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| Form A |
| **National Redress Counselling and Psychological Service Victoria**  Application to provide services |
| OFFICIAL |

# Introduction

The federal Department of Social Services (DSS) administers the National Redress Scheme (NRS) for people who experienced institutional child sexual abuse. National Redress Counselling and Psychological Care (CPC) Service Victoria is for people who have accepted an offer of redress from the NRS and their family members by origin or choice. It gives them access to CPC and alternative therapies to address the impacts of trauma, support healing and improve wellbeing.

Clients may access the service with an existing therapeutic arrangement, or they may seek support to connect to a suitable provider for service offerings in scope.

The Department of Families, Fairness and Housing (the department) maintains a list of CPC providers (individual and agency). All providers must apply, be approved and placed on the list before being engaged to provide services.

# Application process

**Step 1:** Please read the *National Redress Counselling and Psychological Care Service Victoria: program: requirements for providers* document. This outlines the requirements to be listed to provide CPC services in Victoria.

**Step 2:** If you meet the CPC provider requirements, please complete all sections of this application form and attach a copy of the following:

* certificate of insurance (public liability up to $10 million and professional indemnity up to $5 million) with a reputable insurer
* relevant professional qualifications
* current registration with relevant professional association.

**Step 3:** The department will review the application and may contact you for further information.

**Step 4:** The department will advise you in writing of the outcome of your application.

Currently, there are no fees associated with making an application for inclusion on the list of CPC providers.

All questions in this application must be answered unless otherwise advised by the department.

The department is responsible for the CPC Service in Victoria. Further information about the program can be found on (insert new website) or to discuss your application call 1800 716 869.

Please refer to *National Redress Counselling and Psychological Care Service Victoria: program requirements for providers* document for full details and email the completed application and any attachments to [CPC Service](mailto:cpc@dffh.vic.gov.au) <cpc@dffh.vic.gov.au>.

# Application details

| Instructions | Applicant details |
| --- | --- |
| Full name of the registered legal entity/person |  |
| Full name of the Chief Executive Officer or equivalent (including title e.g., Mr, Ms, Mrs, Dr or Other if relevant) |  |
| Email address of the Chief Executive Officer or equivalent |  |
| Current registered ABN or ACN number |  |
| Website address |  |
| Street address |  |
| Postal address |  |
| Phone number |  |
| Contact name (including title e.g., Mr, Ms, Mrs, Dr or Other) of the legal entity |  |
| Position title of contact |  |
| Contact email address |  |

## Type of services offered

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| List (text box will expand) |

Are you listed on the National Redress Scheme Trauma Support Providers – Directory for Survivors?

Yes

No

Are you registered to provide counselling services for Victims of Crime Assistance Tribunal (VOCAT)?

Yes

No

## Qualifications

Sole trader applicants are required to provide copies of their qualifications with this application.

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| **Please list award type, title of qualification, awarding organisation and date of award – for each relevant qualification.** (Text box will expand) |

## Relevant professional registration

It is a requirement that practitioners delivering CPC are registered member/s of a professional body or association and can demonstrate active registration. For example: APA, AASW etc.

| Professional body | Details |
| --- | --- |
| Profession |  |
| Professional association |  |
| Registration number |  |
| Registration status |  |
| Registration expiry date |  |

Sole-trader applicants must provide a certificate of currency for professional association membership with this application. Organisations or private entities employing multiple staff to deliver CPC must provide information on qualifications and association memberships for all staff as an attachment where there will be more than one practitioner providing CPC.

Other relevant registrations, professional memberships or listings on relevant directories.

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| (Text box will expand) |

## Insurance

Please complete all sections

| Insurance and required cover | Insurer and sum insured (limit of liability) | Policy number | Expiry date |
| --- | --- | --- | --- |
| Public liability  $10 million |  |  |  |
| Professional Indemnity  $5 million |  |  |  |

**Policy endorsements**

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| (Provide separate information on any policy endorsements which narrow the scope of the insurance cover) |

Applicants are required to provide certificates of currency for insurance with this application.

Certificates of currency are to be from the original insurer and in the name of the applicant.

Please note that certificates from insurance brokers or agents are not acceptable.

Please indicate if certificates are attached:

Attached

Not attached

## Applicant declarations

In making this application I hereby:

1. declare that the information in and attached to this application form is true and correct
2. if my application is successful, undertake to advise the department of any changes to the information contained in this application for the duration of the period listed to provide CPC
3. acknowledge that if my application is successful, being listed on the list of CPC providers does not guarantee any or ongoing work as a result of being listed
4. agree to provide the department with updated professional association registration and relevant insurance certificates annually to continue to be listed and eligible to provide CPC services.

Signed: (insert signature)

Name: (printed)

Date:

Business (practice) name: (printed)

## Collection notice for personal information

The Department of Families, Fairness and Housing is committed to protecting your privacy. The department collects and handles the personal information in this application for the purpose of assessing the Applicant’s suitability for being placed on the list of CPC providers. For more information, please refer to the [Collection Notice](https://www.vic.gov.au/national-redress-counselling-psychological-care) <https://www.vic.gov.au/national-redress-counselling-psychological-care>.

You can contact the department by email [cpc@dffh.vic.gov.au](mailto:cpc@dffh.vic.gov.au) <cpc@dffh.vic.gov.au> or by phone 1800 716 869 to discuss.

If required or authorised by or under law, the department may disclose the applicant’s personal information in accordance with the information privacy principles.

For more information, please refer to the department’s [privacy policy](https://dhhsvicgovau.sharepoint.com/sites/ChildrenFamiliesPolicy-DHHS-GRP/Shared%20Documents/National%20Redress%20Scheme/Counselling%20and%20Psychological%20Care/01%20NRS%20CPC%20Project%20Implementation%202023/02%20Working%20Documents%20for%201%20November%202023/01%20Policy%20and%20Guidance/NRS%20CPC%20Program%20requirements%20for%20providers%20-%20FINAL/privacy%20policy) <http://www.dffh.vic.gov.au/publictions/privacy-policy>.