

EMPOWERED

Therapy & Training Pty Ltd

in conjunction with



KOOL KIDS TUTORING

**ASSISTING ACCESS TO
GET SUPPORT FOR
DAILY PERSONAL
ACTIVITIES**



 www.empoweredtherapyandtraining.com

 +61 7 4864 9888

 contact@empoweredtherapyandtraining.com

 Empowered Therapy and Training

 [empoweredtherapyandtraining](https://www.instagram.com/empoweredtherapyandtraining)

 @EmpowerThera1

 [Teressa Everton](https://www.linkedin.com/in/teressaeverton)

 Inspired Generation | Who Am I?

 www.koolkidstutoring.com.au

 +61 7 5689 6088

 contact@koolkidstutoring.com.au

 Kool Kids Tutoring

 [koolkidstutoring](https://www.instagram.com/koolkidstutoring)

 @Kool_Kids_Tuts

 [Teressa Everton](https://www.linkedin.com/in/teressaeverton)

 Kool Parents / Kool Kids

DAILY PERSONAL ACTIVITIES

Our highly trained, dedicated and qualified support staff assist and supervise people with a wide range of disabilities with personal tasks of daily life. This enables participants to live their life as autonomously as possible.

The individual supports can be provided in a range of environments, including but not limited to the participant's own home.

Our experienced team of support workers can provide;

1. Assistance with, or supervision of, personal tasks of daily living where overnight support is needed and the care giver will not have the option to sleep.
2. A person who lives in the house (regular shifts) of, or travels with the participant and provides assistance with, and/or supervision of, personal tasks of daily life to develop skills of the participant to live as autonomously as possible.
3. Assistance for the NDIS participant to undertake and/or develop skills to maintain their home environment where the participant owns their own home and/or has sole or substantial responsibility for its maintenance. This includes assisting participant to do basic house and yard work.

A woman with curly hair, wearing a white lace top and light blue pants, is sitting on a sandy beach. She is holding a straw hat and smiling. The background shows some greenery and a clear sky.

Empowered Therapy & Training

is a Mind Setting / Therapeutic company divided into these major services: Art Therapy, Laughter Therapy, Drumming Therapy, Sandplay Therapy, Drama Therapy, Hypnotherapy, Coaching, Empowered-Mind Setting Workshops, Camps, Seminars, Webinars & Training.

OUR COMMITMENT TO YOU

Empowered Therapy and Training in conjunction with Kool Kids Tutoring will **ALWAYS** endeavour to provide you with a practical way of remembering your supports and appointments to avoid unexpected cancellations. This may be provided in various ways, such as: phone calls, emails, text messages, or other ways that we may have agreed upon. **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** will support you to prepare a cancellation plan if you believe you will encounter problems keeping your appointments due to memory, health, anxiety or other reasons. Where you fail without notice to keep the scheduled arrangement for the support (a “no show”), we make every effort to contact you to determine if there is an additional problems, (eg: you have fallen out of bed and cannot raise an alarm, or the informal supporters are in crisis and additional support is likely to be required). **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** are open to any questions you may have regarding any of the above.

We are about
empowering and
supporting everyone to be
the best they can be and
will endeavour to help in
every way possible to
help you achieve
this.

~Teressa Everton



BUSINESS INTRODUCTION

This **Service Agreement** outlines the support, services and programs that **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** will supply you as a **registered NDIS** participant with, as a part of the Service Agreement.

In this **Service Agreement**, the words or terms ‘we’, ‘our’, ‘provider’, or ‘us’ all refer to

Empowered Therapy and Training in conjunction with **Kool Kids Tutoring** as a registered **NDIS Service Provider**.

The words / terms ‘you’, ‘your’, ‘client’, ‘customer’, potential client’, ‘participant’, and

‘participant’s’ representative’ refer to you, our client or your appointed representative nominated within the service agreement.

PRIVACY AND CONFIDENTIALITY

All details contained within this **Service Agreement** are considered to be private and confidential. The only privileged parties to this information will be the participant nominated in the **Service Agreement**, their authorised representatives, plan nominees, **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** (provider) and relevant governing bodies; inclusive of the:

- **National Disability Insurance Agency (NDIA)**
- **NDIS Quality and Safeguards Commission (NDISQC)**



GOODS AND SERVICE TAX

For the purposes of GST legislation, the Parties confirm that:

- 1. A supply of supports under this Service Agreement is a supply of one or more of the reasonable and necessary supports specified in the statement included, under subsection 33 (2) of the National Disability Insurance Scheme Act 2013 (NDIS Act), in the participants NDIS plan currently in effect under section 37 of the NDIS Act.**
- 2. The participants NDIS plan is expected to remain in effect during the period the supports are provided; and**
- 3. The participant(s) representative / nominee will immediately notify the provider if the participants NDIS Plan is replaced by a new plan or the participant stops being a participant in the NDIS.**

CANCELLATION



If the end date of the **Service Booking** has not passed, it can be extended but not beyond the end date of the participant plan. Providers cannot create/change **Service Bookings** retrospectively. Where a Service Booking is changed, both the participant and provider must agree to the requested change of the Service Booking. **Four (4) or more cancellations** or no shows in a row and Empowered Therapy and Training in conjunction with Kool Kids Tutoring will contact you to discuss what action may be taken.

