

To whom it may concern,

We have received a request for you to provide therapy at William Dean Public school for (Student name)

Please find attached Engagement Agreement to be completed by someone with the Legal Authority to sign on behalf of the company and their role specified i.e., Director.

This must be either a physical signature in blue or black pen or a legal digital signature using a product such as docusign with a time and date stamp.

Copies of insurance policies stipulated in section 9.1, 9.2 and 9.3 must also be provided.

Please confirm your clearance to work in NSW public school by providing your eCPC ID number or full name and date of birth.

If you do not have clearance to work in NSW schools, then you must complete the attached Declaration for child related workers form with a copy of the ID document used on the paperwork: i.e., licence.

We also require a copy of your 2023 mandatory child protection training certificate.

The link to complete this is in the attached external providers information pack.

Once all paperwork is in place, we will put you in touch with the LaST Team to schedule your sessions.

Kind regards