

## **Sponsored Applicants Information Sheet**

Applicants who are employed by a Non-Government Organisation or business that provides human services such as counselling, group work, or social work can apply as sponsored applicants. The sponsoring organisation or business must agree to and ensure the applicant is covered by their insurance policies and manage the invoicing and subsequent payment of the employee.

### **What is required of an organisation or business that sponsors an applicant?**

- Provision of a letter and supporting documentation to be supplied with the application (please see page 2 for detailed requirements).
- Being registered in CSNSW Finance system by completing supplied forms upon an applicant being successful.
- The use of the organisation or business's Public Liability (at least (\$10,000,000) and Public Indemnity (at least \$1,000,000) when the applicant is engaged in any program facilitation for CSNSW.
- Management invoice creation and payment of the applicant for any work carried out for CSNSW.
- CSNSW must be notified immediately on the cessation of employment or support of the sponsored applicant.

### **What is required of a 'Sponsored Applicant'?**

- Advise their sponsor of the work they have accepted from CSNSW.
- Advise their sponsor of any sessions missed for invoicing purposes.
- Submit invoices via SmartyGrants provided by the sponsoring organisation
- Advise sponsor if the program is cancelled for any reason.

## **Supplying a Letter of Support for an External Facilitator applying to provide services to**

### **Corrective Services NSW**

A sponsoring organisation will need to provide a letter that the individual's application is supported and copies of the organisation's insurance certificates.

This document will be uploaded by the individual as part of their application.

The letter should be written, and signed, by an authorised representative of the sponsoring organisation on the organisation's letterhead.

The letter must include:

1. Name of the organisation
2. Name of the Authorised Representative
3. Position the Authorised Representative holds within the organisation
4. Name of the applicant
5. Position of the applicant held within the organisation
6. Employment Status ( Full time, Part Time, Temporary)
7. The organisation's agreement to abide by the CSNSW State-Wide Programs: External Facilitators Deed of Agreement 11 July 2019 (A copy of the document must be printed and scanned with the letter)
8. The organisation's agreement to indemnify the individual as per CSNSW insurance requirements: Public Liability to the amount of \$10 Million and Professional Indemnity Insurance in the amount of \$1 Million for any one claim in the event of such an occurrence whilst facilitating CSNSW behaviour change programs on behalf of CSNSW. See Deed of Agreement for more information. Please note certificates of currency are required by CSNSW to support the application.
9. The organisation's agreement to advise CSNSW if the sponsored individual's employment is terminated.
10. The organisation's agreement to manage the invoicing for all work carried out by the applicant.