

# NDIS Worker Screening Database: What self-managed NDIS participants need to know

## About this fact sheet

The NDIS Worker Screening Database will start on 1 February 2021. This fact sheet explains what the NWSD is, and how you can use it. To help you understand some of the terms we use in this fact sheet, we have a list on our [website](#).

## The NDIS Worker Screening Database (NWSD)

The NDIS Worker Screening Check (Worker Screening Check) starts on 1 February 2021 in all states and territories except for the Northern Territory.

The Northern Territory will start using the Worker Screening Check no later than 1 July 2021.

To help the Worker Screening Check work properly, there will be an online NDIS Worker Screening Database (NWSD).

For more information about the Worker Screening Check, see the fact 'NDIS Worker Screening Check: What self-managed NDIS participants need to know'.

## What the NWSD does

The NWSD holds a register of the names of all NDIS workers who have had a Worker Screening Check, and whether a Worker Screening Unit (WSU) has cleared or excluded them to work in [certain roles](#).

The NWSD helps WSUs to keep checking the records of workers with NDIS Worker Screening clearances against new information from police and other agencies to make sure they are still fit to hold a NDIS Worker Screening clearance.

NDIS providers and self-managed NDIS participants can use the NWSD to confirm they employ a worker who has applied for a Worker Screening Check.

They can also use it to see whether someone working for them holds an NDIS Worker Screening clearance.

Self-managed participants will need to complete an [application form](#) to ask for access to the NWSD. The NDIS Commission will need to confirm you are a self-managed participant before letting you use the NWSD.

The NWSD also helps registered NDIS providers keep track of which of their workers have an NDIS Worker Screening clearance.

## Self-managed participants and the NWSD

If you ask one of your workers to submit a Worker Screening Check application, you will need to use the NWSD to tell the WSU that you engage the worker to provide you with NDIS services and supports.

The WSU will not assess the worker's Worker Screening Check application until you say on the NWSD that the person provides you with NDIS services and supports.

You will get an email once the WSU has made a decision on your worker's application.

If you want to check if a person has an NDIS Worker Screening clearance, you will need to log in to the NWSD.

You will need to ask the person to give you their Worker Screening Number. This will help you find them on the NWSD.

You can ask someone you trust to use the NWSD for you – for example, your nominee or guardian.

## What you will see on the NWSD

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If you get access to the NWSD, you will only see some information about the NDIS workers you use who have an NDIS Worker Screening clearance or exclusion.

You will be able to see their name, their date of birth, whether they have an NDIS Worker Screening clearance or exclusion, and if they are cleared to work in certain roles.

The NWSD does not hold information about [acceptable state or territory checks](#). After 1 February 2021, if your unregistered provider or worker says they have a valid acceptable state or territory check (rather than an NDIS Worker Screening clearance), you can ask them to show it to you if you want proof they have this.

## Important information to remember

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- The NWSD will be available from 1 February 2021.
- The NWSD allows registered NDIS providers, self-managed participants, and some unregistered providers to check whether a WSU decided a worker who applied for a Worker Screening Check has a clearance or an exclusion.
- From 1 February 2021 (or no later than 1 July 2021 in the Northern Territory), if you ask an unregistered NDIS provider or worker to get an NDIS Worker Screening clearance, you will have to apply to the NDIS Commission to get access to the NWSD.
- The NWSD does not hold information about valid [acceptable state or territory checks](#).

## Where can I get more information

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Visit the [NDIS Commission website](#) for more information. We will also be talking to advocates and the NDIA to make sure other self-managed participants know about the NDIS Worker Screening Check.

## Contact Us

**Call: 1800 035 544** (free call from landlines).

Our contact centre is open 9.00am to 4:30pm in the NT, 9.00am to 5.00pm in the ACT, NSW, QLD, SA, TAS, VIC and WA Monday to Friday excluding public holidays.

Email: [contactcentre@ndiscommission.gov.au](mailto:contactcentre@ndiscommission.gov.au)