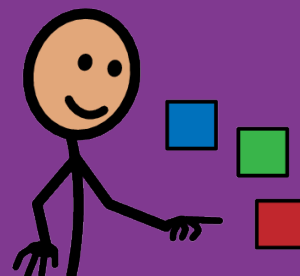


Frequently Asked Questions

Worker Screening Checks in Western Australia

What are the differences?



Worker screening is a formal background check to see if a Worker poses a risk to a person they are supporting.



Three Types of Checks in WA

NDIS Worker Screening Check

NDIS CHECK

National Police Certificate

NPC

Working with Children Check

WWC CHECK



Government of **Western Australia**
Department of **Communities**



Are my Workers required to get the Check?

NDIS CHECK

It is **optional** for people directly hiring their own supports and for Unregistered NDIS Providers.

However, it is **mandatory** for workers in 'risk-assessed roles' at Registered NDIS Providers.

NPC

As required by the Employer.

WWC CHECK

It is **mandatory** for any Worker in 'child-related work' unless an exemption applies.

Check is needed regardless of type of Employer, whether that work is paid or unpaid, or whether it is NDIS-funded or not.



What is the focus of each Check and who does it?

NDIS CHECK

The NDIS Worker Screening Unit WA checks whether a Worker poses an **unacceptable risk of harm to people with disability** and gives an outcome of Clearance or Exclusion.

NPC

The National Police Checking Service provides a certificate listing the Worker's **disclosable criminal history** as at the date it is produced. The Employer assesses risk based on that information.

WWC CHECK

The Working with Children Screening Unit WA checks whether a Worker **may pose a risk of harm to children** and gives an outcome of Clearance or Negative Notice.



How long is it valid for and how much does it cost?

NDIS CHECK

Five (5) years unless cancelled.

\$145.00 – paid (equals \$29 per year)
\$80.00 – eligible concession
\$11.00 – volunteers & unpaid

NPC

No official validity period. It is up to the Employer to decide if an existing check continues to be valid for their purposes.

\$58.70 – paid
\$17.00 – volunteers

WWC CHECK

Three (3) years unless cancelled.

\$87.00 – paid (equals \$29 per year)
\$11.00 – volunteers & unpaid
\$11.00 – replacement Cards

Costs listed above correct as of April 2023. Always refer to relevant website for recent costs.



What information does each Check consider?

NDIS CHECK	NPC	WWC CHECK
<p>1. Relevant expanded* national criminal history</p> <ul style="list-style-type: none">• Criminal convictions• Pending charges• Juvenile convictions• Charges that don't result in a conviction• Spent convictions <p>2. Disciplinary and misconduct information supplied by NDIS Commission</p> <p>3. Information disclosed by the Worker on the Application Form</p> <p>4. Outcomes of previous NDIS Worker Screening Checks</p> <p>5. Any other information obtained by the Unit that is deemed relevant</p>	<p>1. National criminal history</p> <ul style="list-style-type: none">• Disclosable court outcomes• Pending charges• Certain juvenile convictions• Certain spent convictions• Traffic convictions	<p>1. Relevant expanded* national criminal history</p> <ul style="list-style-type: none">• Criminal convictions• Pending charges• Juvenile convictions• Charges that don't result in a conviction• Spent convictions <p>2. Any other information obtained by the Unit that is deemed relevant</p>

* Relevant means the types of offences that lead to exclusion. Expanded means the circumstances surrounding any charges or convictions as well as the outcome.

For more information about what each Check considers, refer to the relevant website.

Why is important to understand what each Check considers?

Depending on the support your worker is providing and who they are supporting, you may choose or need to get more than one check. For example, if driving is a major part of the support, you may wish to ask your Workers to do the NPC as well as the other Checks, because the NPC checks for traffic convictions.



After the Check is complete, what does the Worker get? How do I know if it's valid?