CANCELLATION

This may include:

1. **Reviewing your service agreement (including times, dates and locations for delivery) to avoid further cancellations.**
2. **Putting your service agreement on hold.**

Should there be further cancellations and or no shows after this, you may risk having your service agreement cancelled by Empowered Therapy and Training in conjunction with Kool Kids Tutoring.

CANCELLATION

If participants are non-compliant or not engaging in services, **Empowered Therapy and Training in conjunction with Kool Kids Tutoring** will make all efforts to help participants to re-engaged. Failing this, the provider reserves the rights to terminate all services.

SPECIAL CIRCUMSTANCES:

Charges may be **waivered** if you have experienced an emergency such as: **Hospitalisation or a death in the family.**

CANCELLATION

This will be decided at the Directors discretion.

If there are more than **eight (8) instances** of cancellations or no shows within a 12-month period, on the **ninth (9th) occasion** we are required to notify the **National Disability Insurance Agency**, so that consideration may be given to reviewing your supports to your plan. This may affect your ongoing service provision with us.

NDIS NOTE

No fee is payable by NDIS, or participant, for cancellation by provider or any failure to deliver the agreed supports. Failure to pay within fourteen (14) days may risk cancellation of services until paid in full. If a participant makes a short-notice cancellation, which is after 3pm the day before the service, the provider will charge 90% of the agreed price for the cancelled appointment.

For other cancellations, where the participant has provided notice of cancellation prior to 3pm the day before the scheduled service, no cancellation fee will apply. If Empowered Therapy and Training in conjunction with Kool Kids Tutoring is unable to provide a service at the agreed time a suitable replacement session will be arranged with the participant.

DAILY PERSONAL ACTIVITIES

Assistance with, or supervision of, personal tasks of daily living and over night support

Assistance with, and/or supervision of, personal tasks of daily life to develop skills of the participant to live as autonomously as possible.



Empowered Therapy and Training will provide you highly trained, dedicated, and qualified support staff enabling the participant to live their life as autonomously as possible.



Assistance for the NDIS participant to undertake and/or develop skills to maintain their home environment where the participant owns their own home and/or has sole or substantial responsibility for its maintenance. text

Forms to Complete

REFERRAL FORM

**SERVICE
AGREEMENT FORM**

**PERSONAL INFORMATION
DISCLOSURE FORM**

CONSENT FORM

Empowered Therapy and Training Referrals

This referral must be actioned

☐ Urgently

☐ Within the next 2 weeks

☐ Other: _____

Client Details		Next of Kin	
☐ Private referral ☐ NDIS participant If you were referred privately, you are encouraged to complete 10 sessions at a time. Do you agree? ☐ Yes ☐ No		Contact #1	
		Name	
		Phone Number	
		Email Address	
		Home Address	
		Relationship to client/participant	☐ Parent ☐ Guardian/ Carer ☐ Other
Client/ Participant Name		Contact #2	
DOB		Phone Number	
Home Address		Email Address	
Phone Number		Home Address	
Email Address		Relationship to client/participant	☐ Parent ☐ Guardian/ Carer ☐ Other
Current Client Diagnosis (ASD, OCD etc)			

NDIS Participants Only			
Participant no. #		Support Coordinator	
Plan Start Date		Name	
Plan End Date		Phone Number	
Plan Type	☐ NDIS-managed ☐ Organisation-Managed ☐ Self-Managed	Address	
Client Budget (specifically allocated for Empowered Therapy and Training services)		Organisation	
Therapies		Request	
Support Work			
Transport			
Camp			
Programs (see below)			
Group based activities			
Other			

Short Term Goals	Long Term Goals
1.	1.
2.	2.
3.	3.
4.	4.

Empowered Therapy and Training in conjunction with Kool Kids Tutoring

E | contact@empoweredtherapyandtraining.com

Send this referral form to: referrals@empoweredtherapyandtraining.com

T | (07) 4864 9888

ABN: 55 637 079 620

NDIS Provider Number: 4050035579

All services other than those funded by the NDIS include GST. NDIS Services are free of GST.

Support Required

☐ Therapeutic Supports



- | | |
|---|--|
| ☐ Art Therapy | ☐ Drumming Therapy |
| ☐ Counselling | ☐ Laughter Therapy |
| ☐ Psychotherapy | ☐ Hypno-therapy |
| ☐ Music/Movement Therapy | ☐ Timeline Therapy |
| ☐ Dietitian | ☐ Drama Therapy |
| | ☐ Neurolinguistic Programming (NLP) |

☐ Support Workers

☐ Daily Personal Activities

☐ Assistance with Daily Life Tasks in a Group or Shared Living

☐ Development of Daily Living and Life Skills

☐ High Intensity Daily Personal Activities

☐ Group and Centre Based Activities

☐ Assistance to Access and Maintain Employment or Higher Education

☐ Support Coordination

☐ Plan Management

☐ Specialised Support Employment

☐ Early Intervention Supports for Early Childhood

☐ Participation in Community, Social and Civic Activities

☐ Specialist Positive Behaviour Support

Please
specify
support
required:

Programs

Half-day events

- ☐ Understanding the Children of Today
- ☐ Parent-child Connection
- ☐ Managing Stress and Emotions
- ☐ Domestic Violence Awareness
- ☐ Understanding and Living with Autism
- ☐ Becoming a Life-skills Teacher
- ☐ Who Am I? Living in Wellness – half day event

Full-day events

- ☐ Understanding the Children of Today
- ☐ Parent-child Connection
- ☐ Managing Stress and Emotions in Kids
- ☐ Bringing up other people's children
- ☐ Understanding and Living with Autism
- ☐ Becoming a Life-skills Teacher
- ☐ Who Am I? Don't discover new, discover you! Part 1
- ☐ Who Am I? Don't discover new, discover you! Ppart 2
- ☐ Who Am I? Retreat/Bootcamp

Camps: ☐ Self-esteem building camp ☐ Resilience building camp

Workshops: ☐ Life-skills education ☐ Daily-living programs (youth & adult) ☐ Job-seeking ☐ Mind-setting
☐ Girls' pamper (self-care) ☐ From boys to men ☐ Wellness ☐ Laughter and Drumming

☐ I want to know about more our events.

