

APPLICANT TO COMPLETE SECTIONS A – E THEN EMAIL FORM AND ACCOMPANYING EVIDENCE TO WDOS@TAFENSW.EDU.AU

The Work Development Order (WDO) scheme enables eligible individuals who are experiencing acute economic hardship to reduce their NSW fine debt through participation in training with TAFE NSW as a nominated sponsor of the scheme. A WDO is available to individuals who:

- meet the eligibility requirements of entry into TAFE NSW and the relevant programme of study;
- provide documentary evidence to support this application on grounds of acute economic hardship;
- are approved by TAFE NSW as being eligible for enrolment and suitable for the WDO scheme.

Section A – Applicant Details

Family name		First name	
Other name		Date of birth	
Under 18 years of age?	Yes No	Home phone	
Email		Mobile phone	
Residential address			Postcode
Postal address (if different to above)			Postcode
Are you of Australian Aboriginal and/or Torres Strait Islander descent?	Yes No		
Are you culturally and/or linguistically diverse?	Yes No		
Drivers License/Passport/NSW Photo Card Number:			Evidence must be attached
Revenue NSW Fine Number:	Are you an Existing WDO Client?	Yes No	

Section B – Grounds for WDO application (Choose only one option)

Option 1 – I am in receipt of the following Centrelink benefit supported by an issued Centrelink Income Statement dated in the last four weeks : (please tick one) Evidence must be attached

Abstudy	Carer Payment	Jobseeker Allowance
Age Pension	Department of Veterans' Affairs	Parenting Payment Single/Partnered
Austudy	Disability Pension	Youth Allowance

Customer Reference Number (CRN):

Option 2 – I am experiencing acute economic hardship (but not in receipt of a Centrelink benefit) Evidence must be attached

To support an application under acute economic hardship please provide documentary evidence of the following:

- a) Three most recent payslips; and
- b) Most recent bank statements (3 months); and
- c) [Exceptional Circumstances Form](#) (if earning above income threshold*)

***Note 1** – Income thresholds apply, please see <https://www.revenue.nsw.gov.au/help-centre/resources-library/gf001.pdf> for more information.

Note 2 – Exceptional circumstances form is available from Revenue NSW - <https://www.revenue.nsw.gov.au/help-centre/resources-library/sdr037.pdf>

Section C – Training Activity

Evidence of receipt or Confirmation of Enrolment must be attached

Student Number	TAFE Campus
Hours per week	Course Number
Course Title	
Start Date	End Date
Does the course require a Working with Children Check?	Teacher/s
	Yes No (If no, go to Section D)
Working with Children Check number	Expiry Date:

Section D – Authorisations (If you need to discuss these options further, a TAFE NSW staff member can provide you contact details for Legal Aid)

1a. If new fines are found or referred to Revenue NSW, would you like to have them automatically added to your Work Development Order? Yes No

1b. I understand that: (please select)

by selecting 'Yes' I may waiver my right for appeal.

by selecting 'Yes', any new enforcement orders issued while the WDO is active will automatically be added to the WDO.

by selecting 'No', any new enforcement orders will not be included in the WDO, and may, therefore, result in further enforcement action such as adding costs, applying sanctions, garnisheeing the client's bank account or wages, and/or issuing a property seizure order.

Applicant's Signature

Date: day month year

2. Do you already have a Time-to-Pay arrangement with Revenue NSW? Yes No (If no, go to question 4)

3. Do you wish to keep your current Time-to-Pay arrangement? Yes No

4a. Would you like to set up a Time-to-Pay arrangement with your WDO? Yes No

4b. If yes, nominate the dollar amount to be paid per fortnight \$

5. If the Penalty Notice is not yet an overdue fine, would you like it to be voluntarily enforced (forced across) to Revenue NSW so that you can start your Work Development Order? Yes No

Note 3 - I understand that in doing this:

- a) I may waiver my right for appeal;
- b) Drivers' license restrictions may apply – please check with Revenue NSW;
- c) If the fine is already with the Court, it will be your responsibility to contact the Court to bring it across to Revenue NSW.

Section E – Applicant's Declaration

I agree and consent to this application for a Work and Development Order to satisfy all or part of my fines at Revenue NSW. In doing so I understand that:

Applications are subject to audit such that I may be required to provide copies of documentation relating to Work Development Orders upon request.

Attendance will be drawn by TAFE NSW using the Student Administration Learner Management system. It is recommended that I keep a separate record of course attendance hours.

It is my responsibility to send an email to TAFE NSW (wdos@tafensw.edu.au) if I leave or change course.

When my course finishes my WDO will close unless I immediately enrol into another course and notify TAFE NSW.

APPLICANT'S DECLARATION

I warrant that the information provided in this form is accurate and that should any such statements and/or representations prove later to be false, any decision made as a result may be reversed. I further acknowledge that I may be subject to penalty under the TAFE NSW Student Conduct and Discipline Policy, which may include being excluded from TAFE NSW.

I consent and authorise TAFE NSW and the Department of Human Services (Centrelink) or Department of Veterans' Affairs for the release of information on the current status of my Entitlement solely in order to confirm and validate my eligibility for fee exemption or fee concession on enrolment into training subsidised by the NSW Government or identified TAFE NSW qualifications.

SIGNATURE OF APPLICANT

Date: day month year

STUDENT PRIVACY

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys.

Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed when required by law and to government departments and agencies, including for example to the Department of Human Services (Centrelink), the Department of Home Affairs, NSW Department of Justice, Revenue NSW, Legal Aid NSW and the Aboriginal Legal Service NSW/ACT.

While the provision of the information requested on this form is not required by law, it is a requirement of TAFE NSW and your application will not be accepted if it is not provided.

You may correct your personal details by contacting your TAFE NSW campus administration or by using the TAFE NSW Student Portal. Refer to <https://www.tafensw.edu.au/privacy> for more details.

OFFICE USE ONLY

Standard User Check

Customer is: Existing WDO client New client Referred by another agency

Customer provided:

Photo ID Confirmation of Enrolment or Tax Invoice
Revenue NSW Fine number Centrelink Income Statement (dated within last 4 weeks)

Approved course activity is educational, vocational or life skills and meets eligibility requirements? Yes No

OFFICER'S NAME

OFFICER'S TITLE

OFFICER'S SIGNATURE **Date:** **day** **month** **year**

Acute Economic Hardship Endorsement (TAFE NSW Counsellor)

Customer provided:

Last three payslips Last three months of bank statements
Exceptional Circumstances Form (If earning above the income threshold)

Endorsed Yes No

Reason for non-endorsement:

Notes:

ENDORSER'S NAME

ENDORSER'S TITLE

ENDORSER'S SIGNATURE **Date:** **day** **month** **year**

WDO TAFE NSW Approved (Primary or Secondary Administrator)

Approved Yes No

Reason for non-approval:

Notes:

APPROVER'S NAME

APPROVER'S TITLE

APPROVER'S SIGNATURE **Date:** **day** **month** **year**

Record Keeping (Standard User)

Date entered on to WDO Self Service Portal:

Note: WDOs cannot be backdated so only commences once submitted on Portal.

Customer signed and completed required fields All documents filed in Content Manager
Record added to Revenue NSW system

OFFICER'S NAME

OFFICER'S TITLE

OFFICER'S SIGNATURE **Date:** **day** **month** **year**