)

We encourage organisations to apply noting all activities they currently undertake. As you implement new veteran employment initiatives you can submit these to move through the VEC levels.

I have a small business, do I need to meet the same criteria as a larger veteran employer?

We understand that small to medium organisations may not be able to undertake the same level of activities as larger organisations. To ensure practicality, activity requirements are grouped differently for small-medium employers (organisations with 1-199 employees) and large employers (organisations with 200+ employees).

The activity lists can be viewed in the section - *Which VEC level should my organisation apply for?*

Can my organisation move up VEC levels after my initial application?

Employers can apply at any time to move up VEC levels.

For example, an employer can start as a Veteran Employment Supporter by undertaking one activity from any VEC level. They can then progress to Veteran Friendly Employer when they can demonstrate they undertake all activities in the Veteran Employment Supporter level, plus a minimum of one activity in the Veteran Friendly Employer level.

The activity lists can be viewed in the section- *Which VEC level should my organisation apply for?*

What supporting documentation do I need to provide with my organisation's VEC application?

When applying for the VEC, organisations will be asked to select which veteran employment activities they undertake and provide supporting documentation to demonstrate these activities.

The activities, guidance and examples of supporting documentation are listed in the documents below:

[Click here to view](#) – VEC for small to medium organisations (1-199 employees)

[Click here to view](#) – VEC for large organisations (200+ employees)

Do I only have to provide supporting documentation for the VEC level my organisation is applying for?

Supporting documentation is required for any activity you indicate that your organisation undertakes.

Documentation might include policies or sections of policies, operating procedures, guides, job advertisements, templates, meeting minutes, resources or pages from your website.

Examples of supporting documentation types are included in the VEC activity guidance linked in - *What supporting documentation do employers need to provide with the VEC application?*

If some of your supporting information is commercial-in-confidence, please contact

VETERANSEMPLOYMENT@dva.gov.au to discuss other ways you can demonstrate your activities.

Does DVA do any other checks when assessing VEC applications?

We undertake a range of due diligence checks to ensure alignment with the integrity of the commitment and Veteran Employment Program, including but not limited to a Fair Work Ombudsman compliance history search.

How does DVA manage my organisation's submitted information?

DVA is committed to collecting, handling and storage of information according to the [Privacy Act 1988](#) and the [Archives Act 1983](#). DVA generally uses and discloses personal information only for the primary purpose for which it is collected. DVA takes reasonable steps to ensure the personal information it handles is protected from misuse, interference, loss, unauthorised access and illegal modification and disclosure. You can read more information about [DVA's privacy policy on our website](#).

How long will it take to assess my application for the VEC?

We will assess your application and supporting documentation to determine the appropriate VEC level for your organisation. This process will take up to 3 weeks and on receipt of your application, we will advise when we will commence this process.

Once approved, you will receive a confirmation email including your relevant VEC level logo. We will then upload your organisation profile and logo to the VEC Signatories page on the Veteran Employment Program website.

Who can I contact for assistance with my application?

You can contact the Veteran Employment Program team via email to VETERANSEMPLOYMENT@dva.gov.au

How often do VEC signatories need to reapply to keep their status current?

VEC signatories will be reviewed every 3 years as per the [Veteran Employment Commitment Terms and Conditions](#).

Can I save my online application and return to it later?

Yes, you can save your online application form as you're completing it. You can also [preview the form](#) before starting your application to assist you to prepare responses and collate the required supporting documentation. Prior to final submission, you will have the opportunity to preview your responses.

Can I review my responses before submitting my application?

Yes, the form provides a final preview page for review of your responses before you agree to the declaration.