



Add and Manage Key Personnel

Use this guide to add, edit, or check key personnel details in a provider registration application.

Before you get started

- Make sure you are logged in to the **new NDIS Provider Portal** using **myID**. You will need access permissions to manage registration applications. If you haven't yet logged in, follow the instructions on [Registered Providers Portal Login page](#).
- Have each key personnel **NDIS Worker Screening ID** (or **Application ID**) and **Last name** ready.
- You can use the **Save as draft** feature at the bottom of each page and come back to your drafts later to complete the lodgement.

Access a draft application

1. Select the **My applications** tab.
2. Select your draft application from the list to open it.
3. Click **Continue application**.
4. Go to **Step 6: Key personnel suitability**

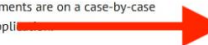
Your application has been automatically saved

Step 6

Key personnel suitability

As part of the NDIS Commission's registration requirements, all members of an applicant's key personnel are required to undergo an assessment to determine their suitability to be involved in the delivery of NDIS supports and services for which the applicant is seeking registration.

"Key Personnel" means individuals who hold key executive, management or operational positions in an organisation, such as directors, managers, board members, chief executive officer or chairperson. You must disclose the requested information for all key personnel.

There are a number of questions on the registration application that cover the suitability criteria. All suitability assessments are on a case-by-case basis. The outcome of the suitability assessment will be considered by the NDIS Commission when determining the application. 

If issues of concern are identified by the NDIS Commission, the applicant will be afforded a right of response before a registration decision is made. When the NDIS Commission makes a final determination about the whole of the registration application, that determination will include reasons for the decision.

Important Guidance

Each member of key personnel must hold a NDIS Worker Screening ID (NWS ID) or NWS Application ID. For more information, see [Get access to the NDIS worker screening database, worker screening for registered providers and worker screening for unregistered providers](#).

Steps

1. Start assessment
2. Applicant ABN
3. About the applicant
4. NDIS support & services
5. Applicant's suitability
- 6. Key personnel suitability**
7. Track completion of suitability assessment
8. Declaration & Submit

Add key personnel

1. Select the ID type (**NDIS Worker Screening ID** or **NDIS WS Application ID**).
2. Type in the ID number and the person's **Last name**.
5. Click **Search**.

Add key personnel

In this section, use the search bar to search for Key Personnel using their NDIS Worker Screening ID (NDIS WS ID) or NDIS Worker Screening Application ID and Last name. This search also performs a check with the NDIS Worker Screening Database to confirm the status of the Key Personnel.

Once the search returns with the relevant results, click on 'Add Key Personnel'; to manage them in next section.

What You Need to Do

1. Search and list all members of the applicant's key personnel on this page.
2. Ensure that each member has applied for and obtained a NDIS Worker Screening ID or NDIS Worker Screening Application ID.
3. Confirm that each member can log in via [Digital ID](#) (as required) to complete their suitability declaration.
4. If there is any question about a person's qualification for key personnel status, it is advisable to include them. Failure to disclose relevant individuals may delay or negatively affect your application.

You are able to view and manage the Key Personnel for this application in this section.

Your application will not progress until all members of key personnel have applied for a NDIS Worker Screening Check. If any member of Key Personnel does not have a NWS ID with a status of pending or clearance, the application cannot progress until that is addressed.

Further information is accessible at [Worker screening | NDIS Quality and Safeguards Commission](#).

* Please add key personnel details before proceeding. Use search below to find and add key personnel.

*** Search Worker Screening Details**

User Info

☐ NDIS Worker Screening Id ☐ NDIS WS Application ID

NDIS WS ID / Application ID

Last Name

6. Click the drop-down arrow next to their name.
7. Type in their **Position/Role**, **Work phone number** and **Email address**.
8. Click **Save**.

Further information is accessible at [Worker screening | NDIS Quality and Safeguards Commission](#).

* Please add key personnel details before proceeding. Use search below to find and add key personnel.

NDIS WS ID / Application ID	Name	Screening Status
55417746	PETER ROGERS	Clearance

*** Position/Role**

*** Work phone number**

*** Work email address**

The email entered will receive a requirement to complete an individual suitability declaration.

