

Participant Requested Service Change Record

PART-FRM-004 | Participant Lifecycle System

Version	1.0 - Approved
Owner	Shantell Sydenham - Director
Approved by	Shantell Sydenham - Director
Approval / effective date	28 July 2026 Next review: 28 July 2027, or earlier following material change
Status	Active - approved worker issue

Request

Participant / requester / authority
Date / requested change / reason
Communication support / consent

Assessment

Registration scope and funding
Risk / worker / roster / continuity impact
Price / travel / service agreement impact
Alternatives discussed

Decision

Approved / conditional / declined
Reason and effective date

Every participant has a story. Our role is to walk beside them as the next chapter unfolds.

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Documents updated / people notified

Participant and Director signatures

Use with the current controlled Service Agreement, Consent Form, Referral Form, Participant Assessment and applicable service-group documents.