



## Young Adult Scholarship Application

### Signed Consent with Parent/Guardian Consent

(Parent/Guardian Consent is only required if you are under 18)

Please complete and sign this Consent Form - if you are under 18, your parent or guardian must also sign this Consent Form.

You can then upload it to your application by using the secure user document upload link that has been sent to you via email upon application submission.

#### Acceptance into the Max Potential Program

Acceptance into the Max Potential program as a participant is based on:

- Completion of the online application form and receipt of the Signed Consent with Parent/Guardian Consent (Parent/Guardian Consent is only required if you are under 18)
- Email recommendation from a representative of your supporting organisation e.g. year advisor, principal, youth group leader, pastor, scout leader, employer, supervisor, etc.
- Applicant's commitment to the Max Potential program (as below)

#### Young Adult Commitment to the Max Potential Program

I agree to commit fully to the Max Potential Program and will:

- Prioritise Max Potential in my schedule and attend all group activities and coaching sessions.
- Commit to personal growth and active development of my personal leadership skills.
- Fulfil the agreement I make with my coach and commit to developing an open, honest and transparent coaching relationship.
- Work to understand the MAXIMISERS© principles and apply them to my life:
  - Be clear about what success looks like
  - Try new ways of thinking and doing things to achieve my goals
  - Create space in my day to focus on new habit formation
- Complete all requirements of the program within the required timeframe, including:
  - Personal Expression film to be presented to the group
  - Community Service Pitch to help others and reinforce my personal learning
  - Attend Celebration as end of program wrap-up
  - MP Hub documentation
- 'Push through' any challenges that arise to make the most of my Max Potential experience. I understand that failure to complete the program for non-extenuating circumstances will require me to repay the withdrawal cost of this scholarship (\$600 + GST).

## Signed Consent

I wish to apply for a Young Adult Scholarship Grant to participate in the Max Potential program.  
I confirm that I am available to attend all group workshops, coaching sessions and final Celebration.

I understand that some elements of the Max Potential program will be completed face-to-face and others will be done in an online setting via Zoom. The online components can include coaching sessions between the Young Adult and Community Coach, full group workshops and workshops with smaller groups of students and coaches.

*Please note: every Max Potential Community Coach has a valid, verified Working with Children Check and a Police Check approved within three (3) months of their application. We also check two references per person.*

I agree to commit fully to the Max Potential Program (as above) and will fulfil the agreement I make with my coach to ensure my personal leadership development.

I hereby consent to the following **Max Potential Young Adult Terms & Conditions**

- For my contact details to be used for the strict purposes of the Max Potential program, including the participant directory, participant and alumni mailing lists. Any personal information provided to Max Potential is for program, administration and training use only and will be kept private and confidential, and not for general publication. Information contained in the application form will not be disclosed to any other persons or organisations except Open Frame Coaching who delivers Max Potential, Sponsors and a Max Potential third party organisation responsible for future longitudinal research studies and youth research.
- To be contacted post Max Potential to share updates of how the program has impacted my life and be involved in any longitudinal research studies and youth leadership related research for the purposes of evaluating and enhancing the Max Potential program.
- To be photographed and filmed during Max Potential activities and for any words I have written or said related to the Max Potential program (including but not limited to workshop/coach session evaluations, the creation and presentation of my Personal Expression and Community Service Pitch) to be used to effectively communicate and promote Max Potential outcomes among participants, sponsors and to the wider community. The images, videos, quotes and other content may be used on the Open Frame Coaching and Max Potential websites, e-news, reports, presentations and on social media channels including but not limited to Facebook, Instagram, YouTube and LinkedIn. These photos, videos, quotes and other content may be reproduced in colour, or black and white, and may be altered, distorted or blurred for design purposes. I will not be consulted about the specific context, or number of times, in which my photo, words, videos or other content will be used. There is no end date for the use of these images, videos, quotes and other content.
- **I will repay the withdrawal cost of this scholarship (\$600 + GST) if I do not complete the program as outlined in this contract. NOTE: Your Scholarship agreement may only be terminated in exceptional circumstances, with the full knowledge and approval of the Program Manager.**

Changes to coaching sessions may be requested by the participant if essential.

- **Changes to Coach Sessions**

If any session is cancelled and not rescheduled within seven (7) days of the original date, both the coach and the participant should notify the MP Program Manager immediately. The Program Manager should also be notified if there is any change to the coaching schedule.

