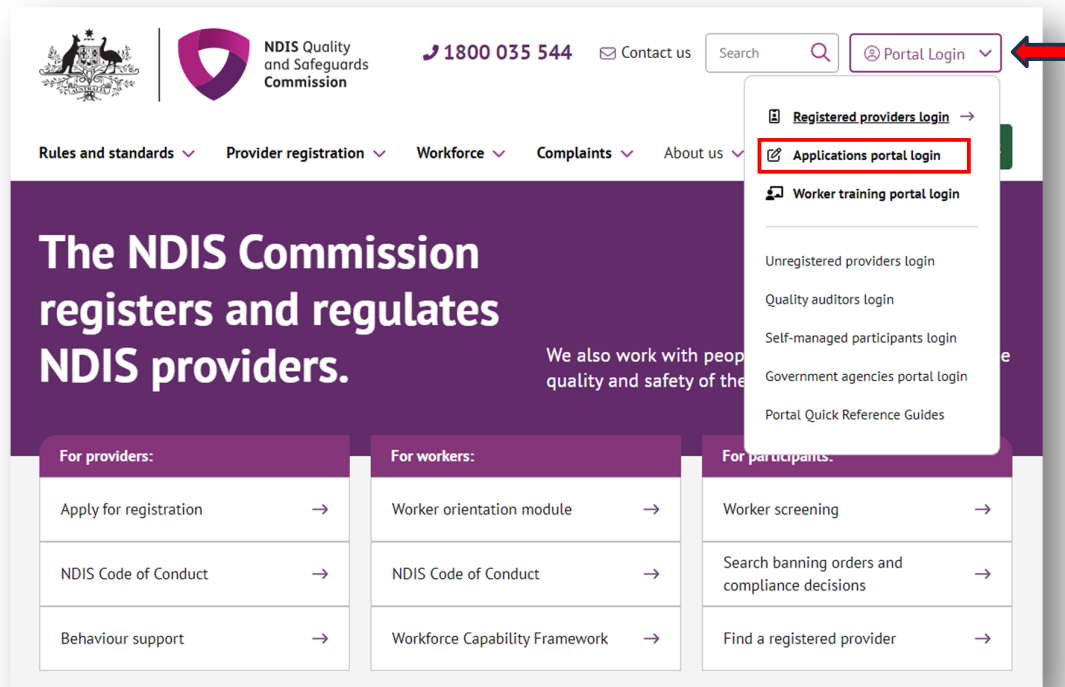
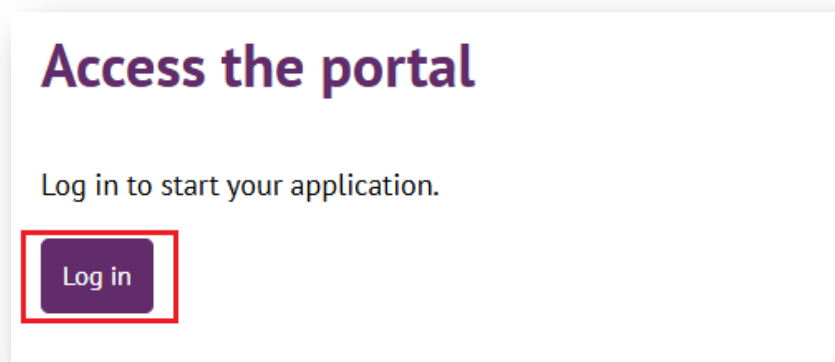


Request access to the NDIS Worker Screening Database (NWSD)

1. To obtain access to the NWSD, navigate to the Commission's website at www.ndiscommission.gov.au.
2. Navigate to **Portal Login > Applications portal login**.



3. Once you get to the Applications Portal webpage, click **Login**



4. You can log in to the Applications Portal by clicking either **Login to PRODA** or **Continue with Digital ID**. If you do not have a **PRODA** account or **Digital ID** account, please create one before proceeding.

