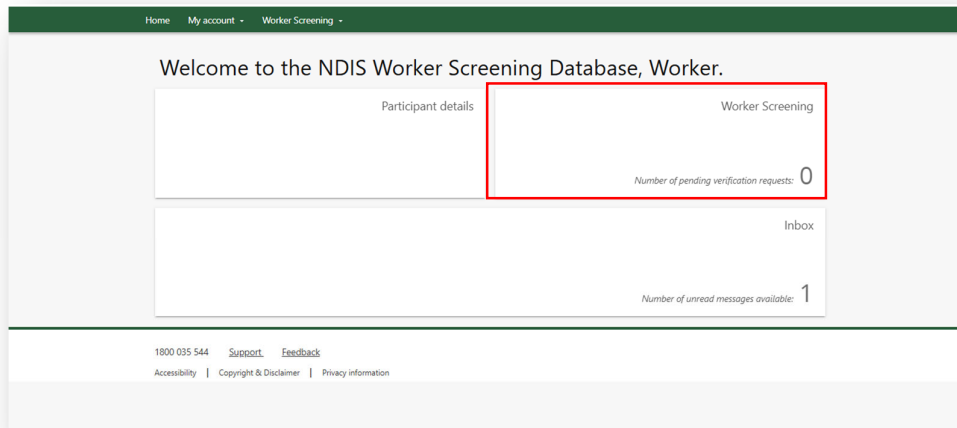


Verify a Worker Screening Check

Role required: **Worker Screening for NDIS Participants**

1. Click on the **Worker Screening** tile.



2. Click on **Screening verification requests**.

Home

My account

Worker Screening

Worker Screening

Screening verification requests

My workers

About my role as an employer

The NDIS Worker Screening Check assesses a worker's eligibility to provide supports or services to people with disability.

A person applying for the NDIS Worker Screening Check must nominate an employer who can verify whether the person is currently working (or is expected to begin working) with one or more of these cohorts. **Provide your employer details to your workers so they can nominate you as an employer on their application.** This information can be found on the page 'About my role as an employer' in the left navigation. Once they've nominated you and submitted their application, you will receive a screening verification request.

Pending requests

As the nominated employer, please respond to each request by indicating if the person identified will provide these services for you or your organisation. Ensure you provide a response by the expiry date. Once responded the request will be displayed as a 'Past request' below.

By verifying, this worker will be added to 'My workers' and you will receive notifications if their status changes. If you reject their request, then this person won't be listed as your worker and you won't receive notifications if their status changes.

If you accidentally reject a request, then you may choose to link to the worker by:

1. Copying the details recorded in the past request, including the 'Application Id' and 'Last name' (if available)
2. Navigate to 'My workers' via the left navigation
3. Select 'Link to worker' then enter their 'Application Id' and 'Last name'
4. If the search is successful, then you will be able to link to the worker. Once you confirm the link, their application will automatically be verified.

Note, the automatic verification will not be reflected on the 'Screening verification request' page. You will receive notifications if their status changes.

If a worker requires employment verification but the verification request is not listed below, navigate to the 'My workers' list, find the worker and verify their employment by selecting the 'Verify employment' action button.

There are no pending verification request records.

Past requests

Application Id	First name	Last name	Date of birth	Status	Decision date

Select Format, Press Export, and Save Download

Format: Tab Separated

Export

3. Check for **Pending Requests** > Click **Actions** > click **Respond** > Select either **Verify** or **Reject**.

(If this is **NOT** your employee, please reject verification)

Home My account Worker Screening

Worker Screening

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Filter: 01. All my linked workers Apply Filter

Search my workers Link to worker

Worker Screening Id	Name	Date of birth	Worker's status	Expiry	Eligible to work	Actions
			Clearance	12/05/2027	Yes	Actions

Select Format, Press Export, and Save Download

Format: Tab Separated Export

Screening verification request

As the nominated employer, please indicate if the person below will provide the identified supports/ services for you. By verifying, this worker will be added to 'My workers' and you will receive notifications if their status changes.

Name: Date of birth:

25/01/2000

Reject Verify

4. Process end.