- **Coach Session Preparation**

A coach will make an effort to negotiate flexibility of changes to the coaching schedule, if needed, throughout the coaching agreement. The participant will make an effort to perform all actions agreed to by the participant and the coach, in preparation for future coaching sessions. It is the participant's responsibility to inform the coach if they are unable to complete the preparation work for any coaching session.

- **Coach Session Content**

The coaching session content will focus on personal leadership development and as such will include content that specifically address personal, emotional, spiritual and physical development. Adjustments to coaching session content can be made by mutual agreement between the participant and the MP Community Coach.

- **Coach Methods**

The participant acknowledges that the coaching sessions may be personally, emotionally, spiritually and physically challenging and that there may be occasions in which they will feel challenges - including frustration, disappointment or stress. The participant will not hold the coach liable for any loss or cost incurred by the participant (or any person related to the participant) in the event of mental, physical, emotional stress or distress (or other ailment or condition) caused either directly or indirectly in relation to the coaching sessions. The participant shall indemnify the coach in the event of any such claim.

- **No Warranties Given**

While every effort will be made to assist the participant, the coach makes no representation or warranty to the participant that any of the coaching methods or the sessions will work for the participant's particular circumstances. The participant will not hold the coach responsible for the failure (in whole or part) to achieve any of the participant's goals.

- **Intellectual Property Rights**

The participant has no right to use or reproduce any of the processes, techniques, presentations, methodologies, precedents and materials used by the coach in the coaching activities ("Materials"). The participant must not at any time use or reproduce the Materials in any manner, shape or form.

- **Intellectual Property Rights - Confidential Material**

As part of the coaching, some personal details or confidential material relating to the participant personally may arise. The coach will make every effort to ensure that such material shall not be disclosed to any third party without the consent of the participant unless it is necessary under mandatory reporting requirements for the safety of the participant.

I declare the information in my Max Potential Young Adult Scholarship Application is, to the best of my knowledge, accurate.

I acknowledge that my application will not be processed until the Max Potential Program Manager receives this signed Consent form and an email recommendation from a representative of my supporting organisation.

If my application is successful, I wholeheartedly accept the scholarship offer. I am aware that my signature on this Consent Form signifies my agreement to the terms and conditions and my full commitment to the Max Potential program, should my application be accepted.

As parent/guardian, I grant permission for my child, as listed below, to participate in the Max Potential program which includes both online and in-person components. This includes one-on-one meetings with the Max Potential Community Coach, participating in small group and larger group workshops and related activities.

Program Location	
Young Adult Name	
Signature and date	
<b>Parent/Guardian Consent (only required if applicant is under 18)</b>	
Parent/Guardian Name	
Relationship to Applicant	
Signature and date	

***\*Please UPLOAD your Consent Form to your Max Potential Registration using the secure user document upload link that has been sent to you via email upon application submission. For any issues please contact [hello@maxpotential.com.au](mailto:hello@maxpotential.com.au)***

*For further information of privacy compliance, please refer to the privacy statement attached.*



## Information for Parents/ Guardians

### How you can help your Max Potential Young Adult participant

For more information about Max Potential - <https://www.maxpotential.com.au/about>

As parent/guardian/significant adult, you play a key role in personal leadership development.

**If your Young Adult receives a Scholarship Grant to participate in the Max Potential program, they will be required to complete the following program elements, some of which will be in face-to-face settings and others in online settings:**

- Attend the half day Introduction Workshop with all program participants
- Attend and participate in 8+ coaching sessions throughout the 22 weeks of the program with their individually assigned coach
- Attend the half day Connect Group 1 Workshop with all program participants
- Create a Personal Expression film that creatively shares their experience with Max Potential
- Attend the half day Connect Group 2 Workshop and present their Personal Expression film to all program participants
- Complete all Evaluations, Session Notes and Workbook entries on our online tool – The Hub (this is designed to make their learning outcomes as clear and easy to complete as possible)
- Plan and complete a Community Service Pitch
- Attend final Celebration event

**We would appreciate your commitment to maximise their learning outcomes by providing the following support:**

- Take an interest in what personal learning is taking place through each coaching session
- Encouragement to complete agreed coaching activities
- Encouragement to complete all Max Potential activities – coaching sessions, Connect Groups, Personal Expression, Community Service Pitch and Celebration
- Discuss how you can change and develop your own personal leadership based on the reading materials and tools supplied as part of Max Potential
- Discuss with the Max Potential Program Manager any concerns or questions you may have very early – don't wait!
- Be excited and positive about Max Potential involvement for the 22 weeks
- Offer assistance in the Community Service Pitch (which may not be accepted, but that's okay)
- Challenge them to complete and finish, even if 'things get tough' along the way; always talk through coping and achievement strategies
- Come to the Celebration at the end of the program and acknowledge achievements!

