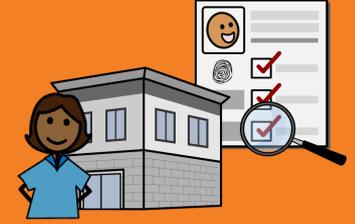


For Sole Trader Independent Contractors

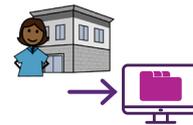


The NDIS Worker Screening Check is a formal check of a Worker's background to ensure that the Worker does not present an unacceptable risk of harm to people with disability.

This resource is for Contractors who are **not registered** with the NDIS Quality and Safeguards Commission.

Steps to get the NDIS Check

1 Join NDIS Worker Screening Database to get an Employer ID



2 Complete NDIS Check online application form in DoTDirect



3 Show ID and pay fee within 28 days



4 Verify your own application in the NDIS Database within 28 days



5 NDIS Worker Screening Unit WA does Check



6 Notification of Worker Screening ID number and Outcome



Instructions inside



What is the NDIS Worker Screening Check?

- The NDIS Worker Screening Check (NDIS Check) is a formal background check that assesses a Worker's relevant criminal and other history to determine whether that Worker **poses an unacceptable risk of harm to people with disability**.
- The outcome of the NDIS Check is either **Clearance or Exclusion**. The Worker is given a NDIS Worker Screening ID number. **The Worker does not get a card.**
- The NDIS Check is **valid for five years** in all Australian states and territories unless cancelled. It is **portable** across NDIS-related roles and organisations.
- During this time, the NDIS Check is **ongoing** and new information may trigger a reassessment of a Worker's clearance.
- The NDIS Check is **optional** for Contractors that deliver NDIS services and supports and are **not registered** with the Quality and Safeguards NDIS Commission (NDIS Commission). However, a person engaging you for your services may require you to get NDIS Check.
- Information about the NDIS Check is on the NDIS Worker Screening Unit WA website: www.ndiswsu.wa.gov.au

What is the NDIS Worker Screening Database?

- The NDIS Worker Screening Database (Database) is a **central, national register** of all Workers who have applied for the NDIS Check across Australia.
- The Database is managed by the **NDIS Quality and Safeguards Commission** (NDIS Commission) and is on their website: www.ndiscommission.gov.au
- It is kept **up-to-date** with any changes to a Worker's clearance.
- Employers engaging you for your services can **view** your current clearance in the Database and **link** to you to be notified if that clearance changes.
- If you are delivering NDIS services and supports and are **not registered** with the NDIS Commission, you are classified as an 'Unregistered NDIS Provider'.
- Before you can get the NDIS Check, you need to join the Database as an **Unregistered NDIS Provider**. Joining the Database does not make you a Registered NDIS Provider.



Why do I need to join the Database?

- To get an **Employer ID** so you can apply for the NDIS Check.
- To **verify** your own application for the NDIS Check so it can proceed.

Who joins the Database?

The associate or authorised contact as listed on the Australian Business Register.

How to join the Database

1.1

Access the Applications Portal on the NDIS Commission website

**1.2**

Fill in the online form to apply to become a Worker Screening Employer

**1.3**

Get two emails: Employer ID email **and** Finalise your Database Access email



1.1

Access the Applications Portal on the NDIS Commission website

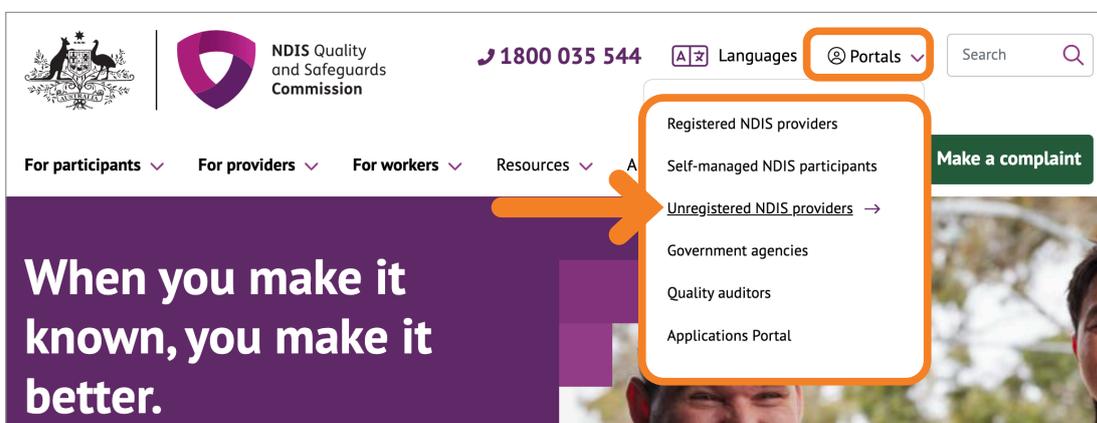


Important

These instructions to join the Database are correct at January 2023. The NDIS Commission is currently making changes to its website and processes, so instructions and links may change.