9. Repeat steps 1 to 8 to add additional key personnel if needed.

Edit or remove key personnel

1. Go to **Step 6: Key personnel suitability**.
2. Find the person's name in the list.
3. Click the **drop-down arrow** next to their name.

Manage key personnel

You can view and manage the Key Personnel for this application in this section.

Your application will not progress until all members of the applicant's key personnel have applied for a NDIS Worker Screening Check. If any member of Key Personnel does not have a NWS ID with a status of pending or clearance, the application cannot progress until that is addressed.

You must fill in the mandatory details required for each listed Key Personnel below. Once complete, click on 'Send Assessment' to provide each member with email correspondence containing instructions to complete their own individual suitability declaration.

The email will provide guidance on the purpose of the declaration, set out privacy matters, provide advice on implications of failing to complete the declaration and failing to provide true and accurate information.

The correspondence will also provide a unique access to the application that only displays their section of the application. If the member is a company director of the Applicant, they will need to provide their Director ID as provided by ASIC.

You can view the completion status of each member's suitability assessment in this section.

NDIS WS ID / APPLICATION ID	NAME	SCREENING STATUS
55417746	PETER ROGERS	Clearance

Save as draft

< Previous step Next step >



4. To update information: Click **Update**, change the details and click **Save**.
5. To delete a person: Click **Delete** next to their name.

Track assessment status

1. Click **Next step** to move to **Step 7: Track completion of suitability assessments**.
2. Check the assessment status for each key person listed.

Your application has been automatically saved

Step 7

Send suitability assessment

On this page, you must fill in the mandatory details required for each listed Key Personnel below. Once done, click on 'Send Assessment' to provide each member with email correspondence, with instructions to complete their own individual suitability declaration.

The email will provide guidance on the purpose of the declaration, set out privacy matters, provide advice on implications of failing to complete the declaration and failing to provide true and accurate information.

The correspondence will also provide a unique access to the application that only displays their section and provides guidance on how to obtain a Commonwealth digital statutory declaration through PRODA/Digital ID. If the Key Personnel is a company director or the Applicant, they will need to provide their Director ID as provided by ASIC.

You are able to view the completion status of each Key Personnel's suitability assessment in this section.

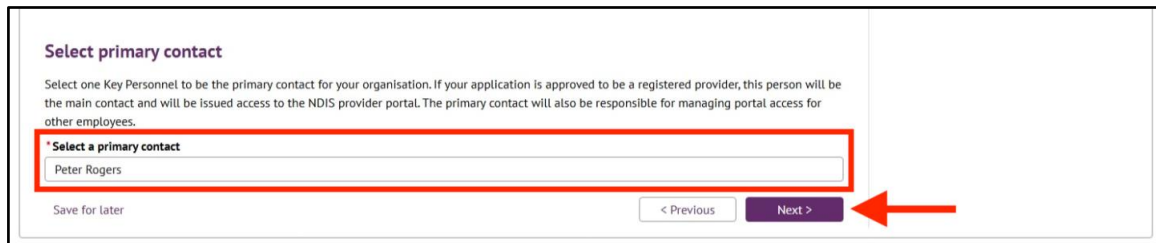
NO RECORDS TO DISPLAY

NDIS WS ID	First name	Last name	Application status	Action
66194078	SCOTT	VISION	Not Sent	<button>Open</button>
55417746	PETER	ROGERS	Not Sent	<button>Open</button>

Steps

- 1. Start assessment
- 2. Applicant ABN
- 3. About the applicant
- 4. NDIS support & services
- 5. Applicant's suitability
- 6. Key personnel suitability
- 7. Track completion of suitability assessment**
- 8. Declaration & Submit

3. If any assessment is not complete, scroll down and click **Save as draft**. You can log out and return to check the status of assessment or assessment status.
4. Once all key personnel show a completed status, select a **Primary contact** and then click **Next step** to finish Part 1 of your application.



Select primary contact

Select one Key Personnel to be the primary contact for your organisation. If your application is approved to be a registered provider, this person will be the main contact and will be issued access to the NDIS provider portal. The primary contact will also be responsible for managing portal access for other employees.

* Select a primary contact

Peter Rogers

Save for later

< Previous

Next >