

Adaptation Request Form

This form serves as a formal request to make a variation to the HIPPY Sublicence and Funding Agreement. From time to time, HIPPY sites need to make changes, or ‘Adaptations’, to certain elements of the HIPPY model in order to meet local needs. Please read your HIPPY Sublicence and Funding Agreement, Adaptation Request Guidelines and Adaptation FAQ before completing this request form. It is essential to discuss this with your Site Advisor before submitting the formal request.

### Site details

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| HIPPY site: | Write name here. | HIPPY Provider: | Write name here. |
| Coordinator: | Write name here**.** | **Line Manager:** | Write name here**.** |
| HIPPY Site Advisor: | Write name here**.** |

### Section A

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| This Adaptation Request Form is for: *Select any options that best fit.* |
| [ ]  | Extending a Tutor beyond two years of employment |
| [ ]  | Employing a Tutor that is not a parent in the program in the last 12 months |
| [ ]  | Temporarily reducing Coordinator Hours |
| [ ]  | Other – Specify: | Write answer here. |

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| Date submitted: | Choose date. | Review date: | Choose date. |
| Effective from: | Choose date. | **Effective to:** | Choose date. |

### Section B

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| Please outline how this Adaptation differs from the conditions set out in your Sublicence and Funding Agreement. |
| Write answer here. |

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| Please outline the strategies/efforts you have undertaken to date to comply with the Sublicence and Funding Agreement. |
| Write answer here. |

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| Please outline the strategies you will take to return to working within the Sublicence and Funding Agreement. |
| Write answer here. |

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| Other comments: |
| Write answer here. |

### Section C

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| HIPPY Australia comments: |
| Write answer here. |

### Signatures

Please note: Signing of the document by Line Manager and Coordinator is undertaken **after** HIPPY Australia has signed and approved the Adaptation requested.

The recommended method of signing this document is to use the built-in drawing tools within Microsoft Word on the Draw tab of the Ribbon, next to Insert at the top of the Microsoft Word app.

1. Place your cursor where you want the signature to appear, above the signature line
2. Select Draw > Black pen icon
3. Use your mouse or laptop trackpad to draw your signature. You can then resize your signature so it looks more true to life.

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| **Name of Coordinator:**  | Write name here**.** |
| **Coordinator signature:** |  |

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| **Name of Line Manager:**  | Write name here**.** |
| **Line Manager signature:** |  |

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| **Name of HIPPY Site Advisor:**  | Write name here**.** |
| **Site Advisor signature:** |  |

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| **Name of Site Advisor Manager:**  | Write name here**.** |
| **Site Advisor Manager signature:** |  |