

Pragmatic Organisation Dynamic Display (PODD) Book Application Form



Please read the following information carefully. Complete and return the signed form to:

Communication & Inclusion Resource Centre, Scope
Level 2, 302 Burwood Road, Hawthorn VIC 3122
Phone: 1300 4 72673 Email: necas@scopeaust.org.au

The Non-Electronic Communication Aid Service can design, customise and manufacture the standard pages and customisable pages, as per the PODD Book Information File.

Please note: NECAS will not accept PDFs of PODD books that are already customised, with the exception of SIMPODD.

Use this form to request (you can select more than one):

- a PODD book (we accept NDIS core or AT funding)
- a consultation to view a range of low tech communication aids and PODD books (NDIS therapy funding)

Applicant information (person requiring the communication aid/s)

Date:			
Name			
Parent/guardian (if applicable)			
Address			Postcode
Phone			
Date of birth		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Primary diagnosis			
Other diagnosis			
NDIS participant	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Person to contact for further information

Name			
Relationship to applicant			
Organisation (if applicable)			
Phone		Email	

Address for delivery of completed communication aid

Same as per applicant information section

Name			
Organisation (if applicable)			
Address			Postcode

Payment options

Invoice

Schools, businesses and customers who wish to pay directly for communication aids:

Invoice to

Name: _____

Phone: _____ Email: _____

Address: _____ Postcode: _____

National Disability Insurance Scheme (NDIS) information

NDIS number	
NDIS plan start date (dd/mm/yyyy)	
NDIS plan end date (dd/mm/yyyy)	
Which plan goal does this request relate to?	
Support area	Core Support budget Assistive Technology budget Approval from NDIS is required to proceed. Capacity building budget (consultations only)
Budget amount	\$
How will the supports be paid? (Please tick relevant box)	NDIS will pay my support provider directly for these supports NDIS will pay me directly for these supports NDIS will pay my plan management agency directly for these supports Name: _____ Email: _____

Nominee Contact Details (if applicable)		
Name		
Relationship to person		
Address		
		Postcode
Phone		

Select your pack

My PODD book pack:

- Receive a customised PODD book.
- Customisation support
- Optional draft review.

Basic application:

- Receive a customised PODD book.
- Provide us with the PODD book type, including options pages and customised vocabulary.

Consultation:

View the range of PODD books available prior to purchase. These can be charged to your NDIS Capacity building (therapy) budget.

Would you like to include a consultation prior to purchasing a PODD book?

Yes No

PODD Book Library (separate to My PODD pack)

Would you like to loan a PODD book?

Yes (please specify): _____

Yes, but I'm not sure which PODD to loan.

No

Terms and Conditions

Your obligations regarding the design and content.

Drafts - My PODD pack:

- You may review a draft of the customised PODD pages with a NECAS speech pathologist.
- Final accuracy is the responsibility of the customer, please ensure that you have thoroughly reviewed the draft before confirmation.
- Only minor edits can be requested at the draft review (e.g. change of spelling or image changes) and do not include substantial changes.
- Additional changes requested to the type of aid, the content or design, may incur additional fees.

Drafts - Basic PODD book applications:

You will not receive a draft of the PODD. Please make sure all content is provided clearly before the application is submitted.

All content and design specifications must be finalised at the time of submitting the application. We recommend that all stakeholders have been consulted prior to submitting your application

Consent

You give Scope (Aust) Ltd permission to collect, use and/or share your information in relation to the services we provide to you. Scope requires you to provide us with your personal information to enable us to support you. Your personal information will be kept in accordance with the Privacy Act 1988 and Privacy and Data Protection Act 2014 (Privacy Laws). You can find Scope's Privacy Policy on our website at <https://www.scopeaust.org.au/privacy-policy/> or by asking a Scope staff member.

You give consent for us to use your de-identified information, and to invite you to participate in research, evaluation or education activities.

I state that I am the applicant or an authorised representative for the person named in this application form. I have talked to the person about how, when and why information about them is to be collected and shared with others for the purposes of the service being provided by Scope.

I am satisfied that the person understands the information on this form and give consent on behalf of the person for their information to be used on the terms set out in this form.

Signature: _____ Date: _____

Name: _____

© Gayle Porter owns the copyright in Pragmatic Organisation Dynamic Display (PODD) Communication Books. Further information about PODD Communication Books, including training and resources can be found at www.cpec.org.au.

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Select your PODD Book

Do not complete this section if you require a consultation or loan.

Please select the style of **DIRECT ACCESS PODD** book you are applying for.