NDIS CHECK

The Worker gets a **Worker Screening ID number and the Outcome** (Clearance or Exclusion). **The Worker does not get a card.**

As an Employer, you can link to that Worker in the NDIS Worker Screening Database to see their current clearance status.*

NPC

The Worker gets a **certificate** listing any disclosable outcomes and/or pending charges up to the date the certificate was generated.

It is up to the Employer to decide whether the existing NPC is valid for the intended role. Employer obtains a copy.

WWC CHECK

The Worker gets a **WWC Card** only if they are cleared.

As an Employer, you can check the Worker's current clearance status on the WWC website.



Is the Check ongoing?

NDIS CHECK

Yes

New information may trigger a reassessment of clearance status.

Workers have ongoing obligations to notify the NDIS Worker Screening Unit WA of changes to their personal and employment details, and criminal history. Penalties apply.

If an Employer is linked to a Worker in the NDIS Worker Screening Database, the Employer is notified of any changes to clearance status.

NPC

No

It is a check at a single point-in-time.

If there is new information about a Worker's criminal background after the date of the check, the certificate is not updated and Employers are not notified.

WWC CHECK

Yes

New information may trigger a reassessment of the Worker's suitability to hold a WWC card.

Workers have ongoing obligations to notify the WWC Screening Unit of changes to their criminal history.

If an Employer has signed the Worker's application form, authorised the Worker's online renewal, or completed the 'Register Card Holders' form, the Employer is notified of changes to clearance status.



Can my Worker start while their application is pending?

NDIS CHECK

Registered NDIS Providers: Workers can 'work on application' only if certain requirements are met. See NDIS Worker Screening WA website for information.

People directly hiring their own supports and **Unregistered** NDIS Providers: It is up to the Employer to decide whether the Worker can start while their application is pending.

NPC

It is up to the Employer to decide whether the Worker can start while their application is pending.

WWC CHECK

In most cases, Workers can start while their application is pending. See WWC Check website for information.



What if I have information about a Worker that might affect their clearance status?

NDIS CHECK

Contact the NDIS Quality and Safeguards Commission.

www.ndiscommission.gov.au
1800 035 544

You do not contact the NDIS Worker Screening Unit in WA.

NPC

There is no process for you to contact the National Police Checking Service.

If you become aware of a crime it needs to be reported to the Police.

WWC CHECK

Contact the WWC Screening Unit WA.

www.workingwithchildren.wa.gov.au
1800 883 979



Can the Worker use the Check with other Employers?

NDIS CHECK

Yes

Check can be used across all NDIS-related roles and organisations.

Valid in all states and territories in Australia.

NPC

It is up to the Employer to decide whether they will accept an existing NPC produced in any state for the intended role and at a point in time before employment.

WWC CHECK

Yes

Check can be used across all categories of child-related work.

Only valid in WA and Christmas and Cocos (Keeling) Islands.

Where is there more information about each Check?



NDIS CHECK

NDIS Quality and Safeguards Commission

www.ndiscommission.gov.au

1800 035 544

nwsd@ndiscommission.gov.au

NDIS Worker Screening Unit WA

www.ndiswsu.wa.gov.au

1800 225 558

NDISCheck@communities.wa.gov.au

NPC

Australian Criminal Intelligence Commission

www.acic.gov.au/services/national-police-checking-service

WA Police Force

www.police.wa.gov.au/Police-Direct/National-Police-Certificates

WWC CHECK

Working with Children Check WA

www.workingwithchildren.wa.gov.au

1800 883 979

checkquery@communities.wa.gov.au

- * For step-by step-instructions on how to get NDIS Worker Screening Check for People directly engaging their own supports, Unregistered NDIS Providers, Registered NDIS Providers, Employees and Sole Trader Independent Contractors, please see WAiS website, www.waindividualisedservices.org.au

IMPORTANT: This information is a general guide and correct as of April 2023. Please note that over time, the links provided may no longer work as governing bodies change or update their information or websites. For more detailed or current information, refer to the relevant website for each Check.