****Application for training exemption form

Service providers can apply for an exemption from a nationally accredited or endorsed training module where personnel can demonstrate an equivalent competency in that module. Exemptions must be approved by DCP and the module is not considered complete until DCP has approved the exemption.

Please forward the completed form to your DCP Contract Manager for review.

## Name and contact details of service provider organisation contact

This section is to be completed by the service provider organisation contact.

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Email** |  |
| **Phone number** |  |

## Exemption application

This section is to be completed by the service provider organisation contact.

|  |  |
| --- | --- |
| **Applicant’s full name** |  |
| **Applicant’s position** |  |
| **Training module** |  |
| **Please outline how the applicant can demonstrate competency for this module.** | Include any equivalent completed training or qualifications including dates completed and place undertaken. |

## Exemption decision

This section will be completed by DCP and the form returned in full to the service provider organisation contact.

|  |  |
| --- | --- |
| I am satisfied that the applicant above *has / has not* demonstrated competency in *core training module name* and *is/is not* exempt from this module as part of their core training. | |
| **Approver name and position** |  |
| **Date** |  |