Please see our 2021 event calendar here:

<https://drive.google.com/file/d/1Hp9BWUBIfk4s3T2cDjskPyM4OiOLMdvT/view?usp=sharing>

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Files Attached (please tick all that apply)	Preferred Starting Date	
☐ Past Assessment ☐ Past Reports ☐ NDIS Plan ☐ Other: _____	Preferred dates/times that the participant is available	
Reports Required (please tick all that apply)	Payment Details	
☐ Therapies Report ☐ Dietitian Report ☐ Teacher Report ☐ Other: _____	Invoice to	[Email Here]
	Attention to (name)	

Any further information:

•

Privacy and Confidentiality

All details contained within this referral form are **private and confidential**.

Responsibilities of the Provider

The provider agrees to:

1. Support the participant to achieve their goals, meet their needs and requirements and sensitively respond to and support their rights to practice their cultural diversity values and beliefs.
2. Communicate openly & honestly in a manner and mode in which the participant is most likely to understand, in a timely manner and where needed, we will use Auslan and or language interpreters.

Service Agreement

between

[Participant Full Name] and National Disability Insurance
Scheme (NDIS) no **[Participant No]**

DOB: [Participant DOB DD/MM/YYYY]

**Empowered Therapy and Training in conjunction with Kool
Kids Tutoring Pty Ltd.**

This agreement is made according to the rules and the goals
of the National Disability Insurance Scheme (NDIS).

The participant and the service provider agree that this
agreement is in line with the main values of the NDIS. These
values include having more choices, achieving your goals and
taking part in the community.

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Version 2.0 | 16.12.2020

Business Introduction

This Service Agreement outlines the support, services and programs that Empowered Therapy and Training in conjunction with Kool Kids Tutoring will supply you as a registered NDIS participant with, as a part of the Service Agreement.

In this Service Agreement, the words or terms 'we', 'our', 'provider', or 'us' all refer to Empowered Therapy and Training in conjunction with Kool Kids Tutoring as a registered NDIS Service Provider.

The words / terms 'you', 'your', 'client', 'customer', potential client', 'participant', and 'participant's' representative' refer to you, our client or your appointed representative nominated within the service agreement.

How to Contact Us

If you would like to contact Empowered Therapy and Training in conjunction with Kool Kids Tutoring, please feel free to use one of the following methods:

Phone: (07) 4864 9888

Email: contact@empoweredtherapyandtraining.com

Privacy and Confidentiality

All details contained within this Service Agreement are considered to be **private and confidential**.

The only privileged parties to this information will be the participant nominated in the Service Agreement, their authorised representatives, plan nominees, Empowered Therapy and Training in conjunction with Kool Kids Tutoring (provider) and relevant governing bodies; inclusive of the:

1. National Disability Insurance Agency (NDIA)
2. NDIS Quality and Safeguards Commission (NDISQC)

Empowered Therapy and Training in conjunction with Kool Kids Tutoring Pty Ltd.

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Service Agreement – Schedule of Supports

What supports will be provided and cost of the sessions:

The provider Empowered Therapy and Training in conjunction with Kool Kids Tutoring agrees to provide:

Service and Code	Hours	Dates	Price
[Service]		[Day] __ - __ [Time]	
[Goals]		Starting:	
[NDIS Code]		Then:	
		Ending:	

Fees

Service (e.g. art therapy or reporting fees)	Price per unit (\$)	Number of units	Total
			Total:

All services are Goods and services Tax (GST) free.

All additional expenses (e.g. Items that are not included as a part of a Participant's NDIS Plan/Supports) are the responsibility of the Participant(s) representative or nominee and are not incorporated in the cost of the supports. Some of examples of what costs are not included are:

1. Entrance Fees
2. Event Tickets
3. Meals etc

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1. **[Full Name of Participant]** (or representative) is expected to contact the provider if unable to attend for any reason and session dates will be rescheduled.
2. Empowered Therapy and Training staff are expected to provide high quality support to **[Full Name of Participant]** delivered in an environment where **[First Name of Participant]** can be expected to grow and develop. Empowered Therapy and Training will deliver supports in accordance with the established service agreement and prices charged are in accordance with the NDIS.
3. Price Guide. The costs of the services provided are listed in the 'schedule of supports' section of this service agreement.