Application Portal

Login

Start the application

Login to apply to become:

- a registered NDIS provider
- an NDIS behaviour support practitioner
- a worker screening employer (organisation)

 **Continue with Digital ID**

[Digital ID](#) is a secure, convenient and voluntary way to verify and reuse your ID online.

Don't have Digital ID? [Set up Digital ID](#) or [continue with PRODA](#)

Self-Managed Participant

Login to apply to become a worker screening employer (Self-Managed Participant)

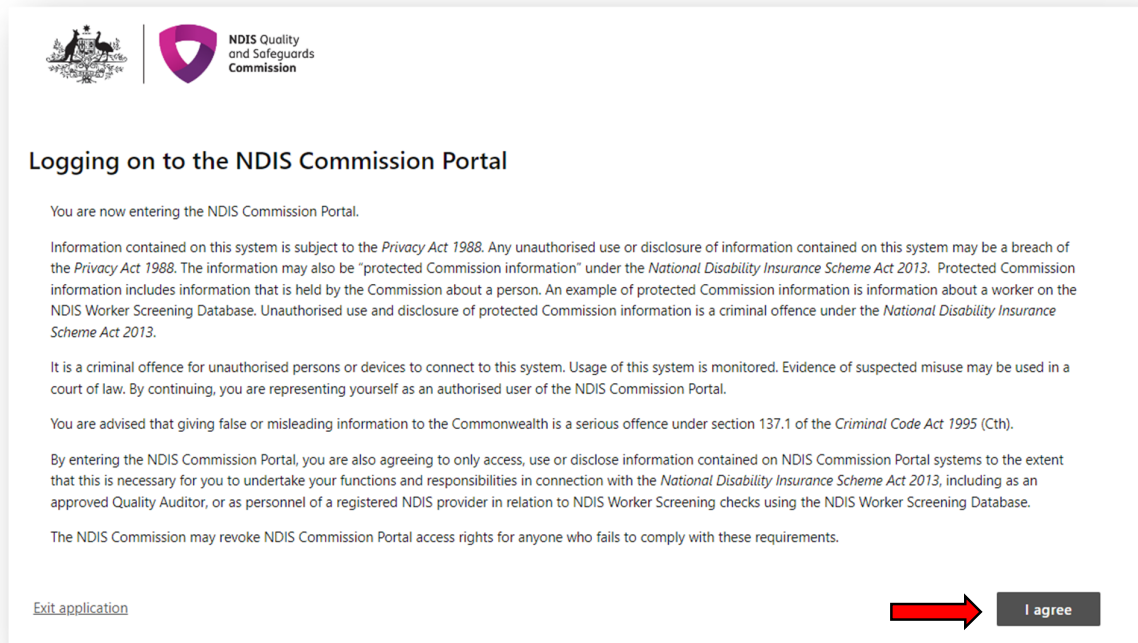
Login with PRODA

 **Continue with Digital ID**

[Digital ID](#) is a secure, convenient and voluntary way to verify and reuse your ID online.

5. After selecting the **Application Portal** and entering the required information. Once submitted, you will receive an email to confirm your email address with instructions on how to proceed with your application.

6. Read the **Applications Portal** conditions, and click **I agree**.



  **NDIS Quality and Safeguards Commission**

Logging on to the NDIS Commission Portal

You are now entering the NDIS Commission Portal.

Information contained on this system is subject to the *Privacy Act 1988*. Any unauthorised use or disclosure of information contained on this system may be a breach of the *Privacy Act 1988*. The information may also be "protected Commission information" under the *National Disability Insurance Scheme Act 2013*. Protected Commission information includes information that is held by the Commission about a person. An example of protected Commission information is information about a worker on the NDIS Worker Screening Database. Unauthorised use and disclosure of protected Commission information is a criminal offence under the *National Disability Insurance Scheme Act 2013*.