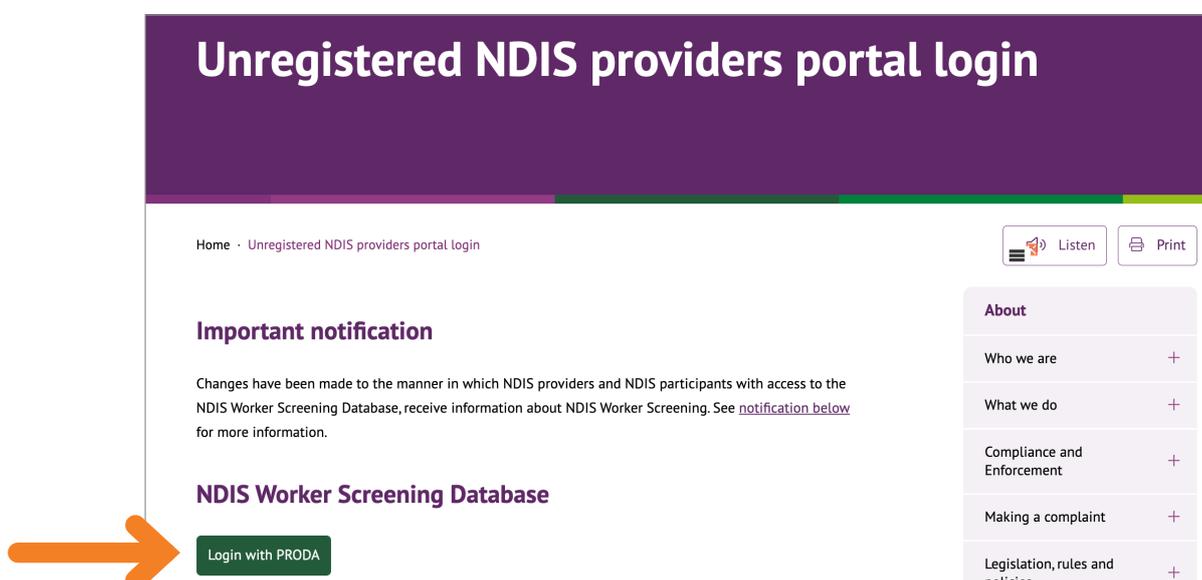
- A** Go to NDIS Commission website www.ndiscommission.gov.au and click the 'Portals' button on top right.

In the drop-down menu, select 'Unregistered NDIS providers'.



- B** The 'Unregistered NDIS providers portal login' page will open. Scroll down to the NDIS Worker Screening section and click the 'Login with PRODA' button.

Note: This portal is a different portal to the MyPlace Provider Portal.





C The 'PRODA login' page will open. Login to PRODA.

Important

PRODA (Provider Digital Access) is an online identity verification and authentication system that lets you access government online services. **The PRODA account must be in the same name as the associate or authorised contact for the organisation as listed on the Australian Business Register.**

- If you **do not have** a PRODA account, click the link 'Register Now' and follow the on-screen steps to create an account.
- For instructions about creating a PRODA account, including identity documents needed, see Services Australia website: www.servicesaustralia.gov.au/proda-provider-digital-access
- When creating the account, always use official names and details as listed on your identity documents, and not nicknames or informal names.
- Keep track of your PRODA account details as you will need them to login to the Database in future.