Responsibilities of the Provider

The provider agrees to:

1. Support the participant to achieve their goals, meet their needs and requirements and sensitively respond to and support their rights to practice their cultural diversity values and beliefs.
2. Review the provision of supports at least every six months with the Participant once agreed, provide supports that meet the participant's needs and requirements at the preferred times of the participant;
3. Communicate openly & honestly in a manner and mode in which the participant is most likely to understand, in a timely manner and where needed, we will use Auslan and or language interpreters;
4. Treat the participant with courtesy and respect;
5. Consult the participant on decisions about how supports are provided;
6. Provide the participant information relevant to managing any complaints or disagreements & details of the providers cancellation policy (where relevant);
7. Listen to the participants feedback and resolve problems quickly;
8. Give the participant a minimum of 24 hours' notice if the provider has to change a scheduled appointment relevant to providing supports;
9. Give the participant the required notice if the provider needs to end the Service Agreement (see "Ending the Service Agreement" below for more information)
10. Protect the Participant's privacy and confidential information
11. Provide supports in a manner consistent with all relevant laws, including the National Disability Insurance Scheme Act 2013 and rules, and the Australian Consumer Law; keep accurate records on the supports provided to the Participant; and
12. Issue regular invoices and statements of the supports delivered to the participant.

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Responsibilities of Participant(s) Representative/Nominee

The Participant(s) representative and/or nominee agrees to:

1. Inform the provider about how they wish the supports to be delivered to meet the Participant(s) needs.
2. Treat the provider with courtesy and respect
3. Talk to the provider if the participant has any concerns about the supports being provided
4. Give the provider a minimum of 24 hours' notice if the participant cannot make a scheduled appointment; and if the notice is not provided by then, the provider's cancellation policy shall apply.
5. Give the provider the required notice if the participant needs to end the Service Agreement (see 'Ending this Service Agreement' below for more information), and let the provider know immediately if the participant's NDIS Plan is suspended or replaced by a new NDIS Plan, or the participant stops being a participant in the NDIS.

Changes to this Service Agreement

If changes to the supports or their delivery are required, the Parties agree to discuss and review this Service Agreement. The Parties agree that any changes to this Service Agreement will be in writing, signed, and dated by the Parties.

Ending this Service Agreement

Should either Party wish to end this Service Agreement they must provide 1-month notice. If either Party seriously breaches this Service Agreement the requirement of the appropriate notice period will be waived.

Feedback, Complaints and Disputes

If the participant wishes to give the provider feedback, the participant can fill out this form: <https://form.jotform.com/202357548626057> or call us on [\(07\) 4864 9888](tel:0748649888).

If the participant is not happy with the provision of services / supports and wishes to make a complaint they can call us on [\(07\) 4864 9888](tel:0748649888).

If the participant is not satisfied or does not want to talk to the designated person, they may refer their complaint to;

1. The Office of the Australian Commissioner Enquiries Line. They can be contacted on; phone 1300 363 992 or email enquiries@oaic.gov.au

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2. The NDIS Safeguards and Quality Commission, for states under their Jurisdiction. They can be contacted on phone 1800 035 544 or email contactcentre@ndiscommission.gov.au or complaints@ndiscommission.gov.au
3. Endeavour Foundation can be contacted on phone 1800 112 112 or email.
4. Yourtown can be contacted on phone (07) 3368 3399 or email support@yourtown.com.au
5. Kids Helpline can be contacted on phone 1800 551 800.

Payments

The provider will seek payment for their provision of supports after the participant(s) representative confirms satisfactory delivery of the supports.

1. Paragraph 1
 - 1.1. If the funding for any of the chosen supports provided under this Service Agreement is managed by the participant: The participant has chosen to Self Manage the funding provided by the NDIS for the supports required by the participant. After providing those supports, the provider will send the participant an invoice for those supports for the participant to pay. The participant will pay the invoice by internet banking within 7 days.
2. Paragraph 2
 - 2.1. If the funding for any of the supports provided under this Service Agreement is managed by a Plan Nominee: The participants Plan Nominee manages the funding for supports provided under this Service Agreement. After providing those supports, the provider will send the participant's nominee an invoice for these supports for the participant's nominee to pay. The participant's nominee will pay the invoice by internet banking within 7 days.
3. Paragraph 3
 - 3.1. If the funding for any of the supports provided under this Service Agreement is managed by the National Disability Insurance Agency: The participant has nominated the NDISQSC to manage the funding for supports provided under this Service Agreement. After providing those supports, the provider will claim payment for those supports from the NDISQSC
4. Paragraph 4
 - 4.1. If the funding for any of the supports provided under this Service Agreement is managed by a Registered Plan Management provider: The participant has nominated the Plan Management provider to manage the funding for NDIS supports provided under this Service Agreement. After providing those supports, the

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provider will claim payment for those supports from the Registered Plan Management Provider.

Goods and Service Tax GST

For the purposes of GST legislation, the Parties confirm that:

1. A supply of supports under this Service Agreement is a supply of one or more of the reasonable and necessary supports specified in the statement included, under subsection 33(2) of the National Disability Insurance Scheme Act 2013 (NDIS Act), in the participants NDIS plan currently in effect under section 37 of the NDIS Act.
2. The participants NDIS plan is expected to remain in effect during the period the supports are provided; and
3. The participant(s) representative / nominee will immediately notify the provider if the participants NDIS Plan is replaced by a new plan or the participant stops being a participant in the NDIS.

Cancellations

If the end date of the Service Booking has not passed, it can be extended but not beyond the end date of the participant plan. Providers cannot create/change Service Bookings retrospectively. Where a Service Booking is changed, both the participant and provider must agree to the requested change of the Service Booking.

Four (4) or more cancellations or no shows in a row and Empowered Therapy and Training in conjunction with Kool Kids Tutoring will contact you to discuss what action may be taken. This may include:

1. Reviewing your service agreement (including times, dates and locations for delivery) to avoid further cancellations.
2. Putting your service agreement on hold.