It is a criminal offence for unauthorised persons or devices to connect to this system. Usage of this system is monitored. Evidence of suspected misuse may be used in a court of law. By continuing, you are representing yourself as an authorised user of the NDIS Commission Portal.

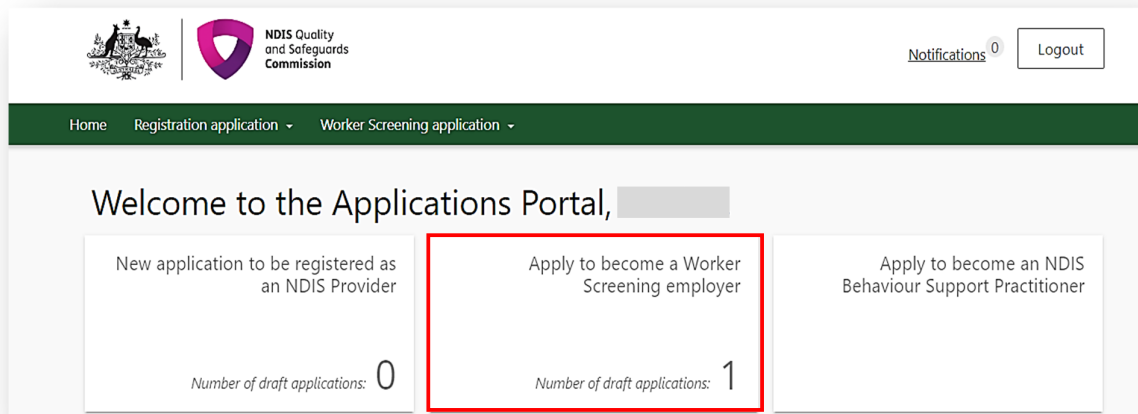
You are advised that giving false or misleading information to the Commonwealth is a serious offence under section 137.1 of the *Criminal Code Act 1995* (Cth).

By entering the NDIS Commission Portal, you are also agreeing to only access, use or disclose information contained on NDIS Commission Portal systems to the extent that this is necessary for you to undertake your functions and responsibilities in connection with the *National Disability Insurance Scheme Act 2013*, including as an approved Quality Auditor, or as personnel of a registered NDIS provider in relation to NDIS Worker Screening checks using the NDIS Worker Screening Database.

The NDIS Commission may revoke NDIS Commission Portal access rights for anyone who fails to comply with these requirements.

[Exit application](#)  **I agree**

7. As a NDIS Participant seeking access to the NWSD, select the tile **Apply to become a Worker Screening employer**.



  **NDIS Quality and Safeguards Commission**

[Notifications](#) ⁰ [Logout](#)

[Home](#) [Registration application](#) [Worker Screening application](#)

Welcome to the Applications Portal, [redacted]

New application to be registered as an NDIS Provider	Apply to become a Worker Screening employer	Apply to become an NDIS Behaviour Support Practitioner
Number of draft applications: 0	Number of draft applications: 1	

REMINDER: This is not an application for a NDIS Worker Screening Check.

8. Click **Start new application** to become a Worker Screening **Employer** to verify and link workers in the **NWSD**.

Home Registration application Worker Screening application

Apply to become a Worker Screening employer

This is not an application for an NDIS Worker Screening Check. If you are a worker, to apply for an NDIS Worker Screening Check contact the [relevant state or territory agency](#).

The NDIS Worker Screening Check is a national check that can be used to screen a person who works or seeks to work with NDIS Participants. The NDIS Worker Screening Check will assess whether the person poses an unacceptable risk to people with disability. It is an important tool that can be used to support recruitment, selection and screening processes.

A **Worker Screening employer** is an Organisation or NDIS Participant in the disability sector that engages a worker's services.

By becoming a Worker Screening employer:

- Your workers will be able to nominate the Organisation or NDIS Participant as an employer when they apply for the NDIS Worker Screening Check
- You will be able to verify whether these workers currently work or intend to work for you (verifying a worker progresses their application to be screened)
- You will be able to link to your workers to view their current Worker Screening status and eligibility to work with people with disability.

