

Factsheet 2.5

Become a Sponsor: Social workers



Who can be a WDO Sponsor?

WDO sponsors may be government organisations, non-government organisations (for profit or not-for-profit), individual health practitioners or social workers. This guide provides information about the approval process for social workers.

How do I become a WDO sponsor – social worker?

Complete an online application on the [Revenue NSW website](#). Follow the steps in the table below. You will need to upload copies of your insurance certificates during the application process.

You cannot save a partially completed application, so make sure you have all relevant information to hand. Once you start you must complete all mandatory fields and submit your application.

Who can apply as a social worker?

A person working as a social worker has two ways to be approved as a WDO sponsor.

1. A social worker, eligible for membership of the Australian Association of Social Workers (AASW) may be approved to support all WDO activities (except for direct mental health treatment) (**General Social Worker**) or:
2. A social worker registered with the AASW as an Accredited Mental Health Social Worker (**AMHSW**) may be approved to support all activities including mental health treatment.

SPONSOR application process – social worker

Action	Detail Required
Step 1 – Sponsor type	Select social worker.
Step 2 – Applicant details	<ul style="list-style-type: none">• Enter your name• Select whether you are applying as an Accredited Mental Health Social worker OR a general social worker.• Select whether you are registered with the Australian Association of Social Workers (AASW), and if so, enter your AASW registration number and expiry date• Enter your phone and email details• Select whether you will be working with children under the age of 18, and if so, enter your Working with Children check number and expiry date• Enter your street and mailing address details

SPONSOR application process – social worker	
Step 3 – Practice Details	Select the type of practice you work at and enter the name of the practice/ organisation and practice email address.
Client eligibility grounds	There are six eligibility grounds listed. These are indicative only of the types of clients your service has experience working with.
WDO activities	Select the WDO activities that your service will support.
Add Orders for Restitution (also known as VRO)	VROs are often large debts issued by Victims Services to recover money paid out to victims of crimes. They may be managed under a WDO.
Step 4 – Connecting with WDO clients	
Describe the services you provide	For example: We provide mentoring programs for young people or people leaving custody. We provide individualised mental health treatment for people under a mental health treatment plan.
Indicate the regions your application will cover	Choose the appropriate regions your service supports from the provided list. If you selection Regional NSW, an extended list will appear.
Any specific comments about the regions you service	For example: We are based in Liverpool and provide services across the south west Sydney region.
Any specific conditions, limitations or client groups	For example: We provide mentoring for Aboriginal and Torres Strait Islander young people in foster care.
Do you consent to be contacted about suitable client placements?	Legal Aid NSW and Revenue NSW work to match people with fines with relevant agencies and programs.
Would you like to be listed on the Revenue NSW website's Find a Sponsor register?	This helps people find out about your service from a central location. Any conditions, service limitations and client groups will be listed here.
Does your service identify as working with Indigenous people?	Do you provide a culturally safe service? Yes or No.
Step 5 – Documentation	<ul style="list-style-type: none"> ● If you are registered with AASW you do not need to supply professional indemnity or public liability insurance as it's covered in your membership ● If you are not registered with AASW you will need to supply copies of professional indemnity or public liability insurance documents ● Regardless of AASW status, if you wish to apply to be approved to support unpaid work as a direct activity, you will also need to upload a copy of your volunteer insurance ● If you are not registered with AASW provide evidence of your tertiary qualifications in social work.
Step 6 – Certification	Agree to comply with the directives and audits outlined in the WDO Guidelines .

What will happen after I submit my application?

The approval process takes approximately 4 weeks. Your application will be processed by staff at Revenue NSW who may contact you for further information. Once processed the application will be submitted for approval to the Department of Communities and Justice. You will then receive a welcome email and log in details with information about next steps.

Submit sponsor application

Receive approval from DCJ

Login to WDO portal, set password and add new users

Add WDO application

Can I get help?