Should there be further cancellations and or no shows after this, you may risk having your service agreement cancelled by Empowered Therapy and Training in conjunction with Kool Kids Tutoring.

If participants are non-compliant or not engaging in services, Empowered Therapy and Training in conjunction with Kool Kids Tutoring will make all efforts to help participants to re-engaged. Failing this, the provider reserves the rights to terminate all services.

SPECIAL CIRCUMSTANCES:

Charges may be waived if you have experienced an emergency such as: Hospitalisation or a death in the family.

This will be decided at the Directors discretion.

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If there are more than eight (8) instances of cancellations or no shows within a 12-month period, on the ninth (9th) occasion we are required to notify the National Disability Insurance Agency, so that consideration may be given to reviewing your supports to your plan. This may affect your ongoing service provision with us.

NDIS NOTE: No fee is payable by NDIS, or participant, for cancellation by provider or any failure to deliver the agreed supports.

Failure to pay within fourteen (14) days may risk cancellation of services until paid in full.

If a participant makes a short-notice cancellation, which is after 3pm the day before the service, the provider will charge 90% of the agreed price for the cancelled appointment.

For other cancellations, where the participant has provided notice of cancellation prior to 3pm the day before the scheduled service, no cancellation fee will apply.

If Empowered Therapy and Training in conjunction with Kool Kids Tutoring is unable to provide a service at the agreed time a suitable replacement session will be arranged with the participant.

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[Participant's Full Name]'s contact details are as follows:

Email:	
Phone/Mobile:	
Address:	

The name of someone we can contact if we can't get in touch with you and contact number:

Name	Contact Number	Email	Position

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Our Commitment to You:

- Empowered Therapy and Training in conjunction with Kool Kids Tutoring will ALWAYS endeavour to provide you with a practical way of remembering your supports and appointments to avoid unexpected cancellations. This may be provided in various ways, such as: phone calls, emails, text messages, or other ways that we may have agreed upon.
- Empowered Therapy and Training in conjunction with Kool Kids Tutoring will support you to prepare a **cancellation** plan if you believe you will encounter problems keeping your appointments due to memory, health, anxiety or other reasons.
- Where you fail without notice to keep the scheduled arrangement for the support (a “no show”), we make every effort to contact you to determine if there are additional problems, (e.g. you have fallen out of bed and cannot raise an alarm, or the informal supporters are in crisis and additional support is likely to be required).
- Empowered Therapy and Training in conjunction with Kool Kids Tutoring are open to any questions you may have regarding any of the above.

We are about empowering and supporting everyone to be the best they can be and will endeavour to help in every way possible to help you achieve this.

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Service Agreement Signatures

The parties agree to the terms and conditions of this Service Agreement.

Participant Name:	
Participant Signature:	
Date:	

Signature of Plan Nominee:	
Date:	
Name:	

Name of Empowered Therapy and Training in conjunction with Kool Kids Tutoring Authorised Representative:	
Position:	
Signature:	
Date:	

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NDIS Support Categories and Support Item Numbers

Therapeutic Supports

Daily Personal Activities

High Intensity Daily Personal Activities

Group and Centre Based Activities

Assistance to Access and Maintain Employment or Higher Education

Support Coordination

Plan Management (Management of Funding for Supports)

Specialised Support Employment

Early Intervention Supports for Early Childhood

Participation in Community, Social and Civic Activities

Development of Daily Living and Life Skills

Assistance with Daily Life Tasks in a Group or Shared Living

Specialist Positive Behaviour Support

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E | contact@empoweredtherapyandtraining.com

T | (07) 4864 9888

ABN: 55 637 079 620

NDIS Provider Number: 4050035579

All services other than those funded by the NDIS include GST. NDIS Services are free of GST.

Version 2.0 | 16.12.2020

PERSONAL INFORMATION DISCLOSURE PERMISSION FORM (Participants)

Empowered Therapy and Training Pty Ltd understands how important it is to protect your personal information and takes all reasonable steps in order to comply with the Privacy Act (Amended 2014) and the National Privacy Principles in respect to the personal information you provide us with.

This permission form is to enable us to inform you of the types of ways in which your personal information is used by the organisation, and to allow you to give permission for its use.

Your personal information is likely to be found in:

- Incident forms
- Continuous Improvement Forms
- Other organisational reports
- Newsletters
- Memos
- Brochures
- Handbooks

When being a participant at Empowered Therapy and Training Pty Ltd you may become involved in social activities & committees. If you are willing to have your name and/or photograph included in minutes of meetings, newsletters or on notice boards, please sign the attached Privacy and Confidentiality of Personal Information Disclosure form.

ACCEPTANCE

I agree to:

	Yes	No
• having my name inserted in minutes of meetings	☐	☐
• having my name included in committee membership lists	☐	☐
• my birthday announced in newsletters	☐	☐
• my photograph displayed internally on noticeboards	☐	☐
• my name mentioned in relation to activities of the organisation in the newsletter	☐	☐
• my name and photograph appearing in the local paper in relation to activities of the organisation	☐	☐
• my name and photograph appearing in organisational promotional material and on the organisation's website.	☐	☐

Name: _____ Date: _____

Signature: _____

Once completed return to Human Resources.

