COMMERCIAL LICENCE, PROGRAM DELIVERY AND PARTICIPATION AGREEMENT

NDIS Participant Online Video Game Coaching Traineeship 2 years 15hrs/wk·

www.NetworkingCommunities.com

Lifetime Part-Time Employment as Assistant Video Game Coach with NWC

This Agreement records the commercial licence, program delivery, participation, safeguarding and reporting arrangements for the Online Video Game Coaching Traineeship. It is between the Host Employer and the Participating Provider identified below. The parties must complete all blank fields and confirm the employment and training documents before commencement.

Host Employer: NetworkingCommunitiesCompany Pty Ltd (NWC)

ABN: 21 128 348 863

Director: Michael Mattocks

LinkedIn: Michael Mattocks

1. Parties and professional identification

1.1 Host Employer

NetworkingCommunitiesCompany Pty Ltd (NWC), ABN 21 128 348 863, of the business address set out in Schedule 1. NWC is identified as the Host Employer for the program's employment arrangements, subject to applicable registration, training and employment requirements.

1.2 Participating Provider

The organisation identified in Schedule 1 (Provider). The Provider enters this Agreement to access the program, curriculum, commercial licence and associated coaching, supervision and reporting framework.

1.3 Director credentials

The following wording is reproduced verbatim as supplied:

Michael Mattocks

Commonwealth & Royal Family Examiner Cybersecurity Health & Safety Examiner (Child Safety)

MA Cybersecurity Law

Network Security Fundamentals

TAE40122 Certificate IV in Training and Assessment

Career Consultant – Microsoft HQ User Groups

2. Purpose and program

2.1 The parties will work together to make an Online Video Game Coaching Traineeship available to suitable NDIS participants. The program combines paid part-time employment, online video game coaching, workplace supervision, structured curriculum, online safety and cybersecurity education, digital skills development, and an online local TAFE or other registered training organisation (RTO) pathway.

2.2 The intended traineeship is 104 weeks at 15 hours per week, subject to the participant's formal employment contract, training plan, registration and applicable requirements. It is designed to build practical experience, confidence, social connection and employment skills. The employment commitment is set out in clause 5.8. No particular qualification, NDIS funding or other outcome is guaranteed.

2.3 The program is not a substitute for a participant's NDIS plan, service agreement, formal RTO assessment or individual employment documents.

3. Commercial licence

3.1 NWC grants the Provider a non-exclusive, non-transferable licence during the term to introduce suitable participants, promote the program using approved materials, coordinate approved coaching and workplace activities, access the weekly curriculum, and participate in the supervision and reporting framework.

3.2 The Provider must not sell, sublicense, modify for distribution, reproduce for commercial distribution or independently distribute NWC's proprietary curriculum or program materials without NWC's written permission.

3.3 NWC retains ownership of its pre-existing curriculum, templates, training structures, commercial documentation and processes. The licence does not transfer intellectual property ownership. Each party retains intellectual property it independently develops. Jointly developed materials require a separate written agreement.

3.4 NWC may update program content, delivery procedures and safeguarding requirements to maintain quality and relevance. NWC will notify the Provider of material operational changes.

4. Program and employment roles

4.1 NWC is the Host Employer and will coordinate employment administration, payroll and employment records for which it is legally responsible. The participant's employment terms, applicable industrial instrument, wage assessment, training plan and traineeship registration must be documented separately through the applicable formal processes.

4.2 The Provider identifies and refers participants, obtains required consents, provides or nominates a suitable coach/support worker, and delivers any agreed participant supports within the Provider's service agreement and the participant's plan.

4.3 The Provider's coach supports the participant's on-the-job coaching activities and workplace skills. The coach need not have prior professional video game experience but must be capable of providing suitable participant support, maintaining professional boundaries and following safeguarding procedures. A coach must not be represented as an RTO trainer or assessor unless separately qualified and authorised.

4.4 NWC provides the two hours per week of program supervision and reporting described in Schedule 2, including preparing and submitting the program's required reports to the State Training Services Department. NWC also provides curriculum guidance and assists with TAFE/RTO and traineeship coordination.

5. Curriculum, Online TAFE and Workplace Training

5.1 NWC will coordinate a structured 104-week workplace curriculum. It is a common weekly learning framework, with practical activities adapted where appropriate to a participant's interests, skills and support requirements.

5.2 The training pathway is intended to be delivered online through a suitable local TAFE or other appropriately registered RTO, subject to availability, entry requirements, participant suitability, enrolment and the formal training plan. TAFE NSW or another local RTO may be considered. No particular provider or qualification is guaranteed until confirmed with that RTO.

5.3 Potential learning areas include information and communications technology, 3D animation, character creation, digital content creation, game design, introductory programming, AI-assisted digital production, digital portfolios, cybersecurity and online safety. Formal qualifications and units are selected with the RTO and recorded in the training plan. Only the RTO can award a nationally recognised qualification.

