



Checklist for Developmental Educators considering sole practice

BUSINESS BASICS
<p>Register for an ABN https://www.ato.gov.au/business/international-tax-for-business/foreign-residents-doing-business-in-australia/australian-business-number-(abn)/</p>
<p>Will you decide to register a business name (can be linked to your personal ABN) https://asic.gov.au/for-business/registering-a-business-name/</p>
<p>Checklist for planning to start a business https://www.business.gov.au/Planning/New-businesses</p>
<p>Will you have a business website and email?</p> <ul style="list-style-type: none"> - Annual payment is required to register a domain name (nameofmybusiness.com.au) and website host (this allows you to have an email, EG - admin@nameofmybusiness.com.au) <p>EXAMPLES:</p> <ul style="list-style-type: none"> - https://www.cheaperdomains.com.au/ - https://au.godaddy.com/ - https://www.squarespace.com/domain-name-search
<p>Will you design a personal logo?</p> <ul style="list-style-type: none"> - Useful for letterheads, reports, business cards, website, advertising material <p>https://designlab.net.au/logo-design-adelaide/</p> <p>https://www.canva.com/signup?signupRedirect=%2F%3FtailoringUpgradeDialog%3DGENERIC_C4W&loginRedirect=%2F%3FtailoringUpgradeDialog%3DGENERIC_C4W</p>
<p>Will you decide to register for GST?</p> <p>https://www.ato.gov.au/Business/International-tax-for-business/Foreign-residents-doing-business-in-Australia/Goods-and-services-tax-(GST)/</p>

PAYG

Find an accountant for advice regarding income, expenses, records to keep. Consider how you will pay your tax?

- When first starting, the easiest option is to look at your fortnightly earnings and compare against the ATO tax table. Put this amount into a separate bank account and pay the ATO with a quarterly or annual payment from this account.

<https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/Fortnightly-tax-table-from-1-July-2018.pdf>

Set up separate bank accounts

- One for all business income, use a bank card linked to this account for all business-related expenses (seek accountant advice if unsure). Expenses may include:
 - o Petrol
 - o Insurances and certifications
 - o Professional development
 - o Resources
 - o Phone, internet, electricity costs
 - o Etc
- Second bank account (if needed) for tax savings (if opting for quarterly/annual payments)

Advertising Platforms

- Facebook
- Instagram
- Website
- LinkedIn

DEAI membership and attendance at Sole Practitioners events is a useful tool for networking and developing your business

Certificates are up to date (and a system is in place for monitoring when to renew)

- DCSI screening
- First Aid
- DEAI membership

WORKING IN SCHOOLS / WITH CHILDREN?

- RAN training
 - o Haven't completed RAN training? <https://www.education.sa.gov.au/working-us/responding-abuse-and-neglect-training/ran-ec-training-courses/foundation-course-responding-abuse-and-neglect-education-and-care>
 - o Need to refresh RAN training? <https://www.education.sa.gov.au/working-us/responding-abuse-and-neglect-training/ran-ec-training-courses/bridging-course-child-safe-environments-ec>

- Evidence of Child Safe Environments lodged - <https://www.education.sa.gov.au/child-protection/child-safe-environments/lodging-child-safe-environment-compliance-statement>

Most schools will require a copy of the above, with evidence of insurance and qualifications.

FINANCES

Things to consider financially:

- Your hourly rates (check NDIS latest price guide for information)
- Travel charges (check NDIS latest price guide for information)
- Designing your invoice template (what information is needed? Participant NDIS number & line item is essential)
- What invoicing system will you use and how will invoices be tracked? (see below)

Invoicing / banking systems

- *ZoHo Books*
ZoHo is easy to use, affordable, online accounting software designed to develop and send invoices while tracking income and expenses.
<https://www.zoho.com/au/books/>
- *QuickBooks*
Track expenses, customise invoices, run reports and even more all from one place.
<https://quickbooks.intuit.com/au/>
- *Xero*
Xero is a small business accounting software and will importing bank transactions to sending invoices & reminders.
<https://www.xero.com/au/>
- *CorePlus*
An online management software designed for health practitioners. Features online booking service, invoices generated, store case notes, and letter/email templates.
<https://coreplus.com.au/>