**We are continually seeking dedicated volunteer coaches who are eager to enhance their professional development while providing vital support to young adults. We encourage you to consider a scholarship to become a community coach.**

# Privacy Statement

## Open Frame Coaching Privacy Statement

This Privacy Statement explains in general terms how Open Frame Coaching protects the privacy of your personal information under the Australian Privacy Principles. It will apply to any personal information you provide to us:

- when sharing information with us during a general enquiry,
- when opting to subscribe to our eNews,
- when registering for our services, workshop programs, programs and coaching services,
- and in any other instance involving an agreement or arrangement with Open Frame Coaching

This Privacy Statement will also apply to any information about you that is provided to us by someone else.

### What Information Do We Collect?

The types of information that we collect from you will depend on the circumstances of collection and on the type of services or products you request from us. Generally, information is related to contact details such as your name, postal address, billing address, telephone numbers, email addresses, or other workshop program details to provide quality service to you, including dietary requirements (if any) and health issues relevant to your arrangements. As we are required by law to obtain your consent to the collection of "sensitive information" we will assume that you have consented to the collection of all information which is provided to us for use in accordance with this Statement, unless you tell us otherwise.

### How We Collect Information

We may collect personal information about you when you deal with us over the telephone, send us correspondence (whether by letter, email, on social media channels including but not limited to Facebook, Instagram, YouTube and LinkedIn or messaging), visit our websites or when you have contact with us in person. As well as collecting information directly from you, there may be occasions when we collect information about you from one of our accredited coaches.

### How We Use Your Personal Information

We generally collect your personal information for the following purposes:

- to process your workshop or coaching registrations, and product purchases;
- to facilitate consulting services, development or coaching agreements;
- to note your interest in products, services and events offered by Open Frame Coaching.

Some of the personal information we collect is essential for us to be able to accurately identify who is using our services and products, as well as what their interests are.

### Disclosure of Personal Information to Third Parties

We may disclose your personal information to third parties, for example, to our coaches and consulting associates to whom we contract out certain services, for the purpose for which the information was collected or for related purposes, for example to complete a transaction on your behalf or provide you with a service that you requested. We may also disclose your personal information to various law enforcement agencies and governments around the world for security, customs and immigration purposes. Open Frame Coaching engages third party contractors to perform services for us, which involves the contractor handling personal information we hold. In these situations, we prohibit the third-party contractor from using personal information about you except for the specific purpose for which we supply it. Other than the above, we will not disclose your personal information without your consent unless disclosure is either necessary to prevent a threat to life or health, authorised or required by law, reasonably necessary to enforce the law or necessary to investigate a suspected unlawful activity.

### Access & Correction of Information We Hold About You

We will, on request, provide you with access to the information we hold about you, unless there is an exception which applies under the Australian Privacy Principles, including for the purpose of correcting or updating that information. We may recover from you our reasonable costs of supplying you with access to this information. Your request to provide access to this information will be dealt with in a reasonable time. If we refuse to provide you with access to the information, we will provide you with reasons for the refusal and inform you of any exceptions relied upon under the National Privacy Principles.

### Keeping Your Personal Information Up to Date

We take reasonable steps to ensure that your personal information is accurate, complete, and up-to-date whenever we collect or use it. If the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us and we will take reasonable steps to either correct this information, or if necessary, discuss alternative action with you.

#### **Resolving Your Concerns**

If you desire to gain access to your personal information, have concerns regarding a privacy breach, or have inquiries about the collection or utilisation of your personal data, please direct your request, complaint or query to the address below. We will promptly respond to your query or complaint.

#### **Changes to This Privacy Statement**

We reserve the right to modify this Privacy Statement in response to evolving business needs or changes in law.

Open Frame Coaching (ABN 11 669 667 887)  
14 Gill Avenue,  
Avoca Beach, NSW 2251