Date received:

Signature of HR Manager: _____

File original in Employee or Volunteer s Personnel File



Therapy & Training Pty Ltd

Consent To Obtain and Release Information Form

As an active participant of the NDIA you have selected, Empowered Therapy and Training as your;

Tick / Highlight the applicable role below

1. Service Provider
2. Plan Manager
3. Support Coordinator

Empowered Therapy and Training will as part of the intake process share the confidentiality and privacy policies (including easy read format) with you as a participant. This communication will be undertaken using the language / mode of communication that you are most comfortable with and will find easiest to understand.

Empowered Therapy and Training will ensure that you as a participant understand and agree to what personal information will be gathered, disclosed and why, including any material which is recorded in audio and / or visual format.

Empowered Therapy and Training may be required to discuss information relating to your medical conditions, medication, allergies, and / or any other relevant matters as required with the following people and organisations:

1. NDIA
2. Therapists
3. Health Workers
4. Consulting Physician
5. Emergency contact / Next of Kin
6. Paramedics
7. Schools
8. Other related parties (e.g social worker)

If Empowered Therapy and Training need to seek information relating to your NDIA Plan, then we note that your authority is provided in this form for;

Empowered Therapy and Training in conjunction with Kool Kids Tutoring PTY LTD of ABN 55 637 079 620

NDIS Registration Number; **4050035579**

Along with the following officers;

- | | | | |
|----------|--------|---------------------------------|--------|
| 1. _____ | (Role) | Empowered Therapy and Training; | (Name) |
| 2. _____ | (Role) | Empowered Therapy and Training; | (Name) |
| 3. _____ | (Role) | Empowered Therapy and Training; | (Name) |
| 4. _____ | (Role) | Empowered Therapy and Training; | (Name) |

Empowered Therapy and Training and the officers listed above are authorized to speak with the NDIA and its officers to seek answers to questions and gather information that is relevant to the services provided to you or the person you care for by Empowered Therapy and Training.



Therapy & Training Pty Ltd

By signing this form, you consent to Empowered Therapy and Training discussing and disclosing these details with those listed above. Where possible, Empowered Therapy and Training will speak with you first about their intended communications.

PLEASE COMPLETE ONE OF THE FOLLOWING

I hereby authorise Empowered Therapy and Training to discuss and disclose any information about my medical conditions, medication, allergies, and / or any other relevant matters as required with the people and organisations stated above.

[Sign]

[Date]

I , guardian / carer of ,

hereby give consent for Empowered Therapy and Training to discuss and disclose NDIA plans, information relevant to the NDIA plans and information relating to their medical conditions, medication, allergies, and / or any other relevant matters as required with the people and organisations stated above.

[Sign]

[Date]

By signing this form, you consent to Empowered Therapy and Training discussing and obtaining this information and discussing your plan with the NDIA. Where possible, Empowered Therapy and Training will speak with you first about their intended communications.

PAYMENTS

The provider will seek payment for their provision of supports after the participant(s) representative confirms satisfactory delivery of the supports.

Paragraph 1

1.1 If the funding for any of the chosen supports provided under this Service Agreement is managed by the participant: The participant has chosen to Self Manage the funding provided by the NDIS for the supports required by the participant. After providing those supports, the provider will send the participant an invoice for those supports for the participant to pay. The participant will pay the invoice by internet banking within 7 days.

PAYMENTS

Paragraph 2

2.2 If the funding for any of the supports provided under this Service Agreement is managed by a Plan Nominee: The participants Plan Nominee manages the funding for supports provided under this Service Agreement. After providing those supports, the provider will send the participant's nominee an invoice for these supports for the participant's nominee to pay. The participant's nominee will pay the invoice by internet banking within 7 days.

3. Paragraph 3

3.3 If the funding for any of the supports provided under this Service Agreement is managed by the National Disability Insurance Agency: The participant has nominated the NDISQSC to manage the funding for supports provided under this Service Agreement. After providing those supports, the provider will claim payment for those supports from the NDISQSC

PAYMENTS

4. Paragraph 4

4.4 If the funding for any of the supports provided under this Service Agreement is managed by a Registered Plan Management provider: The participant has nominated the Plan Management provider to manage the funding for NDIS supports provided under this Service Agreement. After providing those supports, the provider will claim payment for those supports from the Registered Plan Management Provider.



CONTACT US!

Head Office

Phone:

(07) 4864 9888

Email

contact@empoweredtherapyandtraining.com



[Empowered - Therapy and Training](#)



[empoweredtherapyandtraining](#)



[Teresa Everton](#)



[Empowered Therapy and Training](#)



PAYMENTS

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Paragraph 1

1.1 If the funding for any of the chosen supports provided under this Service Agreement is managed by the participant: The participant has chosen to Self Manage the funding provided by the NDIS for the supports required by the participant. After providing those supports, the provider will send the participant an invoice for those supports for the participant to pay. The participant will pay the invoice by internet banking within 7 days.

PAYMENTS

Paragraph 2

2.2 If the funding for any of the supports provided under this Service Agreement is managed by a Plan Nominee: The participants Plan Nominee manages the funding for supports provided under this Service Agreement. After providing those supports, the provider will send the participant's nominee an invoice for these supports for the participant's nominee to pay. The participant's nominee will pay the invoice by internet banking within 7 days.