For questions about the application process call the Revenue NSW WDO Hotline 1300 478 879 or email Legal Aid NSW WDO service wdo@legalaid.nsw.gov.au.

Direct and referral activities

There are two ways that your organisation may provide WDO activities:

- **Direct** – you or your employees deliver the activities as well as entering the WDO
- **Referral** – the WDO applicant participates in an activity through another service provider. You enter administer and supervise the WDO.

Direct activities	Referral activities
WDO activities are provided by your organisation. These activities are covered under your organisation's insurance and work health and safety provisions. You must have suitably qualified staff to provide those activities.	WDO Activities provided by a third party to a WDO applicant, which you are responsible to report on to Revenue NSW. You should be satisfied that the third party provider has current public liability insurance; is registered or has suitably qualified staff; has work health and safety policies and relevant Working with Children Check clearance for staff supervising children under 18.

Activity and Insurance requirements	
Activity	Qualification/Experience/Insurance Requirements
Voluntary unpaid work	
Includes gardening, cooking, cleaning, property maintenance, assisting the elderly, administration.	Person with experience in managing staff and volunteers. <ul style="list-style-type: none">• AHPRA registration/AASW membership or Public Liability Insurance• Volunteers Accident Insurance
Educational/vocational or life skills courses	
Includes university or TAFE courses, vocational courses such as community welfare or floristry or life skill courses such as parenting programs, men's behaviour change programs or cooking classes.	Person with tertiary qualifications or experience in education, casework, social work, counselling or other fields. <ul style="list-style-type: none">• AHPRA registration/AASW membership or Public Liability Insurance

Activity and Insurance requirements	
Activity	Qualification/Experience/Insurance Requirements
Financial or other counselling & case management	
May include individual, family or group counselling. May include financial counselling and budgeting guidance around debt issues. Case management includes assessing, planning and advocating around a person's needs.	Person with experience in providing therapy, counselling or psychology, financial literacy or financial counselling. Qualifications in community welfare, social studies, social work or as a caseworker. <ul style="list-style-type: none"> ● AHPRA registration/AASW membership or ● Public Liability and Professional Indemnity Insurance
Medical or mental health treatment	
Must be undertaken in accordance with a treatment plan (for example, an ATSI Health Check plan, mental health care plan, disability case management plan) prescribed by a health practitioner – doctor, nurse, psychiatrist or psychologist.	Doctors, psychologists, psychiatrists, nurses, accredited mental health social workers, disability case workers <ul style="list-style-type: none"> ● AHPRA registration/AASW (AMHSW) membership or ● Public Liability Insurance and Professional Indemnity Insurance
Drug or alcohol treatment	
May include detoxification, medication compliance, pharmacotherapy, individual counselling, behavioural therapy, group therapy, 12-step programs (AA & NA) MERIT and SMART Recovery.	Nurses, doctors, psychologists, AOD caseworkers, social workers. <ul style="list-style-type: none"> ● AHPRA registration/AASW membership or ● Public Liability Insurance and Professional Indemnity Insurance
Mentoring	
Is a semi-formal, structured relationship between a more experienced and less experienced person open to all people. Mentoring may contribute to general well-being, reduce isolation and develop connection with society, develop living skills, improve employment prospects or promote connection with culture. Examples include programs for people transitioning from prison, refugee support or Aboriginal culture and healing.	Person with youth work or social work qualifications, financial counsellor or any person with sufficient skills and experience to act as a mentor. <ul style="list-style-type: none"> ● AHPRA/AASW registration or ● Public Liability Insurance and Professional Indemnity Insurance

Contacts

Revenue

For sponsor applications, approvals and variations, client applications and Self-Service Portal inquiries

P: 1300 478 879

E: wdo@revenue.nsw.gov.au

For sponsor training and advice, client placement and legal help with fines

E: wdo@legalaid.nsw.gov.au

W: www.legalaid.nsw.gov.au/wdo

Order WDO publications: www.legalaid.nsw.gov.au/publications



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