

Record one everyday support example

Copy this page for a few representative examples. Record what happened, including what the participant did themselves. Label estimates and second-hand information.

Date / activity / relevant setting:

What the participant wanted to do:

What they did independently or with existing aids:

The specific difficulty I observed:

Help I gave: prompt / supervision / physical help / organising / other

How long active help took / estimate or recorded time:

Separate availability, interrupted sleep or waiting involved:

How often this happens / time period the estimate covers:

What changes on different days and how often:

What happened afterwards / participant's own view:

Effect on my other responsibilities or ability to continue:

Other support involved / avoid counting the same time twice:

Source: my observation / participant's account / named record

Question or missing information to clarify before drafting:

Optional coordination tool. Not an NDIA form, clinical instruction or funding approval.
Store completed copies appropriately and share only with the people who need them.
Full guide and official sources: <https://www.kinovo.com.au/resources/ndis-carer-statement-template>

Draft your carer statement

Use these headings to write a short statement in your own words. Attach extra examples only if useful. No particular length or wording guarantees an outcome.

Statement date / participant's name:

My name, relationship and caring arrangement:

Why I am providing this statement / period described:

What matters to the participant, in their words where possible:

The regular unpaid support I provide:

Example 1: activity, specific help, frequency and time:

Example 2: activity, specific help, frequency and time:

Variations, overnight help or less frequent support:

How caring affects my health, work, sleep or other responsibilities:

Support already working / other people's actual availability:

What I can continue / what is changing or becoming difficult:

Unmet support need or question I would like considered:

Attached examples or relevant documents / sharing preferences:

My name or signature / date / preferred contact details:

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Check the statement before sharing

Read for accuracy, dignity and relevance. Ask the intended recipient how to provide it and who may access it before including sensitive details.

My own observations are separate from reports by others:

Examples include the participant's strengths and chosen goals:

Estimates and the period they describe are labelled:

Typical days and more difficult days are represented accurately:

Active help, availability and overlapping time are distinguished:

Other people's support is described as actually agreed:

Participant's views or differences of view are represented fairly:

Private details about others have been minimised:

Statement dated / version saved / optional reader feedback:

Recipient / purpose / consent or authority to clarify:

How to submit / timing / related evidence requested:

Sent on / channel / receipt or reference:

Person following up / check-in date:

Reminder: Kinovo does not submit this to the NDIA or decide funding.

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