3. Paragraph 3

3.3 If the funding for any of the supports provided under this Service Agreement is managed by the National Disability Insurance Agency: The participant has nominated the NDISQSC to manage the funding for supports provided under this Service Agreement. After providing those supports, the provider will claim payment for those supports from the NDISQSC

PAYMENTS

4. Paragraph 4

4.4 If the funding for any of the supports provided under this Service Agreement is managed by a Registered Plan Management provider: The participant has nominated the Plan Management provider to manage the funding for NDIS supports provided under this Service Agreement. After providing those supports, the provider will claim payment for those supports from the Registered Plan Management Provider.



CONTACT US!

Head Office

Phone:

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[Empowered Therapy and Training](#)



CALENDAR 1

Daily Living Activities



MONDAY

MONDAY Schedule

9:30 AM - 11:00AM
TEN-PIN BOWLING

11:30 AM - 12:00NN
LUNCH

12:30 PM - 3:00PM
MOVIES AT THE CINEMA
(Group Choice)

TEN-PIN BOWLING

LUNCH

MOVIES AT THE CINEMA

TUESDAY

TUESDAY Schedule

Fun in the sun day

9:00 AM - 5:00 PM
FULL DAY TRIP
(Refer to the Activity list)

GOLD COAST

GOMA ART MUSEUM

INDOOR ROCK CLIMBING

INDOOR TRAMPOLINE

WEDNESDAY

WEDNESDAY Schedule

9:00 AM - 11:30AM
ADVENTURE DAY

PUTT PUTT

ESCAPE ROOM

ROLLER SKATING

GO CARTING

TIMEZONE

THURSDAY

THURSDAY Schedule

10:30 AM - 11:30AM
EXERCISE

12:00 PM - 12:30 PM
LUNCH

1:00 PM - 3:00 PM
ART LESSON

GYM & SAUNAS

BUSH WALK & SWIMMING

LUNCH

ART LESSON

FRIDAY

FRIDAY Schedule

9:30 AM - 11:30AM
TECHNOLOGY TIME

12:00 PM - 12:30 PM
LUNCH

1:00 PM - 5:00 PM
COOKING /BAKING/BINGO
AND BOARD GAMES

GAMING

PROGRAMMING

3D MODELING

BOARD GAMES

COOKING/BAKING

SATURDAY

SATURDAY Schedule

9:30 AM - 11:30AM
COMMUNITY MARKETS/
PAMPER MORNING

12:00 PM - 6:00 PM
LUNCH + CULTURAL
EXPLORATION

12:00 PM - 6:00 PM
TIVOLI DRIVE-IN
MOVIE

carraraMarkets

CARRARA

ORION

TEMPLE

TIVOLI DRIVE-IN MOVIES

SUNDAY

SUNDAY Schedule

9:30 AM - 11:30AM
COMMUNITY MARKETS/
PAMPER MORNING

12:00 PM - 12:30 PM
LUNCH

1:00 PM - 5:00 PM
INDIVIDUAL FREE
CHOICE
AFTERNOON

LUNCH

ORION

*Activities List:

Fun in the Sun Day: chocolate/lolly factories, science museum, GOMA, Ipswich art museum, indoor rock climbing, trampolining, historical tours, beach days (Gold Coast, Redcliffe, Sunshine Coast), Zoos

Adventure Day: timezone, roller skating/roller blading, go carting, escape rooms, Dinoverse, Putt Putt

Shopping: alternate between grocery shopping and clothes shopping (e.g. Shopping Centres: DFO, Australia Fair, Indooroopilly, Robina)

Exercise - bushwalks, gyms, swimming pool, sauna

Art lesson: put your artiste hat on and get ready to learn how to draw

Technology Time: 3D Modeling, Creating your own Website and QR Code, Create your own Minecraft Server and Player Skin, Create your own augmented reality experience, Learn to Code, Deep Art Neural Networks, Tilt Brush VR, Unity Environment Design Workshop (Programming 9-10, Gaming 10-11, 11-12 3D Modeling) 9-12 and lunch will be 12-1.

Community Markets: Access your local community markets (find list of Sat and Sun market).

Cultural Exploration Afternoon: Chinatown, Indian/Turkish/Filipino/Middle Eastern Food, Temples, etc...

Sunday:

Once a month: Sunday - theme park day - theme park days - Movie World, Dreamworld, Wet n Wild, Whitewater world, Sea World

Pamper mornings: massages, self-care, learning grooming etiquette, manicure/pedicure, hair cut*

CALENDAR 2

Job Ready Activities



MONDAY

MONDAY Schedule

9:30 AM - 11:00AM
TEN-PIN BOWLING

11:30 AM - 12:00NN
LUNCH

12:30 PM- 3:00PM
MOVIES AT THE CINEMA
(Group Choice)