Start an application to become a Worker Screening employer, if you are an:

- NDIS Participant or their representative
- Authorised representative of an Organisation in the disability sector.

If an application has already been started or completed, then you may link to the application.

Note for Registered NDIS Providers: Registered NDIS Providers are automatically considered Worker Screening employers and won't need to complete this application. People authorised to represent a Registered NDIS Provider can login to the [NDIS Commission Portal](#) to access Worker Screening functionality on behalf of their Organisation. You should logout of this portal before logging into the NDIS Commission Portal.

Things to consider for this application:

- Applications you start or link to will be listed below so you can access them later.
- Each time you open the application the expiry date will be extended by 60 days from today's date. Ensure you submit this application by the expiry date otherwise it may be deleted.

Information on Worker Screening and becoming a Worker Screening employer can be found on the [NDIS Commission website](#).

Start new application **Link to application**

9. To continue, select **NDIS Participant** and select which option applies to how your plan is managed.

Apply to become a Worker Screening employer, if you are an:

- 'NDIS Participant' or their representative
- An authorised representative of an 'Organisation' in the disability sector.

Start an application for an:*

Organisation **NDIS Participant**

How do you manage your NDIS plan? (Select all that apply)*

☐ Agency-managed ☐ Plan-managed ☐ Self-managed

[Discard changes and return](#) **Continue**

10. Provide the **Participant's** details. (if this is incorrect the application will be withdrawn)
Please ensure the following **Participant** details are correct and click **Continue**.

Applicant details * required

For the purpose of this application, the 'Applicant' is the NDIS Participant. If the application is approved, the NDIS Participant will become a Worker Screening employer.

NDIS Participant details

Title:*
Please Select

First name:* Middle name: Last name:*

NDIS number:* Gender:* Date of birth:* dd/mm/yyyy

NDIS Participant contact details

Any emails related to Worker Screening will automatically be sent to the email address recorded.

Email address:* Phone number:*

[Discard changes and return](#)  **Continue**

11. Ensure you have read and understand the **Initial declaration** before proceeding. Provide the **same email address** that you have been using for **PRODA** and in the **application**. Click **I agree and continue** once complete.

Entering the application * required

Initial declaration

I declare:

- I am the Applicant or have the authority to act on behalf of the NDIS Participant or Organisation for this application.
- I acknowledge that I will be linked to this application.
- I acknowledge the application will be available from the 'Apply to become a Worker Screening employer' page.
- I acknowledge that my name and email address will be recorded on the application.
- My agreement to the [Worker Screening Privacy Collection Statement](#) which is available on the NDIS Commission website.
- I acknowledge that the NDIS Quality and Safeguards Commission (NDIS Commission) may revoke system or application access rights for anyone who fails to comply with the [user access responsibilities](#)

By selecting 'I agree and continue', you are stating that you understand and agree to the above declaration. You will then be linked to the application.

If you disagree with this declaration, then you will not receive access or be linked to the application. Any information entered will be discarded.

My email address:*

[Back](#) [I disagree and discard](#)  **I agree and continue**

12. On the left-hand side of the screen, the orange-coloured dot lets you see the part of the form that **requires action** before you can proceed to the next page.

Once you have completed this section, select **Save and continue** then **Mark as Complete**. This will provide you with a green tick indicating that this section is complete.

Worker Screening application

Application reference number:

Application status: Draft

NDIS Participant's name:

NDIS number:

Expiry date: 29/08/2025

Application type: Participant Worker Screening

Application details

Application information

Participant details
Complete

Key contacts
Available

Workers
Available

Declaration
Unavailable

Application information

How to complete this application

For the purpose of this application, the 'Applicant' is the NDIS Participant. If the application is approved, the NDIS Participant will become a Worker Screening employer.