PRODA username: _____

PRODA password: _____

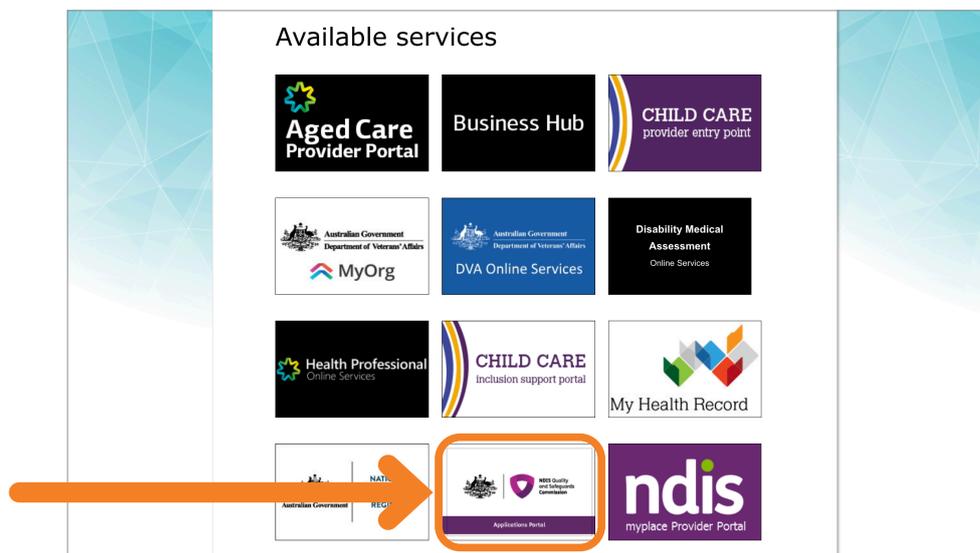
Answers to Security Questions:

1.1

Access the Applications Portal on the NDIS Commission website

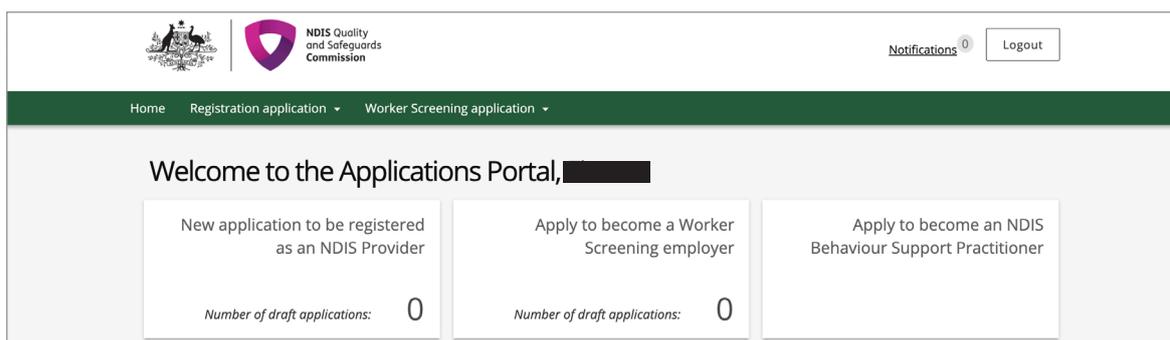


- D** In your PRODA account, when you reach the ‘My Linked Services’ page, scroll down to the ‘Available services’ section and select the ‘Application Portal’ tile.



- E** The ‘Logging on to the Applications Portal’ page will open. Follow the onscreen prompts until you get to the ‘Welcome to the Applications Portal’ page.

Note: This portal is a different portal to the MyPlace Provider Portal.



Need help with PRODA?

Services Australia
1800 700 199
proda@servicesaustralia.gov.au
www.servicesaustralia.gov.au/proda-provider-digital-access

Need help with the Applications Portal?

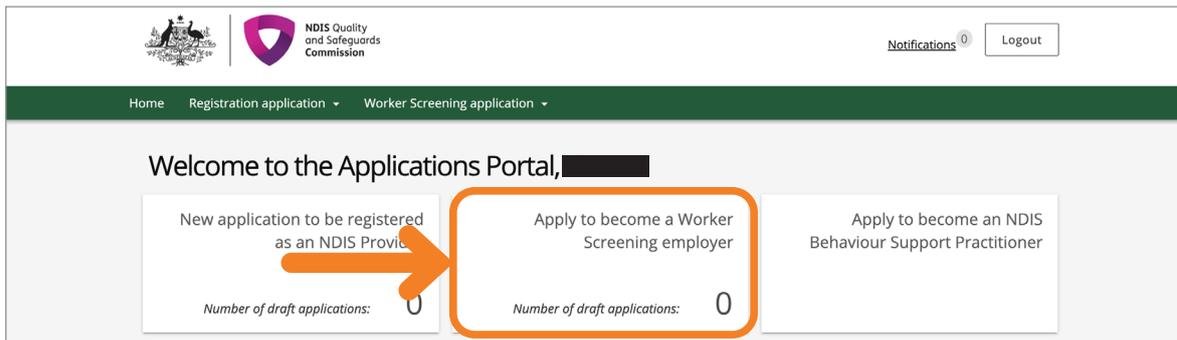
NDIS Quality and Safeguards Commission
1800 035 544
tier1support@ndiscommission.gov.au
www.ndiscommission.gov.au