TEN-PIN BOWLING

LUNCH

MOVIES AT THE CINEMA

TUESDAY

TUESDAY

10:00 AM - 11:30 AM
JOB READY SESSIONS

12:00 NN - 12:30 PM
LUNCH

11:00 PM - 11:5:00 PM
VOLUNTARY WORK

INTERVIEW PRACTICE

LAWN MOWING

RESUME WRITING

WALKING THE DOG

WEDNESDAY

WEDNESDAY Schedule

9:00 AM - 11:30AM
ADVENTURE DAY

PUTT PUTT

ESCAPE ROOM

ROLLER SKATING

GO KARTING

TIMEZONE

THURSDAY

THURSDAY

10:00 AM - 11:30 PM
LIFE-SKILLS LITERACY/ NUMERACY SESSION

12:00 NN - 12:30 PM
LUNCH

11:00 PM - 11:5:00 PM
VOLUNTARY WORK

VOLUNTARY WORK

LIFE-SKILLS LITERACY

FRIDAY

FRIDAY Schedule

9:30 AM - 11:30AM
TECHNOLOGY TIME

12:00 PM- 12:30 PM
LUNCH

1:00 PM- 5:00 PM
COOKING /BAKING/BINGO AND BOARD GAMES

LUNCH

GAMING

PROGRAMMING

3D MODELING

CODING

COOKING/BAKING

BOARD GAMES

SATURDAY

SATURDAY Schedule

9:30 AM - 11:30AM
COMMUNITY MARKETS/ PAMPER MORNING

12:00 PM - 6:00 PM
LUNCH + CULTURAL EXPLORATION

12:00 PM - 6:00 PM
TIVOLI DRIVE-IN MOVIE

LUNCH

CARRARA

ORION

TEMPLE

TIVOLI DRIVE-IN MOVIES

SUNDAY

SUNDAY Schedule

9:30 AM - 11:30AM
COMMUNITY MARKETS/ PAMPER MORNING

12:00 PM- 12:30 PM
LUNCH

1:00 PM - 5:00 PM
INDIVIDUAL FREE CHOICE AFTERNOON

LUNCH

ORION

*Activities List:

Fun in the Sun Day: chocolate/lolly factories, science museum, GOMA, Ipswich art museum, indoor rock climbing, trampolining, historical tours, beach days (Gold Coast, Redcliffe, Sunshine Coast), Zoos

Adventure Day: timezone, roller skating/roller blading, go karting, escape rooms, Dinoverse, Putt Putt

Shopping: alternate between grocery shopping and clothes shopping (e.g. Shopping Centres: DFO, Australia Fair, Indooroopilly, Robina)

Exercise - bushwalks, gyms, swimming pool, sauna

Art lesson: put your artiste hat on and get ready to learn how to draw

Technology Time: 3D Modeling, Creating your own Website and QR Code, Create your own Minecraft Server and Player Skin, Create your own augmented reality experience, Learn to Code, Deep Art Neural Networks, Tilt Brush VR, Unity Environment: Design Workshop (Programming 9-10, Gaming 10-11, 11-12 3D Modelling) 9-12 and lunch will be 12-1.

Community Markets: Access your local community markets (find list of Sat and Sun market).

Cultural Exploration Afternoon: Chinatown, Indian/Turkish/Filipino/Middle Eastern Food, Temples, etc...

Sunday:

Once a month: Sunday - theme park day - theme park days - Movie World, Dreamworld, Wet n Wild, Whitewater world, Sea World

Pamper mornings: massages, self-care, learning grooming etiquette, manicure/pedicure, hair cut

CALENDAR 3

School Holiday Activities



MONDAY

MONDAY Schedule

9:30 AM - 11:00AM
TEN-PIN BOWLING

11:30 AM - 12:00NN
LUNCH

12:30 PM - 3:00PM
MOVIES AT THE
CINEMA
(Group Choice)



TEN-PIN BOWLING



LUNCH



MOVIES AT THE CINEMA

TUESDAY

TUESDAY Schedule

*Fun in the
sun day*

9:00 AM - 5:00 PM
FULL DAY TRIP
(Refer to the Activity
list)



GOLD COAST



GOMA ART MUSEUM



INDOOR ROCK CLIMBING



INDOOR TRAMPOLINE

WEDNESDAY

WEDNESDAY Schedule

9:00 AM - 11:30AM
ADVENTURE DAY

12:00 PM - 12:30AM
LUNCH

1:00 PM - 4:30 PM
GROCERY/
CLOTHESWINDOW
SHOPPING



ROLLER SKATING



PUTT PUTT



GO CARTING



ESCAPE ROOM



WINDOW SHOPPING



LUNCH

TIMEZONE

THURSDAY

THURSDAY Schedule

10:30 AM - 11:30AM
EXERCISE

12:00 PM - 12:30 PM
LUNCH

1:00 PM - 3:00 PM
ART LESSON



GYM



BUSH WALK & SWIMMING



ART LESSON

FRIDAY

FRIDAY Schedule

9:30 AM - 11:30AM
TECHNOLOGY TIME

12:00 PM - 12:30 PM
LUNCH

1:00 PM - 5:00 PM
COOKING
/BAKING/BINGO
AND BOARD GAMES



LUNCH



GAMING



PROGRAMMING



3D MODELING



CODING

COOKING/BAKING



BOARD GAMES

SATURDAY

SATURDAY Schedule

9:30 AM - 11:30AM
COMMUNITY
MARKETS/
PAMPER MORNING

12:00 PM - 6:00 PM
LUNCH + CULTURAL
EXPLORATION

12:00 PM - 6:00 PM
TIVOLI DRIVE-IN
MOVIE

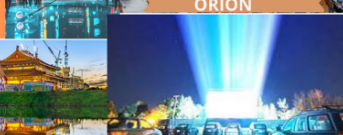


Carrara Markets
GOLD COAST + AUSTRALIA

CARRARA



ORION



TIVOLI DRIVE-IN MOVIES



TEMPLE

SUNDAY

SUNDAY Schedule

9:30 AM - 11:30AM
COMMUNITY
MARKETS/
PAMPER MORNING

12:00 PM - 12:30 PM
LUNCH

1:00 PM - 5:00 PM
INDIVIDUAL FREE
CHOICE
AFTERNOON



LUNCH



ORION