NDIS Quality and Safeguards Commission

NDIS WORKER SCREENING

NDIS Worker Screening Check: Application process

Worker completes online application to state or territory NDIS Worker Screening Unit (WSU) nominating an employer or self-managed participant. Submits application and makes payment to WSU.

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WSU confirms the identity of the worker.

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WSU system sends the application to the NDIS Worker Screening Database (NWSD).

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NWSD sends automatic email to employer or self-managed participant prompting them to log on to NWSD and verify the worker.

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Employer or self-managed participant verifies worker on the NWSD and they automatically become 'linked'. This shows an employment relationship is in place.

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NWSD automatically notifies WSU system that the application has been verified by the employer or self-managed participant.

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WSU undertakes a risk assessment of the worker based on the information in their application.

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WSU determines whether the worker has a clearance or exclusion.

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WSU issues the worker a clearance or an exclusion through their system which is sent to the NWSD.

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NWSD generates an email to linked employer or self-managed participant advising them of the outcome.

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NWSD sends worker information to all state and territory WSUs on an ongoing basis. This allows their systems to undertake national ongoing monitoring.

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NWSD generates emails to linked employers/self-managed participants if the clearance or exclusion status of the worker changes.