

DATE OF TRAINING: Please circle

2020 January

2020 July

1. Details of person making the enrolment (Who we can contact if we have questions about the enrolment)

Name	
Email	
Phone	
Postal Address	
Relationship to the NDIS participant (<i>delete ones that do not apply</i>)	Parent - Carer - NDIS/NDIA Planner - Other.....

2. Information about the NDIS Participant

Name and NDIS number of NDIS Participant		
NDIS Plan Number		
Date of birth of NDIS participant		

3. Information about the Training Participants (If already noted above please put – “As Above”)

	Parent / Carer	Child
Name		
Gender		
Email (<i>so we can send information about the training</i>)		
Phone (<i>In case we need to contact regarding the training</i>)		
Do either of you have a disability or other condition that we should know about in providing this training to you? If so, please tell us what assistance we can provide		
Do you need an interpreter? (<i>please specify language</i>)		
Do either of you identify as: (<i>please delete those that do not apply</i>)	Aboriginal - Torres Strait Islander - Both Aboriginal & Torres Strait Islander - Neither	

Cost of attending *Preparing for Periods*

The capped maximum cost for the *Preparing for Periods* program **\$1356.08**. This includes:

- **2 x 2 hour group sessions for parents only** (Improved Daily Living Skills)
 - 2 sessions of 2 hrs. 4 hrs @ \$58.52/hr = **\$234.08**
- **4 x 2 hour group sessions** for child and carer
- Parents/Carers funded under Improved Daily Living Skills
 - 4 sessions of 2 hrs each. 8 hrs@ \$58.52/hr = **\$468.16**
 - Plus up to 3 hrs of non-face-to-face after the training. Up to 3 hrs@ \$58.52 = **\$175.56** (max.)
- Children funded under Improved Daily Living Skills
 - 4 sessions of 2 hrs each. 8 hrs@ \$43.48/hr = **\$347.84**
 - Plus up to 3 hrs non-face-to-face after group work. Up to 3 hrs @ \$43.48 = **\$130.44** (max.)
- Final invoicing will depend on the hours of non-face-to-face support provided, but will not exceed maximum amounts listed above.

Please indicate where the invoice for the training cost should be sent:

1. Yourself	2. NDIS Planner	3. Portal	4. NDIS / NDIA
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Preparing for Periods is delivered under the support items:

SUPPORT CATEGORY: Improved Daily Living Skills		
Support Item	Support Item Ref No.	Description
Training for Parents/Carers	15_038_0117_1_3	Training for carers in matters related to caring for a person with a disability.
Community Engagement Assistance	15_045_0128_1_3	Program to empower participants and improve interactions between participants and their social networks. Assistance to engage effectively in the community through a group approach to help achieve goals, gain insight into their lives and make informed decisions.

If these items are not included in your NDIS plan or you are not sure, please contact SHFPACT for further information.

SHFPACT training cancellation policy:

Our policy is that cancellation without charge or with a full refund is available 7 days prior to the commencement of the course. If a cancellation is requested after the 7 day period a partial refund of 50% will be given. If the course has not been paid and a cancellation is requested after the 7 day period the participant will be invoiced for 50% of the course fees.

As the person lodging this enrolment form I understand (and the participant of the program where applicable understands) that:

- ✓ Only the training session can be invoiced to an NDIS/NDIA plan.
- ✓ By signing this I am confirming there are funds available in the support clusters indicated above in the NDIS plan in question.
- ✓ The resources of the session will be invoiced separately.
- ✓ It is up to the person lodging the enrolment form to supply all the details necessary for SHFPACT staff to process this enrolment – *SHFPACT staff will not be responsible for chasing up on details and may not be able to enrol participants if details are missing.*
- ✓ There is a cancellation policy and agree to the conditions.

If you have any questions about the enrolment process please do not hesitate to contact SHFPACT staff on (02) 6247 3077 or email – training@shfpact.org.au

Signed _____ (Digital signature acceptable – just type name)

Please return completed enrolment form to training@shfpact.org.au and confirmation will be sent by one of our staff members shortly