1.2

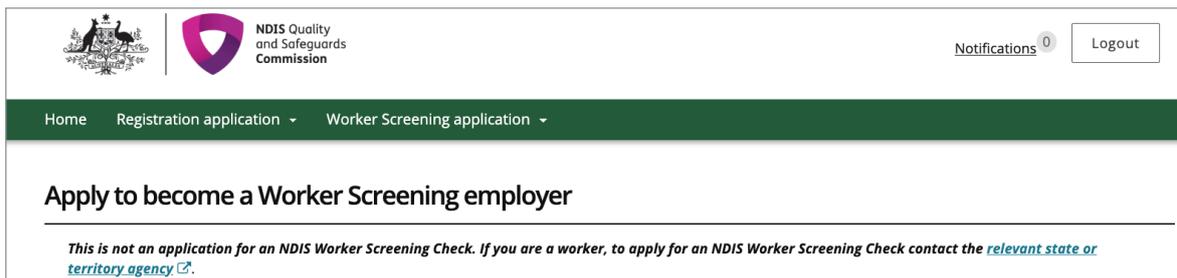
Fill in the online form to apply to become a Worker Screening Employer



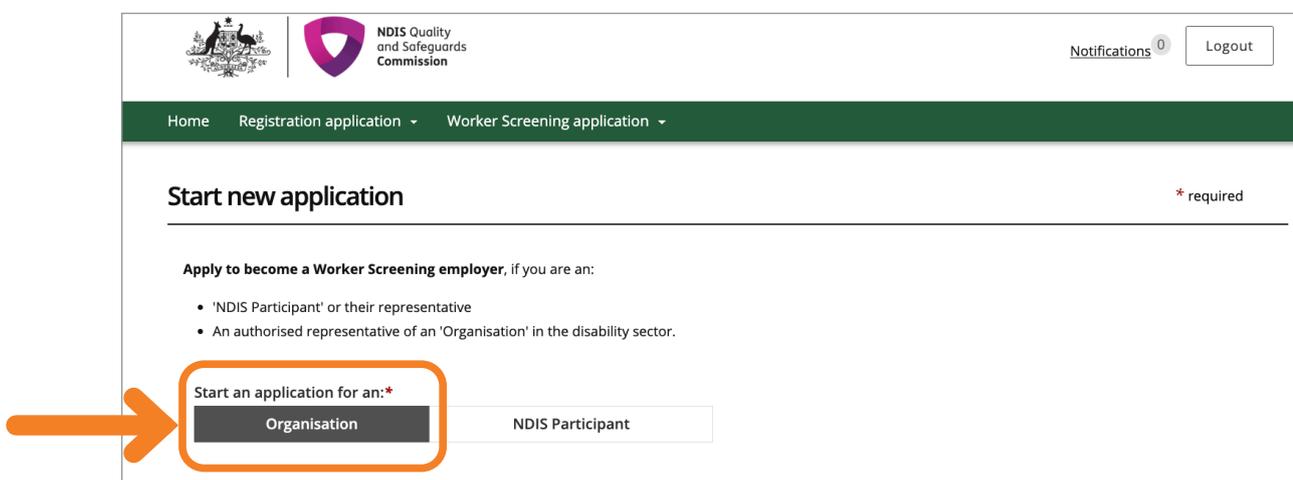
- A** For this step you will need your ABN and its associated details.
- B** On the 'Welcome to the Applications Portal' page, select the 'Apply to become a Worker Screening Employer' tile.



- C** The 'Apply to become a Worker Screening employer' page will open. Click 'Start new application' button at bottom of page.



- D** The 'Start new application' page will open. Click 'Start an application for an Organisation'. Click the 'Continue' button.





E The 'Applicant details' form will open. Fill in the form and submit.

