HOST ACTIVITY ROADMAP

Community Development Programme

1 IDEA

Your organisation has a suitable Work for the Dole community project idea, known as a CDP Host Activity.

2 MEETING

Your organisation meets with TITEB to progress the proposed Activity.

3 ACTIVITY PREREQUISITES

With TITEB's assistance, your organisation must complete the following:

1. Activity project plan
2. Risk assessment
3. Insurance certification (both organisations)
4. Marketing flyer
5. Host agreement
6. Payment plan
7. Participant induction
8. Incident reporting
9. Record keeping

4 HOST TRAINING DAY

Compulsory full-day training for Host Activity Supervisor and relevant staff members.

5 GO LIVE

Once approved, the Activity is entered into the TITEB CDP database and promoted to create referrals.

6 DAY 1 – ACTIVITY STARTS

Participants attend and start learning about the Activity, beginning with induction.

7 COMPLIANCE REVIEW

TITEB will come and review your Activity, and provide support as required.

8 INVOICING

At the end of each monthly payment period, TITEB will send a Purchase Order for your monthly invoice.

9 $$$ PAYMENT

Payment is remitted within 14 days of receiving your invoice.

10 QUALITY SUPPORT

TITEB will visit the Host Activities monthly or as required.