

Work & Development Orders

Sponsor Application Factsheet

Thank you for your interest in becoming a sponsor under the WDO program. The following is a summary of required supporting information & documentation needed to successfully complete your application.

Government and Non-Government Organisations* – Application Requirements

1. Completed application form, including:
 - a. An ABN reflecting either ACNC registration (not-for-profit) **or** status as a government entity.
 - b. Information relating to relevant experience, vocational or tertiary qualifications.
 - c. If educational/vocational or life skills courses are to be provided by your organisation, please provide details of the courses offered or run by your organisation.
 - d. Details of a referee. Where funding is received, the contact should, if possible, be a representative or employee of the funding organisation. Alternatively, a referee can be a representative of an agency that works closely with your organisation.*

2. Relevant insurance documents.*
 - a. This varies based upon activities to be provided; please see below.

Insurance Documentation Requirements for Non-Government Organisations

Activity	Public Liability	Professional Indemnity	Voluntary Workers
Drug or alcohol treatment	✓	✓	-
Voluntary unpaid work	✓	-	✓
Financial or other counseling	✓	✓	-
Medical/mental health treatment	✓	✓	-
Educational/ vocational/life skills courses	✓	-	-
Mentoring for persons < 25	✓	-	-

For-Profit Organisation Application Requirements

In addition to the above requirements, for- profit organisation must:

- a. Provide evidence of organisation’s objectives, governance, and funding arrangements.
- b. Provide to Department of Justice a proposal that outlines how the organisation intends to engage with clients in WDO.
- c. Reapply for an approval renewal. WDO sponsorship approval lapses after 12 months. If your organisation wishes to continue as an approved sponsor, then a renewal application must be lodged before the current approval lapses. This is done by verifying that there have been no changes in your organisation’s objectives, governance or funding arrangement. If changes occur in any of these areas mentioned, then your organisation needs to reapply for an approval.

Health Practitioners – Application Requirements

Psychologists, Medical Practitioners or Nurses who are registered with the Australian Health Practitioners Regulation Agency (AHPRA) are able to apply as individual sponsors under the WDO program. The only documentation required is the completed Health Practitioner Sponsor Application form, which requests that you provide your AHPRA registration number for verification

Which activities can my organisation provide?

Every organisation is different and provides different services and activities. Attached is a summary of each activity in order to ascertain which activities your organisation is able to provide. The qualifications of your staff are also assessed to confirm whether or not your organisation has sufficient staff resources to provide these activities to an appropriate standard.

What does each activity involve and what qualifications do my staffs require in order for my organisation to provide these activities?

Activity	Summary	Qualification/ experience requirements
Drug or alcohol treatment	Interventions aimed at assisting clients overcome dependencies on drugs or alcohol. Can include detoxification, medication, pharmacotherapy, counselling, behavioural therapy, group therapy, 12-step programs.	Nurses, doctors, psychologists; AOD caseworkers.
Voluntary unpaid work	Various activities undertaken with or on behalf of an approved organisation, including gardening, cooking, cleaning, property maintenance, assisting the elderly, administration, dog walking, etc.	Sufficient experience in management, social work or other relevant fields.
Financial or other counselling	<p>Counselling is a professional activity in which a counsellor/therapist helps clients explore & resolve issues of a personal/interpersonal nature.</p> <p>Financial counselling: generation of options and advice about debt issues and assisting the client in negotiating with creditors. Can also involve strategies to avoid future debt issues.</p> <p>Other counselling: can include family or group counselling aimed at improving a client's mental health or resolving emotional/behavioural issues.</p> <p>Case management is also included under this activity.</p>	<p>Financial or other counselling: Formal qualifications in therapy, counselling or psychology, financial planning etc.</p> <p>Case management: Social studies, social work or casework qualifications.</p>
Medical/ mental health treatment	Undertaken in accordance with a health practitioner's treatment plan and can include pharmacotherapy, sessions with psychiatrists or psychologists etc.	Doctors, psychologists, nurses or other medical practitioners registered with AHPRA.
Educational/ vocational or life skills courses	<p>Educational: includes courses undertaken at educational institutions that result in a qualification of some kind.</p> <p>Vocational: wide range of courses designed to assist clients in entering the workforce.</p> <p>Life Skills: courses which foster personal, social or practical skills and assist clients to function more independently in society.</p>	Tertiary qualifications or experience in education, casework, social work, counselling or other relevant fields (depending on type of course offered).
Mentoring for persons under 25	Semi-formal, structured relationship between a more experienced and less experienced person under the age of 25 which has a clear vision and goals. Mentoring can target a broad range of things, from emotional growth and development to job seeking and educational improvement.	Mentors should be readily accessible to their mentees, and willing to share their life experiences.

WDO sponsor application forms are available at <https://www.revenue.nsw.gov.au/fines/partner/wdo>

For more information email wdo@legalaid.nsw.gov.au