

# Service user consent form

Easy Read version

## How to use this form



*Quality Innovation Performance  
Certifications Pty Ltd (QIP Certifications)*  
wrote this form. When you see the word  
'we', it means QIP Certifications.



We have written this form in an easy  
to read way.

We use pictures to explain some ideas.



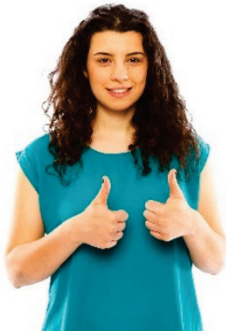
You can ask for help to fill out this form.

A friend, family member or support  
person may be able to help you.

## What is this form for?



This is a **consent** form.



If someone gives consent, they say it is ok to do something.



We need your consent for an **audit** we are doing with a service provider you use.

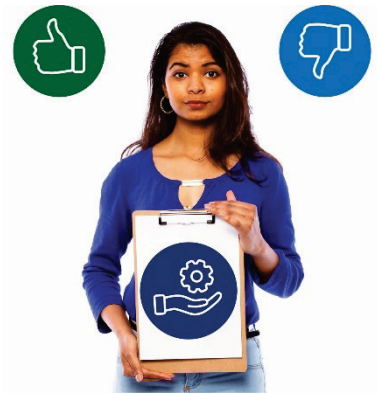
When we do an audit, we check:



- how well a service provider works



- records and information a service provider keeps



- what type of experience people have when they use the service.



We will have meetings:

- before the audit starts
- when the audit ends.



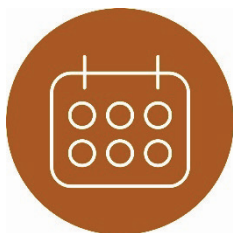
You are welcome to come to those meetings.

## About this audit



The service we are auditing is:

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We will be doing our audit during:

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## Why do we need your consent?



We want to talk to you about your:

- service provider
- experiences.



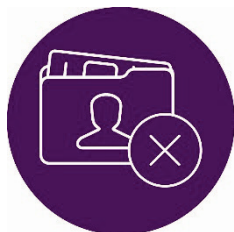
When you fill out this form, you're saying it is ok for us to:

- talk to you
- look at the files about you.



We will keep all your information private.

We won't share it with anyone.



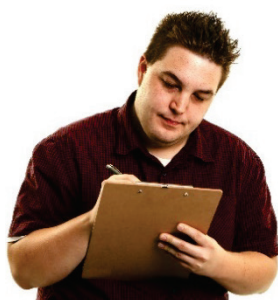
We won't keep any information that says who you are.



We will only use your information for this audit.



You don't have to take part in the audit if you don't want to.



If you are happy to take part in our audit, please fill out this form and give it to your service provider.

## Consent form



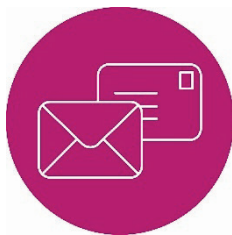
Please write your details in the spaces below.



Your name:

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Your postal address:



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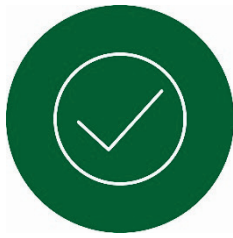
Your phone number:

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Your email address:

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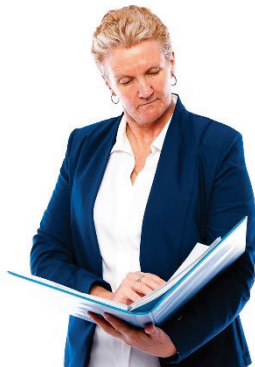
Please tick an answer for each statement below – Yes or No.



I agree to be interviewed as part of this audit.

☐ Yes

☐ No



You can look at my information as part of this audit.

☐ Yes

☐ No



I understand that you might tell my service provider what I have said but you won't say who I am.

☐ Yes

☐ No





I know there are meetings before and after the audit where I can find out more.

And I can go to those meetings if I want to.

☐ Yes

☐ No



I have read and understood this form.

☐ Yes

☐ No



Your signature:

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Sometimes people need help to:

- understand this form
- fill out this form.



Has someone:



- read the information in this form to you?
- talked to you about it?
- helped you fill it out?

☐ Yes

☐ No



Their name:

---



Their signature:

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## Word list



### Audit

When we do an audit, we check:

- how well a service provider works
- records and information a service provider keeps
- what type of experience people have when they use the service.



### Consent

If someone gives consent, they say it is ok to do something.

## Contact us

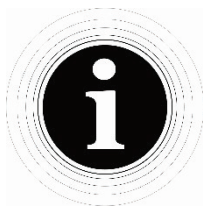
You can contact us if you need more information about the audit.



**1300 089 981**



**[contact@qipcertifications.com.au](mailto:contact@qipcertifications.com.au)**



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Quote job number 3138-B.