

To: NPA.Assessors@dss.gov.au

**Participant Experience and Support Programs
Department of Social Services
71 Athllon Drive, Greenway
CANBERRA ACT 2900**

**Request to Add a New Assessor
Disability Employment National Panel of Assessors (NPA) Deed of Standing Offer**

I am writing to request a variation to our list of Assessors who are approved by the Department to conduct Supported Wage System (SWS) and Ongoing Support (OSA) assessment services and/or Workplace Modifications (WMS) assessments, in accordance with the above Deed.

I have read and signed the declaration in regard to the skills, knowledge, experience and qualifications for the Assessor/s I wish to nominate. I understand that the Department may request further information and verification of the details I have provided.

As a member of the National Panel of Assessors, I acknowledge that the Department cannot provide any guarantee of work.

I agree that the following Assessor details can be published by the Department on its secure IT System so that the Department and Inclusive Employment Australia Providers may access them for allocation of assessments and administration purposes.

Please find attached:

- Declaration
- Attachment A: New Assessor Approval Form

Yours sincerely

<<Insert Agency name and signature block>>

Date:

Table 1: Provider guidance for approving new Assessors

Details	What is Required
Skills Please note that your organisation should conduct at least two reference checks for new Assessors.	Skills are demonstrated by having: • high level communication skills with the ability to consult and provide advice in a sensitive and appropriate manner • ability to complete Assessments to a high standard • ability to produce detailed written reports on completion of Assessment • ability to assess barriers and negotiate appropriate solutions to meet the needs of people with disability • technical skills related to the relevant process of Assessment.
Experience	Each nominated Assessor has a minimum of 2 years practical experience in disability employment, workplace productivity Assessments or related sectors. You must be able to demonstrate how experience in a 'related sector' developed the required skills and knowledge listed in this Attachment.
Knowledge	Each nominated Assessor understands: • industry building and access codes (WMS Assessors only) • duty of care and professional ethics • employment assistance options available to people with disability seeking employment • relevant Work Health and Safety, Industrial Relations and Anti-discrimination legislation. Each Assessor will be required to have knowledge of: • duty of care and professional ethics • employment assistance options available to people with disability seeking employment • relevant work health and safety, industrial relations and anti-discrimination legislation.
Qualifications	All Assessors delivering Assessments under a Deed will be required to possess a minimum of a diploma or higher-level qualification in one or more of the following fields: • rehabilitation counsellor • occupational therapy • physiotherapy • nurse • medical practitioner • psychologist/psychiatrist • orthoptics/optometry • audiology • exercise physiologist • vocational training, or other diploma or higher-level qualification which the Provider considers is relevant to providing the required Assessments which is approved by the Department. WMS Assessors are required to have a full (not provisional or restricted), up to date, qualification that is registered, accredited or recognised with the relevant association. Assessors should maintain their registration whilst they work as an NPA Assessor.

If a Provider wishes to engage an Assessor who possesses alternative qualifications than those listed in Table 1, approval from the Department will be required (Attachment A).

I declare that the Assessor listed at Attachment A meets the minimum requirements in relation to skills, experience and knowledge as set out above. I also declare that the organisation has complied with clause 12 of the Deed prior to engaging each assessor.

This declaration is made by: Name: _____
 Position: _____
 Signature: _____

The signatory warrants that they have authority to act on behalf of <<enter name of Panel Provider>>.

If this request is for more than one Assessor, please complete one table for each individual Assessor.
Please copy and paste the table below, if required.

Attachment A: New Assessor Approval is required from the Department

Name of Assessor:	
Accreditation number (if applicable):	
Name of ESA(s) the Assessor will conduct Assessments:	
Assessment Type (OSA/SWS; WMS):	
Name of qualification/s:	
Justification of current qualification/s*:	
Does the Assessor have a relationship with another NPA Provider or Inclusive Employment Australia Provider: If yes list the Provider names.	

*Justification may include a transcript of relevant subjects completed and a written explanation of their relevance to the type of Assessments they will provide.