

Work Development Program / Order



Participant Rights & Responsibilities

As a participant in a Work Development Program/Order (WDP/O) with Care, you have rights and responsibilities.

Your Rights

As a WDP/O participant with Care, you have the right to:

- Be treated fairly, respectfully, and without judgement
- Have a support person or advocate assist you with prior notification to Care
- Receive clear information about how the WDP/O works and what is required to participate
- Ask questions and seek support from our team
- Know how your information is stored and used
- Make a complaint and have it handled fairly and promptly

Your Responsibilities

As a WDP/O participant with Care, you agree to:

Managing your WDP/O

- You must keep track of your WDP/O program details, including expiry dates
- While Care may send reminders, you remain entirely responsible for managing your WDP/O program
- Contact the relevant authority (e.g. Access Canberra or Revenue NSW) if your program expires or closes

Forms and extensions

- Complete and return all required forms accurately and on time
- Submit any extension requests at least 2 weeks before your WDP/O program expires. If extension forms are not received by Care before the expiry date, your program will be automatically closed

- Understand that expired programs will not be backdated. You may have the option to apply for a new WDP/O if appropriate.
- Notify Care of any additional infringements that you would like to apply to have added to your active WDP/O. Care will consider requests for extension support on a case-by-case basis, considering funding constraints and service capacity.

Participation

- Treat Care staff and guest speakers with courtesy and respect
- Respect the rights of other participants
- Contact Care to register for workshops
- Actively participate in agreed activities
- Arrive on time to workshops. Care may refuse entry if you arrive more than 15 minutes after workshop commencement
- Understand that failure to engage may result in your program being closed
- Periods of inactivity may result in your program being closed
 - Care may close your program if requirements are not met
 - The relevant authority may close your program if requirements are not met
 - You will be notified and will have to contact the relevant authority to discuss options and find out the status of your infringements.

By being a WDP/O participant with Care you confirm that you have read and understand these rights and responsibilities. You also understand and agree that you are responsible for managing your participation, including expiry dates and program requirements.