

EMPOWERED

Therapy & Training Pty Ltd

in conjunction with

KOOL KIDS TUTORING




ASSISTING ACCESS WITHIN EMPLOYMENT ONBOARDING FORM



 www.empoweredtherapyandtraining.com


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 contact@empoweredtherapyandtraining.com

 Empowered Therapy and Training


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

 @EmpowerThera1

 Teresa Everton

 Inspired Generation | Who Am I?

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 Kool Kids Tutoring

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

 @Kool_Kids_Tuts

 Teresa Everton

 Kool Parents / Kool Kids

 Registered NDIS Provider

ABN: 55 637 079 620

SPECIALISED SUPPORTED EMPLOYMENT


As a registered NDIS provider of Specialised Supported Employment supports, we provide the following;

- 1. Supports to assist Participants with employment where it is beyond the requirements of employment services and employers.**
- 2. Supports the Participant would require regardless of the activity they are undertaking (personal care, assistance with transport, assistive technology).**

We also are responsible (through our Partners in Community, in particular, the Local Area Coordinators) for building relationships with mainstream providers and the local community to improve our understanding of the employment needs of people with disabilities.

Participants who identify employment as a goal in their Individualised NDIS Plan, will not necessarily receive 'Finding and Keeping a Job' funds in their Individualised NDIS Plan. Instead, they may be referred to mainstream supports and be assessed for their eligibility to meet Job Seekers Australia (JSA) access criteria. The exception will be people in transitioning Australian Disability Enterprises.

Employment supports under the NDIS remains a very complex area. Participants, families and other groups, will need greater clarity before supports can be provided.



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.

SPECIALISED SUPPORTED EMPLOYMENT



Supports to assist Participants with employment where it is beyond the requirements of employment services and employers.

Supports the Participant would require regardless of the activity they are undertaking (personal care, assistance with transport, assistive technology).

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.

FORMS TO COMPLETE

Click the link to fill out the form

REFERRAL FORM

<https://form.jotform.com/empoweredtherapy/ett-referral-form>

CASE NOTES:

<https://form.jotform.com/empoweredtherapy/case-notes>

FORMALISED ASSESSMENTS REGISTRATION:

<https://form.jotform.com/empoweredtherapy/case-notes>

REQUEST FOR HOME AND LIVING SUPPORTS:

<https://form.jotform.com/empoweredtherapy/request-for-home-and-living-support>

ETT NATIONWIDE INCIDENT REPORT FORM

<https://form.jotform.com/empoweredtherapy/ett-nationwide-incident-report-form>

ETT THERAPISTS - LEGAL FORMS

Click the link to fill out the form

CLIENT WELCOME FORM:

<https://form.jotform.com/empoweredtherapy/client-welcome-form>

PERSONAL INFORMATION DISCLOSURE AND CONSENT TO OBTAIN AND RELEASE INFORMATION:

<https://form.jotform.com/empoweredtherapy/personal-information-disclosure-per>

GENERAL WHSE CHECKLIST:

<https://form.jotform.com/empoweredtherapy/general-whse-checklist-nationwide>

PARTICIPANT RISK ASSESSMENT FORM:

<https://form.jotform.com/empoweredtherapy/participant-risk-assesment-form>

SUPPORT WORKER FORMS

Click the link to fill out the form

COMMUNITY SERVICES WHSE CHECKLIST (IN-HOME SUPPORT WORKER ONLY NOT COMMUNITY SUPPORT WORKER):

<https://form.jotform.com/empoweredtherapy/community-services-whse-checklist-n>

SUPPORT WORKERS RECRUITMENT DOCUMENTATION:

<https://form.jotform.com/empoweredtherapy/support-workers-recruitment-documen>

POSITIVE BEHAVIOUR SUPPORT

Click the link to fill out the form

ABC OBSERVATION DATA LOG:

<https://form.jotform.com/empoweredtherapy/abc-observation-data-log>

FUNCTIONAL BEHAVIOUR ASSESSMENT (FBA) INTERVIEW FORM:

<https://form.jotform.com/empoweredtherapy/fba-interview-form>

FBA REPORT TEMPLATE:

<https://form.jotform.com/empoweredtherapy/functional-behaviour-assessment-fba>

GLASGOW DEPRESSION SCALE SELF-REPORT SCREENING QUESTIONNAIRE:

<https://form.jotform.com/empoweredtherapy/glasgow-depression-scale-self-repor>

GLASGOW DEPRESSION SCALE: CARE-GIVER SUPPLEMENT:

<https://form.jotform.com/empoweredtherapy/glasgow-depression-scale-care-giver>

KOOL KIDS TUTORING

Click the link to fill out the form

ENROLMENT AND PAYMENT AGREEMENT FORM:

<https://form.jotform.com/empoweredtherapy/kkt-enrolment-and-payment-agreement>

TEACHERS' LESSON PLAN:

<https://form.jotform.com/empoweredtherapy/lesson-plan>

FBA REPORT TEMPLATE:

<https://form.jotform.com/empoweredtherapy/functional-behaviour-assessment-fba>

KOOL KIDS CAMP

Click the link to fill out the form

CAMP ENROLMENT FORM:

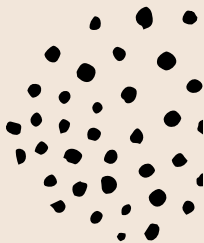
<https://form.jotform.com/empoweredtherapy/kool-kids-camp-enrolment-form-1>

REQUEST TO ADMINISTER MEDICATION ON CAMP:

<https://form.jotform.com/empoweredtherapy/request-to-administer-medication-on>

FOOD AND TRAVEL CONSENT FORM:

<https://form.jotform.com/empoweredtherapy/food-and-travel-consent-form>



OTHERS

Click the link to fill out the form

CLIENT FEEDBACK SURVEY:

<https://form.jotform.com/empoweredtherapy/client-feedback-survey>

STAFF FEEDBACK SURVEY:

<https://form.jotform.com/empoweredtherapy/client-feedback-survey>

EVENT EVALUATION JOTFORM:

<https://form.jotform.com/213408576775466>

 **EMAIL ALL REFERRALS TO:** referrals@empoweredtherapyandtraining.com

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.

SUPPORT WORKER CALENDAR OF ACTIVITIES

CALENDAR 1 Daily Living Activities



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p>MONDAY Schedule</p> <p>9:30 AM - 11:00AM TEN-PIN BOWLING</p> <p>11:30 AM - 12:00NN LUNCH</p> <p>12:30 PM- 3:00PM MOVIES AT THE CINEMA (Group Choice)</p> <p>TEN-PIN BOWLING</p> <p>LUNCH</p> <p>MOVIES AT THE CINEMA</p>	<p>TUESDAY Schedule</p> <p><i>Fun in the sun day</i></p> <p>9:00 AM - 5:00 PM FULL DAY TRIP (Refer to the Activity List)</p> <p>GOLD COAST</p> <p>GOMA ART MUSEUM</p> <p>INDOOR ROCK CLIMBING</p> <p>INDOOR TRAMPOLINE</p>	<p>WEDNESDAY Schedule</p> <p>9:00 AM - 11:30AM ADVENTURE DAY</p> <p>PUTT PUTT</p> <p>ESCAPE ROOM</p> <p>ESCAPE ROOM</p> <p>ROLLER SKATING</p> <p>GO CARTING</p> <p>TIMEZONE</p>	<p>THURSDAY Schedule</p> <p>10:30 AM - 11:30AM EXERCISE</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 3:00 PM ART LESSON</p> <p>GYM & SAUNAS</p> <p>BUSH WALK & SWIMMING</p> <p>LUNCH</p> <p>ART LESSON</p>
FRIDAY	SATURDAY	SUNDAY	*Activities List
<p>FRIDAY Schedule</p> <p>9:30 AM - 11:30AM TECHNOLOGY TIME</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM COOKING /BAKING/BINGO AND BOARD GAMES</p> <p>LUNCH</p> <p>PROGRAMMING</p> <p>3D MODELING</p> <p>CODING</p> <p>COOKING/BAKING</p> <p>BOARD GAMES</p>	<p>SATURDAY Schedule</p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 6:00 PM LUNCH + CULTURAL EXPLORATION</p> <p>12:00 PM - 6:00 PM TIVOLI DRIVE-IN MOVIE</p> <p>CARRARA MARKETS</p> <p>KARARA</p> <p>ORION</p> <p>TEMPLE</p> <p>TIVOLI DRIVE-IN MOVIES</p>	<p>SUNDAY Schedule</p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM INDIVIDUAL FREE CHOICE AFTERNOON</p> <p>LUNCH</p> <p>ORION</p>	<p>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), Zoo</p> <p>Adventure Day: miniature, roller skating/roller blading, go carting, escape rooms, Discovery, Pitt Point</p> <p>Shopping: alternate between grocery shopping and clothes shopping (e.g. Shopping Centres, DFO, Australia Fair, Indooroopilly, Robina)</p> <p>Exercise: bushwalks, gym, swimming pool, tennis</p> <p>Art lessons: put your artistic hat on and get ready to learn how to draw</p> <p>Technology Time: 3D Modelling, 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, 3D 12 3D Modelling 9-12 and lunch will be 10-1)</p> <p>Community Markets: Access your local community markets (find list of Sat and Sun markets)</p> <p>Cultural Exploration Afternoon: Chinese, Indian/Turkish/Filipino/Middle Eastern Food, Temples, etc...</p> <p>Sunday: Once a month: Sunday - theme park day - theme park days - Movie World, Dreamworld, Wet n Wild, Whosover world, Sea World</p> <p>Pamper mornings: manicures, self-care, learning grooming etiquette, massage/pedicure, hair cut</p>

