

## DES Direct Registration Form Checklist

### About this Checklist

This purpose of this Checklist is to assist DES Providers with ensuring they have obtained the necessary information to Directly Register a job seeker in DES and the DES DRF is correctly completed. Completion of this Checklist is optional.

### Documentary Evidence

The DES Deed and the Direct Registration Guidelines require DES Providers to complete a DES DRF for all job seekers who are Directly Registered and Commenced in DES. The DES DRF is an important document which records critical information relating to a Participant's eligibility for DES Programme Services and importantly, records a Participant's consent to share information obtained by the DES Provider. The DES DRF is the key document to support a job seeker's eligibility for Direct Registration and must be retained on file as Documentary Evidence.

<b>Participant's Name:</b>		
<b>Job Seeker ID:</b>		
<b>Section</b>	<b>Job seeker Requirement</b>	<b>Response is correctly recorded</b>
1. Job seeker identification details	Job seeker has ticked "yes" or "no" to indicate whether or not they are registered with Centrelink or an ADE, DES or <i>jobactive</i> /TTW service Provider. If "yes" is ticked the job seeker has provided their job seeker ID or CRN*  *All directly registered Participants <u>must</u> have a CRN. Where a job seeker does not have a CRN a DES Provider must request DHS to create one. Refer to Step 6, p16 of these Guidelines for more information.	Response correctly recorded? Y/N
2. Personal Details	Personal details completed and job seeker has ticked "yes" or "no" to the questions about English as a first language and whether or not they require an interpreter.	Response correctly recorded? Y/N
3. Australian residency or visa status	Job seeker has ticked "yes" to indicate they are an Australian Resident or TPV/SHEV holder. If a job seeker has ticked "no" to both questions the job seeker is ineligible for DES and the Direct Registration should not proceed.	Response correctly recorded? Y/N
4. Do you have a disability, injury or health condition?	Job seeker has ticked "yes" or "no" to indicate whether or not they have a disability, injury or health condition which may impact on their ability to work. If "yes" is ticked, the job seeker has stated the nature of their disability, injury or health condition. If "no" is ticked the Direct Registration should not proceed.	Response correctly recorded? Y/N
5. Do you identify yourself as an Indigenous Australian of Aboriginal and/or Torres Islander decent?	Job seeker has ticked "yes" or "no" to indicate whether or not they are an Indigenous Australian of Aboriginal and/or Torres Islander decent.	Response correctly recorded? Y/N
6. Are you or have you been known by any other	Job seeker has ticked "yes" or "no". If "yes" is ticked the job seeker the job seeker has provided their	Response correctly recorded? Y/N

names?	previous name.	
7. Your contact details	Contact details are completed correctly.	Response correctly recorded? Y/N
8. Your preferred method of contact	Preferred method of contact recorded.	Response correctly recorded? Y/N
9. Income Support	Job seeker has ticked "yes" or "no". If "yes" is ticked job seeker has provided the name of allowance.	Response correctly recorded? Y/N
10. Personal Circumstances	Where a job seeker is working at or above their Employment Benchmark hours (where the job seeker has a Valid ESAt/JCA), the job seeker is ineligible for DES and job seeker cannot be Commenced. Job seekers Directly Registering as ESAt/JCA exempt are ineligible if they are working eight hours or more.  Job seeker has ticked "yes" or "no" to indicate whether or not they are currently in paid work. If "yes" is ticked the job seeker has provided the number of hours they have worked each week.	Response correctly recorded? Y/N
	Job seeker has ticked "yes" or "no" to indicate whether or not they are in full-time education or training.  If the job seeker has ticked "yes" to this question and does not meet the eligibility requirements for ESL, the job seeker is ineligible for DES and the Direct Registration should not proceed.	Response correctly recorded? Y/N
	Job seeker has ticked "yes" or "no" to indicate whether or not they have taken a redundancy in the last six months. If "yes" is ticked job seeker has indicated the industry in which they worked and the name of the organisation they worked for.	Response correctly recorded? Y/N
11. Pre-release prisoners	Job seeker has ticked "yes" or "no" to indicate whether or not they are participating in a pre-release work programme.	Response correctly recorded? Y/N
12. Special Class Clients (where job seeker is seeking to access DES under Special Class Client arrangements).	Job seeker has ticked "yes" or "no" to indicate whether or not they have a disability, injury or health condition as a result of exposure to the Bali/London bombings or the December 2012 Tsunami.	Response correctly recorded? Y/N
13. Job in Jeopardy (where a job seeker is seeking access to DES for JiJ assistance).	Job seeker has ticked "yes" or "no" to indicate whether or not their employment is in jeopardy due to their disability, injury or health condition. If "yes" is ticked the job seeker has provided the employer's business name and the name of a contact person.	Response correctly recorded? Y/N
14. Eligible School Leavers (where a job seeker is seeking to access DES under Eligible School Leaver arrangements).	Job seeker has ticked "yes" or "no" to indicate whether or not they are a current full-time student. If "yes" is ticked the job seeker has provided the name of their school and their current school year	Response correctly recorded? Y/N
	Job seeker has ticked "yes" or "no" to indicate whether or not they have left school. If "yes" is ticked the job seeker has provided the date they left school.	Response correctly recorded? Y/N
	Job seeker has ticked "yes" or "no" to indicate whether or not they have recently completed or are	Response correctly recorded? Y/N

	within six months of completing a post-school employment or transition to work programme for people with disability. If “yes” is ticked the job seeker has provided the name of the programme and the date that they finished the programme.	
15. Participating in Australian Disability Enterprises (where a job seeker who is participating in ADE is seeking to access DES)	Job seeker has ticked “yes” or “no” to indicate whether or not they are currently registered with and ADE Provider. If “yes” is ticked the job seeker has provided the name of the ADE Provider.	Response correctly recorded? Y/N
16. Proof of identity (POI)	Provider has sighted at least one document from the Group A or two documents from Group B.	Response correctly recorded? Y/N
<b>DES DRF signed and dated by the job seeker (or their legal guardian) and the Provider representative</b>		Response correctly recorded? Y/N