One-page opening PODD book:

- 9 per page early functions
- 9 per page expanded functions
- 12 per page early functions
- 12 per page expanded functions
- 16 per page expanded functions
- 20 per page expanded functions

Two-page opening PODD book:

- 40 key word
- 70 expanded key word
- 100 plus complex syntax

Two-page opening with side panel PODD book:

- 36 key word
- 48 expanded key word
- 90 plus complex syntax

Or please select the style of **ALTERNATIVE ACCESS PODD** book you are applying for:

Coded Access (Colour Coded Access)

40 CC key word

48 CC key word

64 CC expanded key word

Coded Access (Full Coded Access)

80 C expanded key word

100+ C Complex Syntax

Direct Eye-Gaze Access

9 eye gaze early functions

9 eye gaze expanded functions

PAVS & Combination One Page Opening

9 PAVS early functions

9 PAVS expanded functions

12 PAVS early functions

12 PAVS expanded functions

16 direct PAVS combination

16 eye-gaze PAVS combination

20 PAVS expanded functions

PAVS & Combination Two Page Opening

36 PAVS key word

40 PAVS key word

48 PAVS key word

64 PAVS expanded key word

80 PAVS expanded key word

100 plus PAVS complex syntax

Production specifications

Size:

Standard PODD template

Enlarged/reduced size _____

Contact details (if any) to be printed on the PODD book:

PODD Accessories:

Carry strap

PODD stand (A4 size only)

These accessories are purchased from a third party. The cost will be itemised separately on your invoice.

Note: Unless otherwise specified, matte laminated paper and coil binding will be used.

Customisations

Do you have any customisations or additional vocabulary you would like to add?

Yes

No

If yes, please read the following guidelines carefully:

- Have a hard or electronic copy of the PODD book in front of you. Map out all the customisations you would like to make and where they are to be made (page numbers).
- Please attach a list of words you would like added to the PODD book—you can use the form on page 9.
- For each word, indicate what page number they are to be added to.
- Indicate if the word added to a blank cell (if available), or the word list for that page. List customisations in order of importance. If there are more customisations than blank cells for a specific page, **remaining words will be added to the list section.**
- If the word is to be placed on the list, indicate whether you would like an accompanying image next to it, or just the word.
- Think carefully whether this word can be found in a more appropriate page or message pathway.
- Unless it is specified and warranted, words and symbols will NOT be deleted or replaced from the PODD book.
- Pages 1-2 in the PODD are NOT customisable.

For further information about how to select customisations and complete this form please watch this YouTube video: <https://youtu.be/8tPtFbV-VR8>

**** Please note that for PODD books, a draft copy will NOT be sent.**

Basic pack requests: Please ensure you have provided ALL customisations and additional information before you send in the application form.

Wording for the Instructions page

Include the wording for how to use the PODD book:

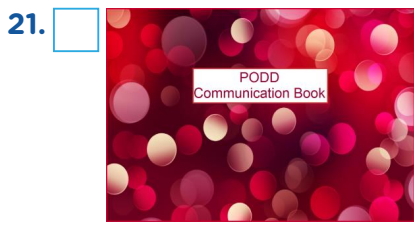
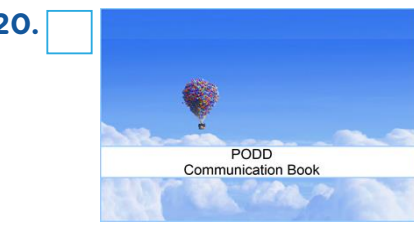
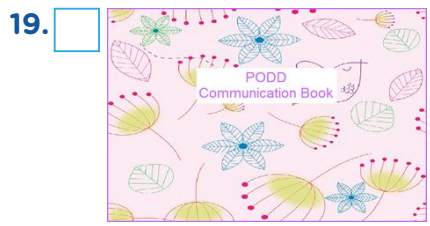
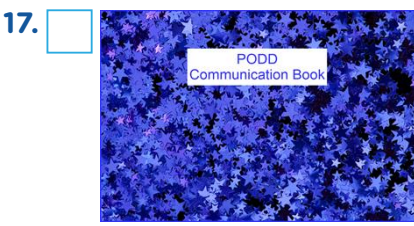
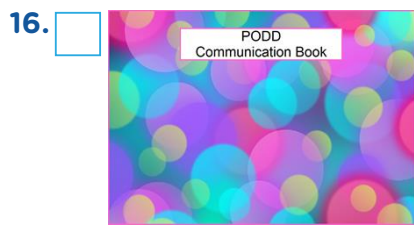
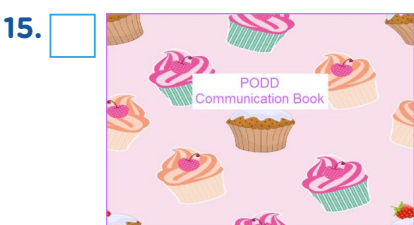
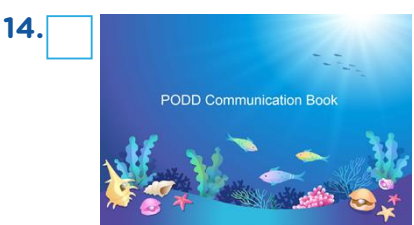
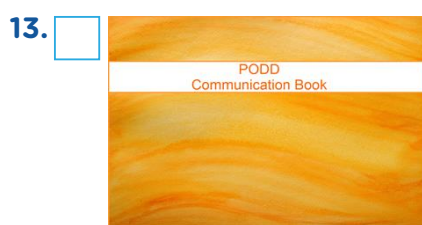
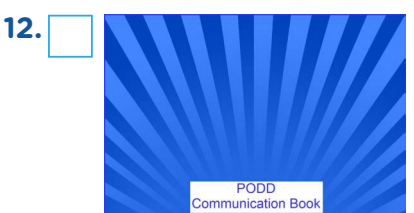
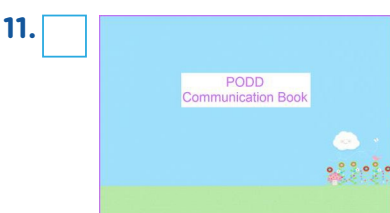
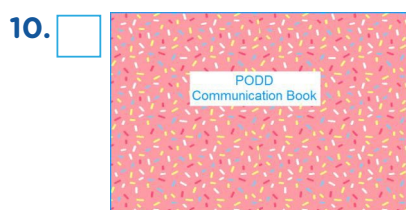
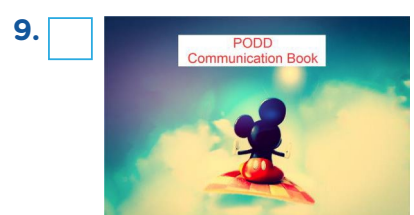
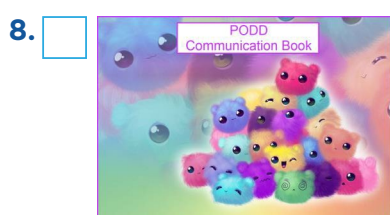
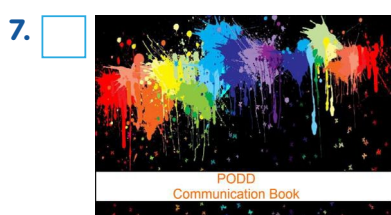
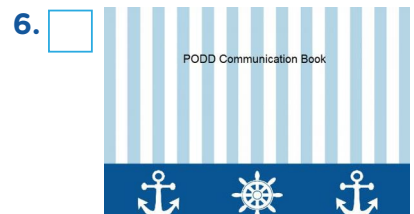
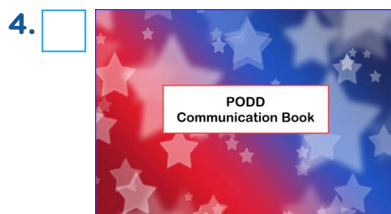
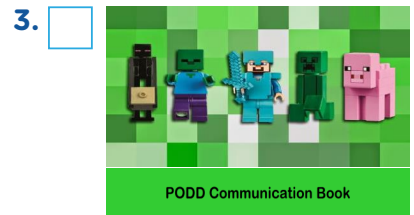
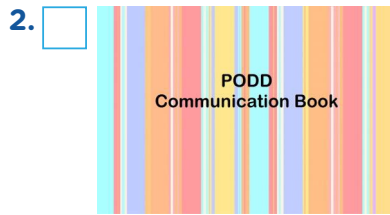
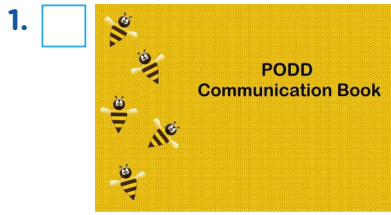
If you have any customisations, please fill out the table below.

Page number and name	Word/s to be added	Added to blank cell (only if available on selected page) Please tick	Added to the word list (with or without an image next to it) Please tick	
			Word only	Word and image
<i>Example 18b Food</i>	<i>Rice crackers, pretzels, yogurt, salami</i>	✓		

If you have any customisations, please fill out the table below.

Page number and name	Word/s to be added	Added to blank cell (only if available on selected page) Please tick	Added to the word list (with or without an image next to it) Please tick	
			Word only	Word and image
Example 18b Food	Rice crackers, pretzels, yogurt, salami	✓		

Please select a front cover from the options below, or provide your own image or individual request by emailing necas@scopeaust.org.au.



Other image: _____

Please email this form and any images you would like to include to necas@scopeaust.org.au