5.4 The curriculum may include video lessons, demonstrations, Pro Gamer and esports coaching exercises, practical activities, learning checklists, portfolio work and progress-report templates. Completing curriculum activities does not replace RTO assessment.

5.5 **The Workplace curriculum is delivered predominantly through the Microsoft HQ User Groups Discord channel.** After receiving this Agreement signed, NWC will provide the Provider with a provider-specific invitation link that has a limited validity period and use limit. The Provider must not post the invitation publicly or forward it to unauthorised persons. NWC may revoke or replace the invitation and may require approval before granting server access. Access is subject to the server's settings and the program's safeguarding, privacy and consent requirements. Participant NDIS, health and other sensitive information must not be posted in Discord. The curriculum area is titled “Traineeship 1 – Curriculum”. Microsoft Corporation is not represented as operating, sponsoring or endorsing this program.

5.6 Participants may commence suitable activities on a mobile device. A desktop or laptop is encouraged for advanced digital activities but is not a precondition to commencing suitable program activities. No party promises to provide a computer unless separately agreed in writing.

5.7 NDIS Participant Careers

The program supports participants to explore career interests, identify strengths and development goals, build practical digital and workplace skills, and develop portfolio material relevant to their chosen pathway. Career exploration and training activities will be adapted to the participant's interests, capabilities, support needs and available local online TAFE/RTO options. The Provider and NWC may discuss progression to further training, work experience or employment opportunities where suitable.

Online career exploration may include:

- Fiverr.com: developing a portfolio and exploring suitable freelance digital services, subject to Fiverr's terms, eligibility and any applicable legal requirements.
- Mable and Hireup: learning about online support-work opportunities where the participant meets the platform's age, onboarding, screening, qualification and other requirements. These are independent support-work platforms, not gaming platforms.
- Gaming and esports platforms: exploring video game coaching, esports participation, digital content creation, streaming or community roles, subject to platform rules, safeguarding requirements and participant suitability.

- **AI-assisted app development:** learning to plan, prototype and test accessible applications, including gaming or career-development tools, with participants involved in identifying needs and reviewing designs. NDIA data for Q4 FY25/26 records 350,651 active participants with autism as their primary disability out of 782,013 active participants nationally at 30 June 2026 (about 44.8%, or 45%). This figure is population context only; it does not establish demand or suitability for a particular app. Source: https://dataresearch.ndis.gov.au/explore-data.

Fiverr.com, Mable, Hireup and gaming platforms are independent third-party services. Their inclusion does not imply endorsement, guarantee account approval or promise paid work. Participation does not guarantee a qualification, NDIS funding outcome or any particular career result.

5.8 Lifetime Part-Time Employment as Assistant Video Game Coach with NWC

NWC will employ the participant as an Assistant Video Game Coach on a part-time basis for the participant's lifetime, subject to the Provider's ongoing payment to NWC of the Licence Fee under clause 8 for that participant. This employment commitment is intended to continue beyond the 104-week traineeship while the Licence Fee continues to be paid. Employment will commence under an individual written employment contract and remain subject to applicable employment law and lawful termination grounds. The ordinary hours, duties and work arrangements will be recorded in that contract. The intended age-dependent pay range is $18–$26 per hour.

6. Weekly hours and supervision

The intended weekly allocation is set out in Schedule 2 and totals 15 hours. Actual hours, attendance, remuneration and training are governed by the participant's employment and training documents. The Provider nominates a coach/support worker to facilitate the seven hours of on-the-job coaching. NWC provides the two hours of program supervision and reporting, including reporting to the State Training Services Department.

7. NDIS supports and claims

7.1 The Provider alone is responsible for deciding whether a proposed support is appropriate and claimable under the participant's individual plan, obtaining participant consent, maintaining its service agreement and accurately describing any support delivered.

7.2 Exemplar NDIS Support Item 04_104_0125_6_1 – Access Community, Social & Recreational. Example: 7 hours × $73.58 per hour = $515.06 at the 2026–27 national weekday daytime price limit.

7.3 NDIS participant support funds must not be used to pay the trainee's wages or employment costs. NDIS support claims and employment/payroll costs are separate. The commercial fee in clause 8 is payable from the Provider's own business funds and is not an NDIS participant support charge.

8. Commercial fee and invoicing

8.1 The Provider must pay NWC a commercial Licence Fee of exactly $235 per participant per week for each participant throughout their employment under clause 5.8. This single weekly fee covers the NDIS participant wage allocation of $113 per week and $12 per week superannuation, together with the commercial program licence and agreed program administration. The $113 and $12 allocations are included within the $235 fee and are not additional amounts payable on top of it.

