

## ASTP Guidelines – 2018 revision notes

The ASTP Guidelines, which was last revised in 2011, has recently undergone an editorial revision to ensure that it is up to date and reflects current information.

Updates include:

- correct names and contact details of government departments, agencies and other organisations (e.g., Department of Education, not Department of Education and Communities)
- correct web links
- legislation
- changes to ASTP application forms and other documents
- changes to ASTP processing times
- reference to the closure of the Family and Community Services – Ageing, Disability and Home Care and the respite and outside school activity application process
- reference to the implementation of the National Disability Insurance Scheme (NDIS) as it relates to applications for assisted travel (e.g., respite and other out-of-school activities)
- compliance with the departmental style guide.

### SUMMARY OF UPDATES

PARAGRAPH(S)	CHANGE	REASON FOR CHANGE
<b>4.6, 6.5 Appendix – 4.5</b>	Where possible, the ASTP will process applications within 7–10 working days of receipt of completed application documentation.	Changed from 7 days to reflect that at times the ASTP experiences peak periods during the school year which might result in increased processing time.
<b>4.8</b>	The need for a new application when a student enrolls in kindergarten, or progresses from year 6 to year 7, or changes school, or seeks access to assisted travel for the first time, or following a break in service provision, or after temporary withdrawal of services over 6 months in a school year.	Clarification of existing process
<b>6.5</b>	Parents will be notified of the decision of the appeals panel in writing within 7–10 working days (where possible).	Changed from 5 working days in alignment with the ASTP Appeals Charter and peak periods during the school year
<b>7.2</b>	ASTP will process requests for variations within 7–10 working days (where possible).	Changed from 7 days to reflect that at times the ASTP experiences peak periods during the school year which might result in increased processing time.
<b>7.5</b>	Outlines changes to transport applications to locations other than home following the implementation of the National Disability Insurance Scheme in NSW – e.g. respite, after-school programs, therapy, and community access	Section 7.5 reflects the conclusion of the draft Protocol with the Family and Community Services (FACS) – Department of Ageing, Disability and Home Care (ADHC) and transition of ADHC services to the National Disability Insurance Scheme in NSW from 1 July 2018.

PARAGRAPH(S)	CHANGE	REASON FOR CHANGE
9.1	Paragraph 9.1 deleted (Assisted Travel Support Officers – ATSO)	Reflects the fact that ATSOs are now employees of the Department of Education and not employed by contractors
Appendices 1, 2, 3	There is now only 1 Appendix. Appendices 2, 3 have been removed.	<p>Appendices 2,3 – ASTP forms are highlighted in Guidelines with web links, and are also on the ASTP website.</p> <p>Web links are provided where appropriate for other agencies and entities mentioned in the ASTP Guidelines.</p>