The screenshot shows the NDIS Quality and Safeguards Commission website. The top navigation bar includes 'Home', 'Registration application', and 'Worker Screening application'. The main heading is 'Applicant details' with a '* required' note. Below the heading, there is a text box stating: 'For the purpose of this application, the 'Applicant' is the Organisation. If the application is approved, the Organisation will become a Worker Screening employer.' Below this, there is a text box with the instruction: 'Firstly, enter the organisation's ABN and Party type then select 'Prefill' to load the organisation's information below.' The form contains two input fields: 'Australian Business Number (ABN):*' and 'Party type:*'. The 'Party type' field is a dropdown menu currently showing 'Please Select'. A 'Prefill' button is located below the input fields.

- Tips for the form:

'Applicant details'

It is important that the details of the person in this form are the same as the business contact on the Australian Business Register AND the same as the PRODA login. Ensure business details are entered as they appear on the Australian Business Register.

'Participation in the NDIS Market'

The NDIS Commission needs to confirm you are engaged in delivering NDIS supports and services before giving you access to the Database. Make sure you write a comprehensive summary of the kinds of supports and services you will be offering, including where they will be delivered (e.g. in someone's home), and the type and frequency of contact.

F Download or print a copy of your application for your reference in case there is a problem later.

Need help with the form?

NDIS Quality and Safeguards Commission

1800 035 544

nwsd@ndiscommission.gov.au

www.ndiscommission.gov.au



A Get your Employer ID.

- See email 'NDIS Worker Screening Details for ...'
- This email contains your 'Employer ID' number for NDIS Worker Screening. You will need this ID to apply for the NDIS Check.
- To keep a record of your Employer ID, you can print the email or write it below.

Employer ID for NDIS Worker Screening: _____

B Finalise your access to the NDIS Worker Screening Database.

- See email 'Access granted to the NDIS Worker Screening Database'.
- Open this email and **click the link in the email to finalise your access to the Database.**

Important

You will not have joined the Database until you click this link!

You need to join the Database to verify your application for the NDIS Check.

Need help with getting your Employer ID or finalising access to the Database?

NDIS Quality and Safeguards Commission

1800 035 544

nwsd@ndiscommission.gov.au

www.ndiscommission.gov.au



A Before you start

Make sure you have your Employer ID from Step 1.

Read about the application process and cost.

- See the 'Applying for an NDIS Check' page on the NDIS Worker Screening Check (NDIS Check) website:
www.wa.gov.au/organisation/department-of-communities/applying-ndis-check

Get the proof of identity documents you need.

- See the 'Application process' section on 'NDIS Check resources' page on the NDIS Check website:
www.wa.gov.au/government/document-collections/ndis-check-resources#application-process
- If you **do not have enough identity documents**, you may be eligible for the **Alternate Lodgement** process. Contact the NDIS Worker Screening Unit WA for more information.

Check the location of your nearest authorised centre where you will need to show proof of ID and pay the fee to lodge your application.

- See the list of authorised centres in the 'How to apply' section on the 'Applying for an NDIS Check' page on the NDIS Check website:
www.wa.gov.au/organisation/department-of-communities/applying-ndis-check
- If you live in **certain regional and remote areas of WA or cannot get to an authorised centre** you may be eligible for the **Alternate Lodgement** process. This means that proof of ID and payment can be done online. Contact the NDIS Worker Screening Unit WA for more information.



B Login to DoTDirect to find the form.

- DoTDirect: https://online.transport.wa.gov.au/tso/selfservice/public/ndis_wsu_apply_entry.jsf#/embd/preliminary-questions
- If you do not have a DoTDirect account and cannot create one because you do not have a driver's licence or vehicle, and cannot get to an office in person to create an account, you may be eligible to register for a Basic DoTDirect account using your email address via the DoTDirect weblink above.

C In DoTDirect, click 'NDIS' in the toolbar to open the application form.

- Always **fill in personal details exactly as they are shown on proof of identity documents**. If there are any differences, your application may be rejected.
- **If you are eligible, select 'Request Alternate Lodgement'** in the application form and wait for instructions from the NDIS Worker Screening Unit WA.
- When you are asked for the **Nominated Employer Registration ID Number**, put in the Employer ID you received in Step 1 when you joined the Database.

D After completing the form, you get an Application Number.

- This number does not mean the NDIS Check is completed. It is the record of your application. Write down the Application Number in case you have problems later.

Application Number: _____

Need help?

NDIS Worker Screening Unit WA
1800 225 558
NDISCheck@communities.wa.gov.au
www.ndiswsu.wa.gov.au

Need help setting up DoTDirect?

Department of Transport WA
13 11 56
contact.centre@transport.wa.gov.au
https://online.transport.wa.gov.au/tso/selfservice/public/ndis_wsu_apply_entry.jsf#/embd/preliminary-questions



If you are using **Alternate Lodgement**, follow the instructions sent by the NDIS Worker Screening Check Unit WA for this step.