8.2 The $235 fee is payable from the Provider's own business funds. It covers access to the curriculum framework, online mentoring environment, program coordination and reporting framework. NWC invoices the Provider weekly (or in another agreed billing cycle) for the number of enrolled participants and relevant weeks.

8.3 The Provider must pay the applicable $235 per participant weekly fee to NWC as soon as the Provider receives the corresponding authorised NDIA payment. The Provider must remit the fee without avoidable delay so NWC can process the participant's pay immediately. NWC will process the participant's pay promptly after receiving the fee and in accordance with the participant's employment arrangements and applicable payroll requirements. Any change to the $235 weekly fee requires written agreement by both parties.

8.4 The commercial fee describes the parties' commercial arrangement. It does not determine an employee's legal wage entitlement. If a statutory, award, agreement or formal Supported Wage System assessment requires a different amount, NWC must meet its employment obligations and the parties must agree in writing on any resulting adjustment to their commercial arrangement before it is charged to the Provider.

9. Pay, superannuation and participant information

9.1 The program's previously agreed advertised wording is: “$113 per week DSP top-up according to Fair Work conditions and regulation.”

9.2 The $113 per week participant pay allocation and $12 per week superannuation allocation are components covered by the $235 fee in clause 8.1. They must not be described as additional to that fee. They are planning allocations only and do not replace statutory calculations, assessments or entitlements.

9.3 Where the Supported Wage System applies, any required assessment must be completed through the appropriate authorised process. NWC will coordinate payroll records, PAYG withholding, superannuation and employment documentation for which it is legally responsible.

9.4 Michael Mattocks, Career Consultant – Microsoft HQ User Groups, will undertake an IT Functional Capacity Assessment to document the participant's digital capabilities, technical aptitude, computer proficiency and development needs. This is a program/workplace development assessment and does not itself determine a formal Supported Wage System rate or replace any Fair Work or other authorised assessment.

10. Cybersecurity, Child Safety and Safeguarding

10.1 NWC coordinates program guidance on cybersecurity awareness, online safety and child-safe practice. Activities may address digital literacy, technical aptitude, secure accounts, privacy, information handling, professional online communication and boundaries, responsible use of Discord, OBS and gaming platforms, and recognising/reporting cyberbullying, scams, harassment and online exploitation.

10.2 NWC will provide ongoing regulatory and child-safety/cybersecurity updates as part of program oversight.

10.3 Each party must ensure its personnel have appropriate qualifications, screening, training and supervision; maintain professional boundaries; obtain required consents; and comply with applicable safeguarding and incident-reporting obligations. Each party remains responsible for its own statutory, regulatory and professional obligations.

10.4 The Provider must promptly notify NWC of significant incidents, safeguarding concerns, complaints or operational issues relevant to the program. The parties will cooperate on appropriate response and records, subject to privacy and legal requirements.

11. Reporting and records

11.1 The Provider will send NWC weekly progress information using the agreed format and secure transmission method. NWC will use the two weekly hours allocated to supervision and reporting to review the information, supervise program progress, and prepare and submit required reports to the State Training Services Department. Provider information should record attendance and participation, coaching activities, skills demonstrated or developed, practical learning, training participation where known, barriers, and follow-up actions or recommendations.

11.2 Reports must be factual, respectful and limited to information relevant to the program. Reports must not contain unnecessary sensitive personal information. NWC may use reports to monitor delivery, identify support needs and coordinate follow-up.

11.3 Each party must comply with applicable privacy and data-protection laws. Participant information may be collected, used, stored and disclosed only for authorised purposes. Each party must take reasonable steps to protect participant personal, health, NDIS, employment and confidential service information and maintain its records securely.

11.4 Sensitive participant information, health information, NDIS records and confidential service documents must not be posted in public or general Discord channels. Information shared through online platforms must be authorised, limited and appropriate. Formal records must be held in the parties' approved recordkeeping systems.

12. Provider obligations

The Provider will: identify and refer suitable participants; obtain all required participant or representative consents; confirm that any proposed NDIS-funded support is appropriate to the plan and service arrangements; provide a suitable coach/support worker; ensure workers have appropriate qualifications, screening, training and supervision; maintain service notes and progress records; send weekly reports; deliver services in accordance with the participant's plan, service agreement, NDIS requirements and applicable law; maintain appropriate insurance, including workers compensation where required; notify NWC about relevant incidents and complaints; and avoid claims of guaranteed employment, funding, wages or training completion.

13. Government incentives

The parties may investigate available government incentives, traineeship subsidies and employer support programs. Eligibility and payment are determined by the relevant administering body and are not guaranteed. Any incentive remains subject to its conditions and reporting requirements. The parties will reasonably cooperate with accurate information for legitimate applications.

