

# Services Industry Scheme

Communication Kit – for peak industry bodies



# Contents

How to use this kit.....3

Social media content.....3

Newsletter content.....4

Other resources .....4

## How to use this kit

Thank you for downloading the ACT Leave – Services Industry Scheme Communication Kit!

This kit is designed to help you easily communicate important information about portable long service leave to your employer members.

Inside the file you have downloaded, you'll find:

- ready-to-use images for social media and newsletters (by industry, or images that can be used for all Services Industry Scheme industries)
- pre-written copy for your communications (by industry, or images that can be used for all Services Industry Scheme industries)
- helpful resources for you to share with your members to clarify employer obligations under the legislation, and help them to communicate with their employees.
- comprehensive FAQs to answer any questions you or your members may have about the Services Industry Scheme. Tailored versions have also been provided to address your specific industry needs.
- an educational employer brochure in English, Vietnamese and Simplified Chinese.
  - one for employers in hairdressing, beauty and accommodation services
  - one for employers in food, beverage and hospitality services.
- content for employers to share with their employees including printable posters, a worker postcard and a letter to employees from ACT Leave introducing them to the Services Industry Scheme.

Simply choose the materials that best suit your audience, customise them as needed, and share them through your preferred channels.

This kit is here to support you in raising awareness of portable long service leave requirements within your member base.

If you have any questions about this kit, please contact [comms@actleave.act.gov.au](mailto:comms@actleave.act.gov.au)

## Social media content

All the images we have provided in the kit have been designed to be used for social media or newsletters. Select the image you'd like to use, and any of the copy options below:

### Option 1:

Portable long service leave in the ACT is expanding to hairdressing, beauty, accommodation, and food services from 1 January 2027. Head to [actleave.act.gov.au](http://actleave.act.gov.au) for more information about the Services Industry Scheme.

### Option 2:

On 1 January 2027 the Services Industry Scheme will expand portable long service leave coverage in the ACT to hairdressing, beauty, accommodation, and food services. Employers can register now at [actleave.act.gov.au](http://actleave.act.gov.au)

### Option 3:

On 1 January 2027 the Services Industry Scheme will expand portable long service leave coverage in the ACT to **select relevant industry: hairdressing industry, beauty industry, accommodation industry, food services and hospitality industry**. Employers can pre-register today at [actleave.act.gov.au](http://actleave.act.gov.au)

Hashtags: #actleave #portablelongserviceleave #servicesscheme

ACT Leave is on Facebook, Instagram and LinkedIn if you would like to @tag or follow us!

## Newsletter content

All the images we have provided in the kit have been designed to be used for social media or newsletters. Select the image you'd like to use and add it with the copy below in your newsletters.

### Option 1: General awareness

#### **Portable long service leave for the services industry**

Starting 1 January 2027, portable long service leave coverage in the ACT will expand to include:

- food services, including hospitality
- hairdressing and beauty services
- accommodation services

**Important:** employers must register for the Services Industry Scheme by 1 January 2027.

**Check eligibility:** use the [Eligibility Assessment Tool](#) to see if you need to register.

(Call to action button) [Register now](#)

### Option 2: Industry specific

#### **Register now for the Services Industry portable long service leave scheme**

On 1 January 2027, the Services Industry Scheme is expanding portable long service leave in the ACT to the **select relevant industry: hairdressing, beauty, accommodation, and food services.**

#### **What do employers need to do to get ready for the scheme?**

**Eligible** employers just need to submit a [registration form](#), which takes approximately 5 minutes to complete.

ACT Leave will contact you when coverage for this scheme commences with more information about how to register your employees, how to report their service and how to pay the levy. Your first quarterly return and levy payment is due on 30 April 2027.

(Call to action button) [Register now](#)

## Other resources

- Brochure for employers – scheme awareness
- Letter to employers – about the scheme
- Posters for workers – industry specific
- Poster for workers – general scheme
- Postcard for workers – scheme awareness
- Letter to workers – about the scheme.