

Carers Queensland NDIS LAC PITC

School to Adult Life Transition

Amplifying Young Voices Reference Group

Application Instructions

Thank you for your interest in applying to become a member of the Carers Queensland School to Adult Life Transition *Amplifying Young Voices* Reference Group (also referred to as the Reference Group).

We believe in listening to the voices of people with disability and are excited to hear about your experience with regards to leaving high school and transitioning into adult life.

Appendix – The Terms of Reference provides important information for all applicants including the rationale for the formation of the Reference Group, along with the purpose, operational guidelines and member responsibilities. Please read this document prior to applying. You are not required to complete or sign the Terms of Reference as part of your initial application.

Before you complete an application, please ensure you:

- **are aged 18-25 years old inclusive**
- **identify as living with disability** (you do not need to be a NDIS participant)
- **reside in one of Carers Queensland's service delivery areas** (listed on the Expression of Interest form)
- **can commit to attending meetings every month for a period of at least 5 months and bi-monthly thereafter** (meetings will be held virtually via Microsoft Teams)
- **hold, or are willing to apply for, a Volunteer Blue Card Working with Children Check** (Carers Queensland can assist with the application if required)

Applicants are required to:

- Read the [Terms of Reference](#)
- Complete the online [Expression of Interest Form](#) by **9am Monday 31 July 2023**

Please note: Carers Queensland staff can assist you if you are unable to complete this form yourself.

If you have any questions regarding this document or the application process, or would like assistance to complete the application, please contact:

Carers Queensland LAC Community & Mainstream Team
Phone the Carers Queensland Enquiries Line on **1300 999 636**
Email cq.communityandmainstream@ndis.gov.au

Selection process

Stage 1

After the closing date for Expressions of Interest, a shortlisting process will commence.

If successful at Stage 1, Carers Queensland staff will make a time with you to arrange an interview conversation (virtual). You will be sent a Conflict-of-Interest Declaration at this stage and will be required to complete it and bring it with you to the interview.

Note: Due to the number of applications and experience of applicants, not all expressions of interest will proceed to the next stage.

Stage 2

The interview conversation (virtual via MS Teams) will be held to explore your reasons for wanting to join the Reference Group; the skills, experience and knowledge you will bring to the group; and the expectations of participation.

Any real, perceived or potential conflicts of interest will also be discussed with you at this stage. Any conflicts of interest identified as part of the application process will then need to be discussed with, and have a mitigation strategy developed and approved by, the Carers Queensland General Manager prior to Reference Group membership being confirmed.

Stage 3

If successful in Stage 2, Carers Queensland staff will contact you by email or telephone to support you to apply for a Volunteer Blue Card Working with Children Check (if you do not already hold one).

Once Blue Cards are confirmed, applications will be presented to the Carers Queensland General Manager and Manager – Capacity Building and Engagement LAC Program for approval.

Successful applicants

- All approved applicants will then be contacted and offered a position as a Member of the *Amplifying Young Voices* Reference Group.
- Details of the first meeting will be provided, along with a copy of the Terms of Reference (ToR) to be signed and returned.

Unsuccessful applicants

All unsuccessful applicants will be contacted by Carers Queensland staff by email or telephone and advised of the outcome. Other ways applicants may be able to stay involved in School to Adult Life Transition activities can be discussed.