

CHECKLIST

New Account

- Email address
- Identity document such as a driver licence, passport or Medicare card

Existing Account

- MyServiceNSW login details – email address and password

Business information

- ABN*
- Business names*
- Director's name*
- Mobile number*
- Email address
- Insurance policy number and expiry for public liability insurance or policies issued by your insurer (low risk \$10 million, high risk \$20 million)
- Certificate of Currency for Public Liability Insurance in PDF (this can be obtained from your insurer)
- Website (if applicable)
- Child Safe Policy or completed Child Safe eLearning module provided by Office of the Children's Guardian

*Ensure that the details are as per the Australian Business Register

Businesses with 1- 5 staff working with children

For **all staff** who are over 18 years and working with children:

- Name
- Working With Children Check number and expiry date
- Date of Birth
- PDF document (resume or bio) which details the skills, qualifications or experience related to the activity being delivered

Businesses with 6 + staff working with children

- Business registration number issued by the Office of the Children's Guardian (Number starts with REG followed by seven digits i.e. REGXXXXXXX)

Program Structure (or activities on offer)

- Brief description and PDF document outlining what courses or activities you offer to students, a timetable of the program and the learning objectives/outcomes of the class (e.g. syllabus, marketing flyer etc)
- Fee Structure in PDF document which details the cost for the activities on offer as described in your program document.

Banking details (to receive funds)

- Bank account name, BSB and account number