Ensure you submit this application by the expiry date otherwise it may be deleted. You can return to this application any time during this period. Each time you open this application the expiry date will be extended by 60 days from today's date.

- Use the left navigation menu as a guide of progress.
- You can access this page as well as any 'Available' and 'Completed' pages in the left navigation.
- Complete any 'Available' sections. Once you've completed a section and confirmed the information provided is true, correct and accurate, mark it as complete and continue to the next page.

You will be able to submit this application once you have completed all the relevant pages. Please be aware that your application is considered a draft until it is completed and submitted. After submission, you will be able to download a copy of your completed application.

You can withdraw this application while it is 'Draft' or 'Submitted'. However you won't be able to withdraw it once the NDIS Commission has assessed it.

Withdraw application

Application created date: dd/mm/yyyy hh:mm
19/07/2024 01:37:21 PM

Application expiry date: dd/mm/yyyy
29/08/2025

Sharing this application

Provide the below details to anyone who requires access and needs to edit this application.

NDIS number:

Application reference number:

13. The person/s listed here is either, the **participant** completing the application or the **nominee** on behalf of the participant. If no changes are required, please select **Mark as complete and continue**. If the information is **incorrect or not populated**, please select **Add** and provide the correct contact information.

- Being a nominee means that the NDIS Commission can speak to you on behalf of the participant. This person will have access to manage workers, update details and receive messages on behalf of the Participant.
- If participant is not the primary contact, please do NOT tick make primary contact instead, click Add and enter nominee details.

Worker Screening application

Application reference number:

Application status: Draft

NDIS Participant's name:

NDIS number:

Expiry date: 29/08/2025

Application type: Participant Worker Screening

Application details

Application information

Participant details

Complete

✓

Key contacts

Available

●

Workers

Available

●

Declaration

Unavailable

🔒

Key contacts

How to complete this page

- List the key contacts for the Applicant.
- Then, nominate one person to be the 'Primary' contact by selecting 'Actions'. The NDIS Participant or one of the key contacts listed may be the primary contact. Select one person to be the 'primary' contact by selecting 'Actions' then 'Make primary'.

Ensure each individual listed has read and understood the [Worker Screening Privacy Collection Statement](#), and consent to their personal information being used and disclosed for the purposes described in the Statement.

About the primary contact

Subject to the NDIS Commission's approval, the primary contact will be provided with access to the Employer Portal on behalf of the NDIS Participant.

They will be:

- considered the primary point of contact,
- able to verify whether a worker is currently working, or intends to work for the participant,
- able to verify a worker's application for an NDIS Worker Screening Check so that it progresses for screening, and
- able to manage the participant's workers.

The primary contact will also receive the 'Access Delegate' role in the system. The Access Delegate is responsible for:

- the NDIS Participant's account, and
- managing user access to the Employer Portal on behalf of the NDIS Participant. This includes adding and removing someone's access to the portal.

Ensure the primary contact has read, understood and agrees to abide by the [user access responsibilities](#).

Confirm the primary contact's details

The following details will be used to provide the primary contact access to the Employer Portal on behalf of the NDIS Participant. **For the primary contact, double check that you have listed:**

- Their current legal name, as shown on their identity documents
- The correct email address and phone number.

NDIS Participant

Primary:

First name:

Last name:

Email address:

Phone number:

Make primary

Contacts

Add

View filter

Primary	First Name	Last Name	Email address	Phone number	Status
Actions					

Select Format, Press Export, and Save Download

Format: Tab Separated

Export

Mark as complete and continue

14. If you have a worker's Worker Screening ID and you wish to add them, please do so and select **Mark as complete**. If you currently have no workers, please leave this section blank and select

Mark as complete and continue.

