

Approved Panel of Provider Compliance fact sheet

A guide on Deed requirements for approved providers

This fact sheet outlines the clauses and schedules from the Deed of Agreement which must be adhered to. During site visits, DECD officers seek documented evidence (mostly in case files) that the provider has met these Deed requirements.

Section of the Deed	Requirements
<p>Clause 27.7 Relevant History Information</p> <p>Part A Clause 18.1 Part B Clause 15.1 Part C Clause 18.1 Schedule 2 Personnel</p>	<p>All personnel delivering programs must have a current relevant criminal history clearance.</p> <p>The Provider must, prior to provision of any Services and upon request by the Minister, provide information in relation to Provider Personnel which includes the date of Relevant History Information.</p>
<p>Clause 15.1 Reporting</p>	<p>The Provider must provide the reports specified in the relevant Part of Schedule 2, a Services Agreement and any other reports as required by the Minister.</p>
<p>Part B Clause 7 Schedule 2 Mandatory Requirements</p>	<p>Case Managers must be qualified in one or more of the following:</p> <ul style="list-style-type: none"> • Certificate IV or Diploma in Youth Work or Youth Justice • Bachelor in Social Work or Psychology • Certificate IV in Child, Youth and Family Intervention (Child Protection)
<p>Clause 27.11.2 Child Safe Environments Compliance Statement</p>	<p>The Provider must lodge the statement required by the Children's Protection Act 1993 about the Provider's child safe policies and procedures with Families SA (referred to as Child Safe Environment Compliance Statement).</p>
<p>Clause 46.1 Meetings</p>	<p>Each Party's representative must meet at least once each year during the Term and at such other times as reasonably requested by the Minister.</p>

Section of the Deed	Requirements
<p>Part B Schedule 2 Service Specifications - Case Manager's Role</p>	<p>The case manager identifies the student's specific social, emotional, learning, health and wellbeing needs as they impact on their ability to engage in learning.</p>
	<p>The case manager provides practical assistance as required, such as negotiating and accessing Centrelink and other benefits; accompanies the young person to medical or other appointments or, where this is not practical or possible, makes appropriate arrangements for them.</p>
	<p>The case manager keeps a case file on each young person they work with, including a case plan, detailed notes of weekly contact, notes on progress reviews with DECD school, assessment of needs and support required, referrals, enrolment in accredited learning, detailed time tables, transition planning (transition in and out of case management, from primary to high school, from school to work etc.)</p>
	<p>The case manager maintains regular communication with the school and other professional staff, the student's parent/caregiver (where age appropriate), the local DECD appointed staff and other service providers/agencies.</p>
	<p>The case manager supports young people to engage in learning that is able to be accredited with a focus on literacy and numeracy assessment that is acquired through FLO tools such as Flexible Learning and Transition Portfolio (FLTP).</p>
<p>Part B Schedule 2 Service Specifications - Case Management Requirements</p>	<p>Case Managers must provide personalised case management services to address a young person's identified barriers and support them in setting and achieving goals which meet their vocational and career interests.</p> <p>This can be done through personalised case management and/or engagement in a Flexible Learning program enrolment, whilst providing opportunities to the young person to engage in meaningful learning, training or employment which is accredited and which leads to further training and employment.</p>
<p>Part B Schedule 2 Service Specifications - Reporting</p>	<p>The Provider must provide activity reports as requested to the DECD which may include information about student engagement, attendance, learning outcomes and achievements.</p>
<p>Part B Clause 7.8 Schedule 2 Mandatory Requirements</p>	<p>All personnel delivering programs must have participated in Responding to Abuse and Neglect Education and Care training.</p>