RECORD KEEPING

Case Notes & Diary/Scheduling

CorePlus

An online management software designed for health practitioners. Features online booking service, invoices generated, store case notes, and letter/email templates.
<https://coreplus.com.au/>

OneDrive (or other cloud storing systems)

Free cloud storing platform for Microsoft Users
<https://onedrive.live.com/about/en-au/>

Power Diary

Caters for solo practitioners and multi-users to manage appointments and case notes.

https://www.powerdiary.com.au/?gclid=Cj0KCQjwi7DtBRCLARIsAGCJWBr3WE4iaYPyRt8Ll3Yzk5islvdmbv27CWDszn8-N55qnb7cMjvEX7MaAuS9EALw_wcB

ZoHo Calendar

Cheap and simple system for storing in appointments and reminders (good way to stay on top of certificate and insurance renewals)

<https://www.zoho.com/calendar/>

Receipts / expenses

OneDrive (or other cloud storing systems)

Free cloud storing platform for Microsoft Users

<https://onedrive.live.com/about/en-au/>

Zoho Expense

<https://www.zoho.com/expense/>

Receipt Bank

https://www.receipt-bank.com/au/business-pricing/?utm_source=AdWords&utm_medium=ppc&utm_campaign=010519DirectAdWordsNoGL&gclid=Cj0KCQjwi7DtBRCLARIsAGCJWBoJtepVs0etGqPXVhjkPgplcWOF9iAGUJxqu7QdPSZOocDAgIk0FCMaAkaOEALw_wcB

LEGAL CONSIDERATIONS

Are you registering with the NDIA as a provider?

- A PRODA account will be needed
<https://proda.humanservices.gov.au/pia/pages/public/registration/account/createAccount.jsf>
- <https://www.ndiscommission.gov.au/providers/provider-registration>
- <https://providertoolkit.ndis.gov.au/>
- https://providertoolkit.ndis.gov.au/sites/default/files/provider_registration_checklist.pdf

Develop a Service Agreement

- Example of a sample accessible service agreement
<https://providertoolkit.ndis.gov.au/sites/default/files/samplemodelserviceagreementv2.0.pdf>

Development of Policies and Processes

Access ready-made NDIS policies, processes, forms, registers and participant documents. Including a self-assessment registration and renewal guide
<https://www.centroassist.com.au/>

INSURANCE

BizCover is a small business service which allows you to enter your working situation and it will provide types of insurance which may be useful for your business, as well as possible providers

<https://www.bizcover.com.au/>

Insurance House (Select 'Health Professionals')

<https://www.insurancehouse.com.au/buy-online>

PROFESSIONAL DEVELOPMENT

Develop a system for maintaining and recording Professional Development

- DEAI registration (access invitations to professional development resources and record keeping forms)
- Sign up to various organisation which offer online & face-to-face PD
Examples:
 - Autism SA
 - Sue Larkey
 - Mental Health Professionals Network
 - ADDitude
 - Facebook groups

ADDITIONAL SUPPORTS & INFORMATION

NEIS PROGRAM

NEIS can help by providing: Accredited small business training; Personalised mentoring and support from a NEIS provider in the first year of the new business; and

NEIS Allowance for up to 39 weeks and NEIS Rental Assistance for up to 26 weeks (if eligible)

<https://www.employment.gov.au/self-employment-new-business-assistance-neis>

NDIA

https://providertoolkit.ndis.gov.au/sites/default/files/provider_registration_checklist.pdf

DEAI

<http://www.deai.com.au/>

NDS

<https://www.nds.org.au/business-development>

DISABILITY SERVICES CONSULTING

<https://www.disabilityservicesconsulting.com.au/>