CALENDAR 2 Job Ready Activities



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p>MONDAY Schedule</p> <p>9:30 AM - 11:00AM TEN-PIN BOWLING</p> <p>11:30 AM - 12:00NN LUNCH</p> <p>12:30 PM- 3:00PM MOVIES AT THE CINEMA (Group Choice)</p> <p>TEN-PIN BOWLING</p> <p>LUNCH</p> <p>MOVIES AT THE CINEMA</p>	<p>TUESDAY</p> <p>10:00 AM - 11:30 AM JOB READY SESSIONS</p> <p>12:00 NN - 12:30 PM LUNCH</p> <p>11:00 PM - 11:50 PM VOLUNTARY WORK</p> <p>INTERVIEW PRACTICE</p> <p>LAWN MOWING</p> <p>RESUME WRITING</p> <p>WALKING THE DOG</p>	<p>WEDNESDAY Schedule</p> <p>9:00 AM - 11:30AM ADVENTURE DAY</p> <p>PUTT PUTT</p> <p>ESCAPE ROOM</p> <p>ESCAPE ROOM</p> <p>ROLLER SKATING</p> <p>GO CARTING</p> <p>TIMEZONE</p>	<p>THURSDAY</p> <p>10:00 AM - 11:30 PM LIFE SKILLS LITERACY/ NUMERACY SESSION</p> <p>12:00 NN - 12:30 PM LUNCH</p> <p>11:00 PM - 11:50 PM VOLUNTARY WORK</p> <p>LITERACY VOLUNTEER</p> <p>VOLUNTARY WORK</p> <p>LIFE-SKILLS LITERACY</p>
FRIDAY	SATURDAY	SUNDAY	*Activities List
<p>FRIDAY Schedule</p> <p>9:30 AM - 11:30AM TECHNOLOGY TIME</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM COOKING /BAKING/BINGO AND BOARD GAMES</p> <p>LUNCH</p> <p>PROGRAMMING</p> <p>3D MODELING</p> <p>CODING</p> <p>COOKING/BAKING</p> <p>BOARD GAMES</p>	<p>SATURDAY Schedule</p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 6:00 PM LUNCH + CULTURAL EXPLORATION</p> <p>12:00 PM - 6:00 PM TIVOLI DRIVE-IN MOVIE</p> <p>CARRARA MARKETS</p> <p>KARARA</p> <p>ORION</p> <p>TEMPLE</p> <p>TIVOLI DRIVE-IN MOVIES</p>	<p>SUNDAY Schedule</p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM INDIVIDUAL FREE CHOICE AFTERNOON</p> <p>LUNCH</p> <p>ORION</p>	<p>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), Zoo</p> <p>Adventure Day: miniature, roller skating/roller blading, go carting, escape rooms, Discovery, Pitt Point</p> <p>Shopping: alternate between grocery shopping and clothes shopping (e.g. Shopping Centres, DFO, Australia Fair, Indooroopilly, Robina)</p> <p>Exercise: bushwalks, gym, swimming pool, tennis</p> <p>Art lessons: put your artistic hat on and get ready to learn how to draw</p> <p>Technology Time: 3D Modelling, 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, 3D 12 3D Modelling 9-12 and lunch will be 10-1)</p> <p>Community Markets: Access your local community markets (find list of Sat and Sun markets)</p> <p>Cultural Exploration Afternoon: Chinese, Indian/Turkish/Filipino/Middle Eastern Food, Temples, etc...</p> <p>Sunday: Once a month: Sunday - theme park day - theme park days - Movie World, Dreamworld, Wet n Wild, Whosover world, Sea World</p> <p>Pamper mornings: manicures, self-care, learning grooming etiquette, massage/pedicure, hair cut</p>

SUPPORT WORKER CALENDAR OF ACTIVITIES

CALENDAR 3

School Holiday Activities



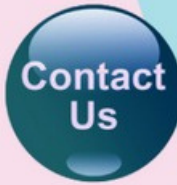
MONDAY MONDAY Schedule 9:30 AM - 11:00AM TEN-PIN BOWLING 11:30 AM - 12:00NN LUNCH 12:30 PM - 3:00PM MOVIES AT THE CINEMA (Group Choice) TEN-PIN BOWLING MOVIES AT THE CINEMA LUNCH	TUESDAY TUESDAY Schedule <i>Fun in the sun day</i> 9:00 AM - 5:00 PM FULL DAY TRIP (Refer to the Activity list) GOLD COAST 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/ CLOTHES/WINDOW SHOPPING ROLLER SKATING PUTT PUTT GO KARTING ESCAPE ROOM 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 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 CODING 3D MODELING COOKING/BAKING BOARD GAMES	SATURDAY SATURDAY Schedule 9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING 12:00 PM - 4:00 PM LUNCH + CULTURAL EXPLORATION 12:00 PM - 6:00 PM TIVOLI DRIVE-IN MOVIE CARRARA MARKETS CASARA 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	

CHECK OUT THIS LINK FOR THE SUPPORT WORKER CALENDAR JOTFORM



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:



Head Office Phone no:

(07) 4864 9888

Nationwide



1-800-00-7888

Email Address

contact@empoweredtherapyandtraining.com

Scan to visit the ETT Website





From the bottom of my Heart

Thank you!

Cheers!

Teressa Everton