Otherwise, you need to go to an authorised centre within 28 days to show original proof of ID and pay the fee to 'lodge' your application.

A Find an authorised Driver and Vehicle Service Centre or Regional DoT office.

- Not all centres will process your application. See the list of authorised centres in the 'How to apply' section on the 'Applying for an NDIS Check' page on the NDIS Check website:

www.wa.gov.au/organisation/department-of-communities/applying-ndis-check

B Take original copies of your proof of ID.

- If there are any differences between what is listed in the application and your actual identity documents, your application may be rejected.

C Pay the application fee at the Centre.

\$145.00 – paid workers (equals \$29 per year for 5 years validity)

\$80.00 – eligible concession card

\$11.00 – volunteers & unpaid workers

- These fees are correct as of May 2023. See NDIS Check website for fees and eligible concession cards: www.ndiswsu.wa.gov.au

D Get receipt of payment.

- This receipt does not mean that the NDIS Check is complete nor is it proof of the NDIS Check. It just means that the application has been 'lodged'.

Need help?

NDIS Worker Screening Unit WA

1800 225 558

NDISCheck@communities.wa.gov.au

www.ndiswsu.wa.gov.au

4

Verify your own application in the Database within 28 days



A After lodging your application, you will receive an email asking you to login to the Database and check your Worker Screening Inbox.

- Emails are sent from noreply@ndiscommission.gov.au.

B Login to the Database, click the 'Inbox' tile and open the 'New Verification Request'.

- See instructions 'NDIS Commission Provider Portal Inbox' in 'Worker Screening Quick Reference Guides for Unregistered providers' on NDIS Commission website: www.ndiscommission.gov.au/resources/fact-sheets-and-guides/ndis-commission-portal-quick-reference-guides#paragraph-id-1647

C Verify your own application.

- See instructions 'NDIS Worker Screening Check verification request' in 'Worker Screening Quick Reference Guides for Unregistered providers' on NDIS Commission website: www.ndiscommission.gov.au/resources/fact-sheets-and-guides/ndis-commission-portal-quick-reference-guides#paragraph-id-1647
- You must verify your application within 28 days.

The NDIS Check cannot start until you have verified your application.

If you have lodged but did not get an email

- Login to DoTDirect to check that your identity details are correct in your application. www.transport.wa.gov.au/dotdirect/dotdirect.asp
- Login to the Worker Screening Inbox to see if there is a notification to verify.

If there are incorrect identity details in your application form

Contact NDIS Worker Screening Unit WA
1800 225 558
NDISCheck@communities.wa.gov.au
www.ndiswsu.wa.gov.au

If you need help to verify

NDIS Quality and Safeguards Commission
1800 035 544
nwsd@ndiscommission.gov.au
www.ndiscommission.gov.au



After you have verified your application, the NDIS Worker Screening Unit WA will start the Check and determine the outcome.

- More information about the screening process is on the 'NDIS Check screening process and outcomes' page on the NDIS Check website: www.wa.gov.au/organisation/departments-of-communities/ndis-check-screening-process-and-outcomes

Need help?

NDIS Worker Screening Unit WA

1800 225 558

NDISCheck@communities.wa.gov.au

www.ndiswsu.wa.gov.au



- A You will be notified by email.**
 - Attached to the email is a letter that lists your Worker Screening ID number and the Outcome. **You do not get a card.**
 - The Worker Screening ID is also known as the 'NDIS Check Clearance Number'.

- B The Check is valid for 5 years in all Australian states and territories unless cancelled.**
 - It is portable across NDIS-related roles and organisations.

- C You can give your Worker Screening ID number to the people or organisations that are engaging you as a contractor.**
 - Using this ID, people and organisations engaging you can link to you in the NDIS Worker Screening Database to view your current clearance and be automatically updated should your clearance change.

Important

Joining the Database and getting the NDIS Check does not mean that you are a Registered NDIS Provider.

- The NDIS Check is only an assessment of someone's background to determine if they pose an unacceptable risk of harm to people with disability
- To become a Registered NDIS Provider with the NDIS Commission involves a more detailed process including an audit against the NDIS Practice Standards for the delivery of particular supports and services.
- For more information about registration, see 'For Providers' page on the NDIS Commission website: www.ndiscommission.gov.au/providers/registered-ndis-providers

If you have not received an email with your Worker Screening ID number and Outcome

- Login to DoTDirect to check the status of your application
www.transport.wa.gov.au/dotdirect/dotdirect.asp
- Otherwise contact
NDIS Worker Screening Unit WA
1800 225 558
NDISCheck@communities.wa.gov.au
www.ndiswsu.wa.gov.au

Important!