The screenshot shows the 'Worker Screening application' form. On the left is a sidebar with the title 'Worker Screening application' and several fields: 'Application reference number:' (with a greyed-out value), 'Application status: Draft', 'NDIS Participant's name:' (with a greyed-out value), 'NDIS number:' (with a greyed-out value), 'Expiry date:' (with a greyed-out value), 'Application type:' (with 'Participant Worker' and 'Screening' as options), and 'Application details' (with 'Application information' as a sub-section). The main content area is titled 'Workers' and contains the text: 'Workers include employees, volunteers and contractors the Applicant engages to deliver NDIS supports/services for a participant.' Below this is a box with the text: 'Add workers that have applied for the NDIS Worker Screening Check. If none have applied then you may skip this section.' To the right of this box is a red arrow pointing to an 'Add' button. Below the box is the text: 'There are no workers recorded.' At the bottom right of the main content area is a red arrow pointing to a 'Mark as complete and continue' button.

15. Ensure that the **primary contact** information included here is the same as the **primary contact** entered in the key contacts section. Please take a note of the Application reference number (4-XXXXXXX) in the top left corner of the screen.

The screenshot shows the 'Worker Screening application' form, Declaration section. The sidebar is identical to the previous screenshot. The main content area is titled 'Declaration' and contains the text: 'The primary contact' followed by a paragraph: 'The person identified below has been nominated to be the primary contact (on the 'Key contacts' page). Please ensure they have the authority to act on behalf of the Applicant. They will be the main point of contact following submission.' Below this is another paragraph: 'Subject to the NDIS Commission's approval, the Primary contact will be able to access the Employer Portal on behalf of the NDIS Participant. They will then be able to give additional user access to the portal on behalf of the NDIS Participant.' This is followed by the text: 'Confirm these details are correct and ensure that you have listed:' and a bulleted list: '• Their current legal name, as shown on their identity documents, and' and '• The correct email address and phone number'. Below the list is a paragraph: 'If these details are incorrect, or if another person should be the primary contact, then navigate to 'Key contacts' and update the primary contact.' At the bottom are four input fields: 'First name:', 'Last name:', 'Email address:', and 'Phone number:', each with a greyed-out value.

16. Ensure you read and understand the **declaration** before submitting the application. If you have any further questions, please quote the Reference Number (4-XXXXXXX) in any emails you send

to the NDIS Commission. You can then select **submit the application**.

Declaration Available

I declare that:

- I am the NDIS Participant identified below or I am authorised to act on behalf of the NDIS Participant identified below.

Privacy collection

- I understand that the information on this application is being collected by the NDIS Quality and Safeguards Commission (NDIS Commission) for the purposes set out in the [Worker Screening Privacy Collection Statement](#) (Statement).
- I have read and understood the Statement and consent to the NDIS Commission collecting, using and disclosing my personal information for the purposes and circumstances set out in that Statement, including for the purposes of the NDIS Commission undertaking statutory functions under the *National Disability Insurance Scheme Act 2013* (Cth).
- I have ensured that any other person whose personal information is included in this application has read and understood the Statement and they have also consented to their personal information being collected, used and disclosed by the NDIS Commission for the purposes and circumstances set out in that Statement, including for the purposes of the NDIS Commissioner undertaking statutory functions under the *National Disability Insurance Scheme Act 2013* (Cth).

User access responsibilities

- I have read, understood and agree to abide by the [user access responsibilities](#).

Accuracy of information

- To the best of my knowledge, the information provided in this application is true, correct and accurate.
- I understand and acknowledge that the giving of false or misleading information, knowing that the information is false or misleading, to the Commonwealth is a serious offence under section 137.1 of the schedule to the *Criminal Code Act 1995*.

By selecting 'Submit application', you are stating that you understand and agree to the above declaration.

NDIS Participant's name:

NDIS number:

Submit application

17. Your application has now been **submitted** for assessment. If your application is successful, you will be notified by email to confirm and inform you of the next steps. If we identify an issue with your application, we will contact you by email.

Tip: Once your application has been **approved**, it will take up to 48 hours to be updated in the database.

18. Process end.