14. Confidentiality and publicity

Each party must protect the other party's confidential business, commercial and operational information and use it only to perform this Agreement. Neither party may use the other party's name, logo or marks in publicity except for approved program promotion or with prior written consent. Participant stories, images or

identifying information require appropriate consent and must comply with privacy and safeguarding requirements.

15. Non-solicitation and participant choice

15.1 Throughout the term of this Agreement, neither party may solicit, approach or attempt to divert the other party's program participants, provider relationships, workers, contractors or referral relationships for the purpose of bypassing the other party's role in the program or moving them away from the program. This restriction applies throughout the Agreement without a time-limited exception. A departure from it requires the parties' written agreement.

15.2 This clause does not restrict a participant's freedom to choose a provider, employment, training or support, or prevent a party from responding to a participant's independently initiated request. The parties must act in the participant's interests and comply with applicable law.

16. Term, review and termination

16.1 This Agreement starts on the date of the last signature and continues until terminated under this clause. It will be reviewed at least annually and when material program or legal requirements change.

16.2 Either party may terminate for convenience on 30 days' written notice. A party may terminate immediately by written notice if the other party commits a material breach and, where the breach can be remedied, fails to remedy it within 14 days after receiving written notice; becomes insolvent; or continued participation presents an immediate safeguarding or legal risk.

16.3 On termination, the Provider must stop using NWC materials and return or securely destroy confidential material on request, subject to legal recordkeeping obligations. Accrued fees remain payable. The parties will cooperate on a safe transition for any participant, consistent with the participant's employment, training and service documents.

17. Liability and insurance

Each party is responsible for its own acts, omissions, personnel and legal obligations and will maintain insurance appropriate to its activities. Nothing in this Agreement excludes a liability that cannot lawfully be excluded. To the extent permitted by law, neither party is liable to the other for indirect or consequential loss. The Provider is not NWC's employee, agent or partner by reason only of this Agreement and has no authority to bind NWC.

18. General

18.1 This Agreement and its schedules are the entire agreement between the parties about its subject and replace earlier discussions on that subject. The formal employment contract, training plan, traineeship registration and participant service agreements govern their respective subjects and must be read consistently with applicable law.

18.2 A variation must be in writing and signed by both parties. A notice under this Agreement must be sent to the email or address in Schedule 1

18.3 If a provision is invalid or unenforceable, it is severed to the minimum extent necessary and the remaining provisions continue. A party's failure to enforce a provision is not a waiver.

Schedule 1 — Party details and notices

Host Employer

NetworkingCommunitiesCompany Pty Ltd

ABN: 21 128 348 863

Director: Michael Mattocks

Participating Provider

Legal name: _____

ABN: _____

Authorised representative: _____

Position: _____

Notice email: _____

Schedule 2 — Intended weekly traineeship structure

Activity	Hours per week
On-the-job Online Video Game Coaching	7
NWC program supervision and reporting, including reporting to the State Training Services Department	2
Online local TAFE/RTO training	6
Total intended hours	**15**

Planned duration: 104 weeks (two years / 24 months). Actual attendance and training are governed by formal employment and training documents.

Schedule 3 — Commercial fee and included allocations

Commercial licence and administration fee: $235 per participant per week

Included participant wage allocation: $113 per participant per week

Included superannuation allocation: $12 per participant per week

The $113 and $12 allocations are included in the single $235 fee. They are not added to it. The fee is paid by the Provider from its own business funds and is separate from NDIS support claims. It remains payable for each participant throughout their employment under clause 5.8. The allocations do not determine or limit any employee's legal entitlement.

Schedule 4 — Weekly progress report minimum content

Participant identifier (use a secure coded identifier where practicable): _____

Week/date: _____ Coach: _____

Record attendance and participation; coaching activities; skills demonstrated or developed; practical learning; workplace supervision observations; RTO/TAFE participation where known; barriers or concerns;

and agreed follow-up actions. Keep information factual, relevant and secure. Report incidents promptly through the agreed safeguarding channel rather than relying on this routine report.

Schedule 5 - Patrick Lee case study

PATRICK'S TESTIMONIAL

“I love gaming. The 15 hours per week traineeship provides me with the confidence to look for a second job.”

NDIS Participant Online Video Game Coaching Traineeship

Coordination and training references supplied: Karen Bennett; Apprenticeship Support Australia; TAFE NSW (online); NSW Training Services

Facebook profile: https://www.facebook.com/patrick.lee.829609/

Delivery: Entirely Online

Location: Blacktown, NSW

Schedule 6 - Signatures

Signed for and on behalf of **NetworkingCommunitiesCompany Pty Ltd**, the Host Employer:

Signature: _____ Date: _____

Name: Michael Mattocks

Position: Director

Signed for and on behalf of the **Participating Provider**:

Signature: _____ Date: _____

Name: _____

Position: _____