You have ongoing obligations



The NDIS Check is an ongoing check.

- The NDIS Worker Screening Unit WA (Unit) will continue to monitor information sources for any new and relevant information.
- New information may trigger a reassessment of the risk and whether you should still be 'cleared' to work or not. A reassessment can be triggered solely by disciplinary or misconduct information received by the Unit from the NDIS Commission.
- If your clearance status changes, you will be notified and the Database updated.
- For more information, see 'NDIS Check screening process and outcomes' page on the NDIS Check website: www.ndiswsu.wa.gov.au

You have ongoing obligations.

- You have an obligation to notify the NDIS Worker Screening Unit WA of any changes to your personal details, employment details, e.g. if you change employers or have a second employer, criminal record, or other relevant history.
- These obligations are listed on the application form and on your notification of outcome.
- There are penalties for not meeting these obligations.
- For more information see 'NDIS Check Compliance and enforcement' page on the NDIS Check website: www.ndiswsu.wa.gov.au

You can update your personal and employment details in DoTDirect.

- Login to DoTDirect: www.transport.wa.gov.au/dotdirect/dotdirect.asp.
- Go to 'NDIS' in the toolbar and select 'Profile Details' to make changes.
- You can have more than one employer in your NDIS profile.

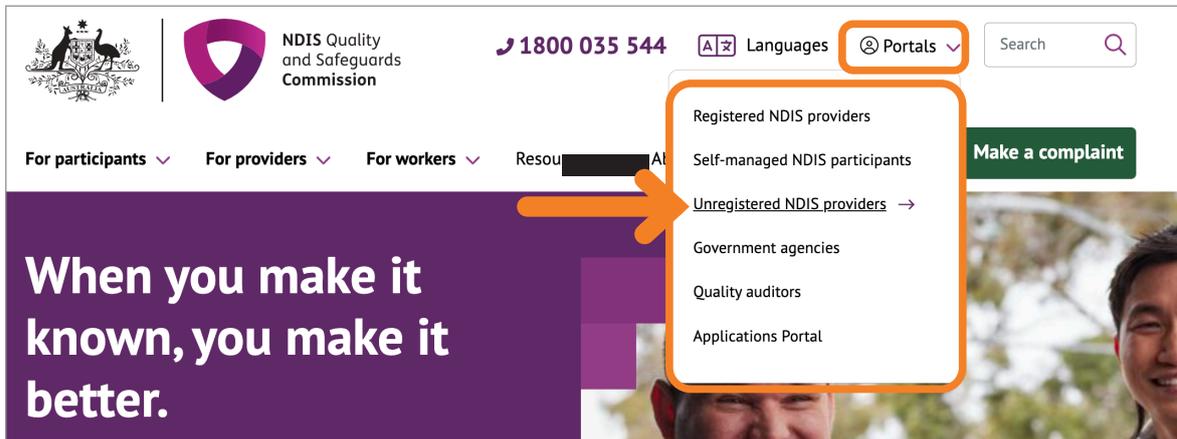
To notify the Unit of any other information, contact the Unit directly.

Need help?

