**Participant Agreement Form - Processing Instructions**

A Participant Agreement Form must be completed at the time of first enrolment for each new participant with your organisation and forwarded to Department for Innovation and Skills electronically, within 30 days of the participant enrolling *(clause 27.2 of the Accredited Training Service Agreement).*

Participant Agreement Forms are not required for subsequent enrolments with the same organisation.

**Instructions for sending completed Participant Agreement Forms to DIS**

1. Save each form Individually as a PDF document, using the following filename format:

**Participant number** (space) **last name** (space) **first name**

*(ie,* ***AA123456A Citizen John****)*

1. Attach the PDF file to an email and send directly to [dis.participantagreement@sa.gov.au](mailto:dis.participantagreement@sa.gov.au%20)

*(multiple agreements can be attached to the one email)*

**Enrolment process checklist:**

Participantagreement completed and signed prior to enrolment

Participant enrolment form completed and signed

Data entered into Skills and Employment Portal to allocate a Participant ID number and create a Participant profile. Once participant ID number is obtained, include number on:

Participant agreement form

Enrolment form

Provide Participant with Participant number and enrolment information brochure

Email PDF document/s to [dis.participantagreement@sa.gov.au](mailto:dis.participantagreement@sa.gov.au)

For any further advice regarding this process, please phone 8429 2941 to speak with an officer from the Contract Support Services team or forward an email to [dis.participantagreement@sa.gov.au](mailto:dis.participantagreement@sa.gov.au)