



SUBCONTRACTOR SELECTION CHECKLIST

All potential subcontractors need to provide the following to Care Assess as evidence against minimum requirements and Care Assess' selection criteria for service providers.

- ABN and Trading Name
- Representative names
- Contact details of representatives
- Copies of certificates of currencies
 - Public Liability (\$10m minimum)
 - Workers Compensation or Personal Accident Cover (if sole trader)
 - Professional Indemnity if Nursing provider
- Copy of National Police Check for Representatives (Clear +current – last 3 years).
- Statutory Declaration regarding National Police checks of staff including Permanent Residency Overseas
- Copy of their Workplace Health and Safety policy
- Curriculum Vitae/Resume or other Documented evidence providing:
 - Evidence of experience
 - Evidence of qualifications
 - Evidence of their mandatory training including:
 - manual handling,
 - first aid, and
 - Infection control (unless Home Maintenance only).
 - Contact details of 2 referees regarding recent experience and expertise
 - Contact details of 2 character check referees for suitability in the aged care sector

Care Assess will provide all potential subcontractors with:

- Copy and overview of Care Assess' Standard Subcontract, including
 - *Provider's Handbook*
 - *Service Manual*
 - Terms and Conditions of Aged Care Funding (Head Agreement)
- WorkSafe information, resources and contact details regarding workplace health and safety legislation and minimum requirements.