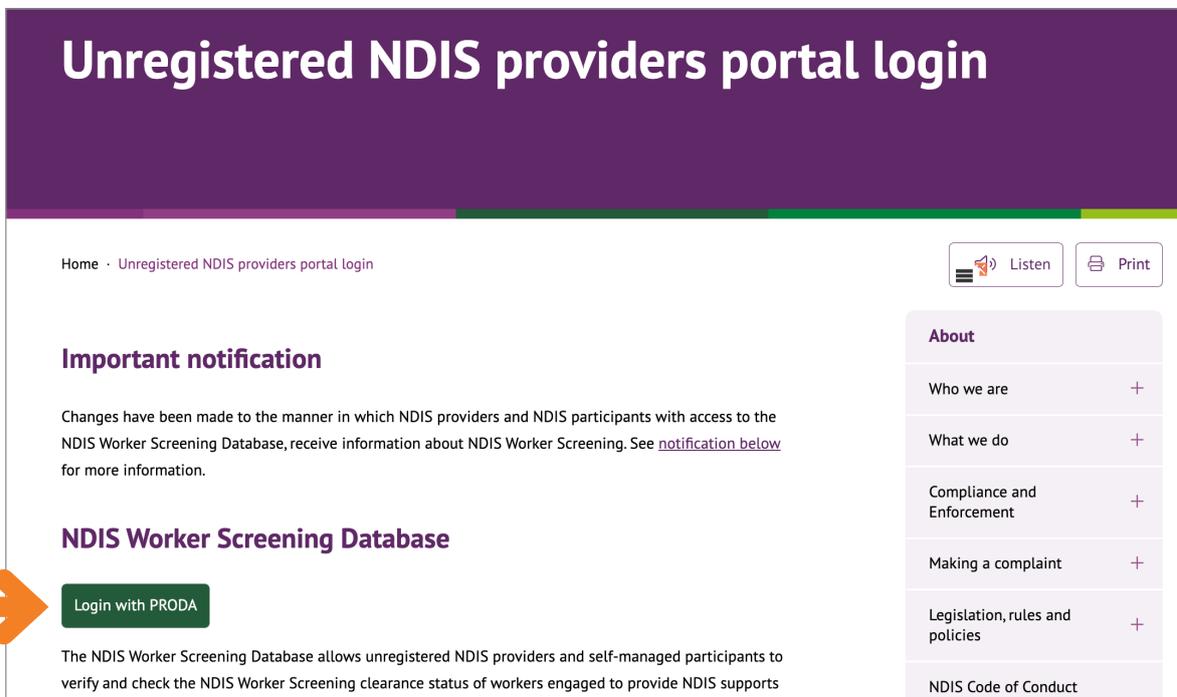
NDIS Worker Screening Unit WA
1800 225 558
NDISCheck@communities.wa.gov.au
www.ndiswsu.wa.gov.au



- A** Go to NDIS Commission website www.ndiscommission.gov.au and click the 'Portals' button on top right. In the drop-down menu, select 'Unregistered NDIS providers'.



- B** The 'Unregistered NDIS providers portal login' page will open. Scroll down to the NDIS Worker Screening section and click the 'Login with PRODA' button.



- C** The 'PRODA login' page will open. Login to PRODA with your details.



D The 'Portal entry point' page will open. Go to the 'Access an account' section and select options as follows:

- 'Select an account'
 - Click the button next to the Organisation's Name
- 'Select a Role then Continue'
 - Select 'Worker Screening for organisations'
- Click the button 'Continue'.

Australian Government
Department of Social Services

Change role / Manage access Logout

NDIS Worker Screening Database

Portal entry point All fields marked with an asterisk (*) are required.

Access an account

1. Select an account *

Account name ^	Account type	Account sector
<input checked="" type="radio"/>	Organisation	Disability

2. Select a Role then Continue

Role *

Worker Screening for organisations

Important

If you get to the 'Portal entry point' page and the 'Access an account' section does not appear, make sure you have clicked the link in the email to finalise your access to the Database (see page 9).

E Accept the terms to log on to the NDIS Worker Screening Database. See button on bottom right.

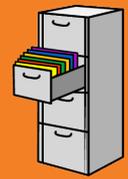
F The page 'Welcome to the NDIS Worker Screening Database, ...' will open.

Australian Government | NDIS Quality and Safeguards Commission

Change role / Manage access Notifications ⁰ Logout

Home My account Worker Screening

Welcome to the NDIS Worker Screening Database, [redacted]



Write your Database details here for handy future reference

PRODA username: _____

PRODA password: _____

Answers to Security Questions:

Employer ID: _____

Employer Name:



How do I find my Employer ID for Worker Screening?

- If you cannot find the email with your ID, you can look it up in the Database.
- See instructions 'Generate your Employer ID' in 'Worker Screening Quick Reference Guides for Unregistered Providers' on the NDIS Commission website: www.ndiscommission.gov.au/resources/fact-sheets-and-guides/ndis-commission-portal-quick-reference-guides#paragraph-id-1647

Who do I contact if I have problems with the Database?

- NDIS Quality and Safeguards Commission
1800 035 544
nwsd@ndiscommission.gov.au
www.ndiscommission.gov.au

Who do I contact if I have problems with the NDIS Check?

- NDIS Worker Screening Unit WA
1800 225 558
NDISCheck@communities.wa.gov.au
www.ndiswsu.wa.gov.au



The information in this guide is intended as a general guide and is correct as of January 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 and source the relevant document using a title search.



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