



NDIS Quality  
and Safeguards  
Commission



## Quick reference guide: **Generate Employer ID document** Registered provider

### KEY MESSAGES

- **This quick reference guide provides information about how to generate a document to give to workers which provides the Employer ID.** Providing this document will assist your workers in accurately selecting you as an employer as part of their application for an NDIS Worker Screening Check.
- When a worker applies for a NDIS Worker Screening Check they must nominate at least one employer to verify their application.
- **Using an organisation's Employer ID is the most accurate way for a worker to nominate an employer for their NDIS Worker Screening Check application.**
- If a worker nominates your organisation as their employer, you have 30 days to action a verification request. A reminder email will be sent to you 28 days, 14 days and 7 days prior to the expiry of the verification request.
- Once verified, a worker's application will progress and screening will commence.

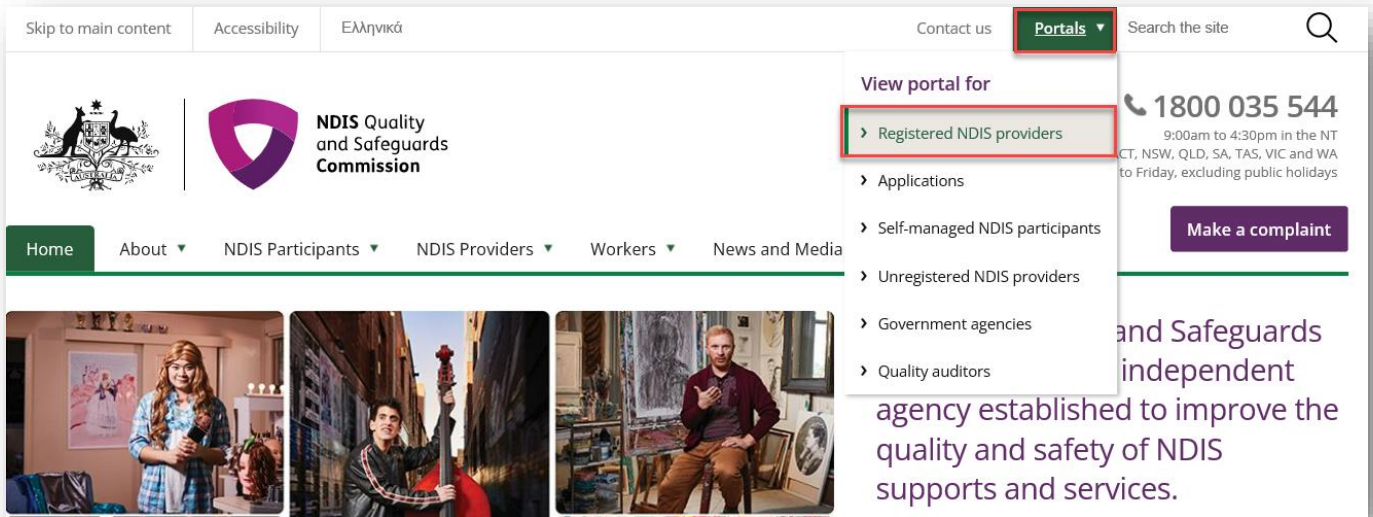
### CONTACT US

WEB | [Worker screening](#) EMAIL | [nwsd@ndiscommission.gov.au](mailto:nwsd@ndiscommission.gov.au) PHONE | 1800 035 544

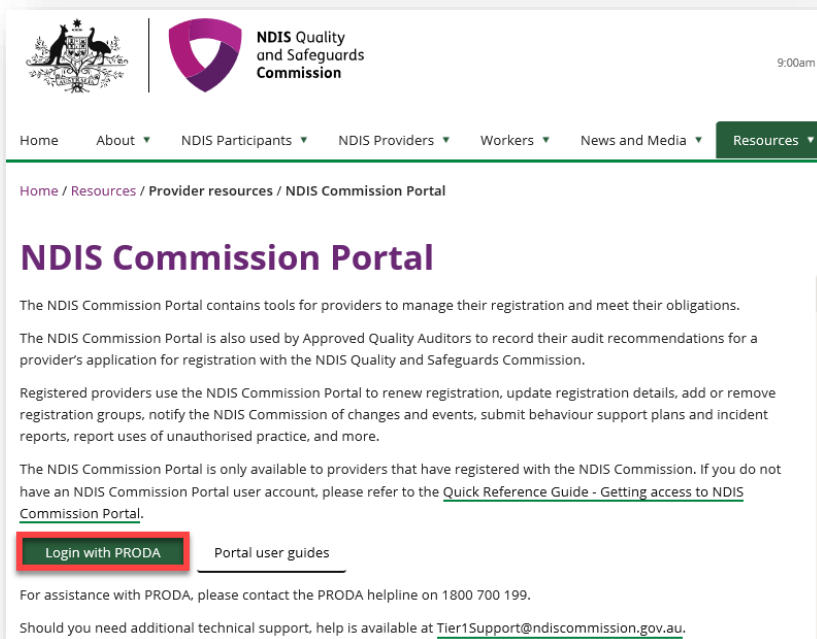
# How to generate Employer ID document

## Access the 'About my role as an employer' section

1. Go to the [NDIS Commission Website](#) and select the 'Portals' button and 'Registered NDIS providers' option.



2. Select '[Login with PRODA](#)'.



**Tip** – Registered providers will receive access to the NDIS Worker Screening Database as part of the registration process. The NDIS Worker Screening Database can be accessed via the NDIS Commission Provider Portal.

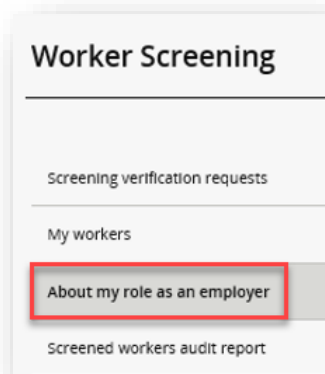
- At the 'Portal entry point' select the 'Provider name' of the registered NDIS provider that you are logging into the NDIS Commission Portal on behalf of. Select either '**Worker screening officer**' or '**Registrant**' as the 'Role'.

The screenshot shows a web form titled "Portal entry point". Below the title is a section for "Portal login / Authorised Access Delegate login". A sub-header reads "Select the provider / role you wish to use within the NDIS Worker Screening Database - ETE04." There are two dropdown menus: "Provider name" and "Role". The "Role" dropdown is highlighted with a red box and shows "Worker screening officer" selected. A "Continue" button is located to the right of the dropdowns.

- Select the 'Worker Screening' tile.

The screenshot shows the dashboard of the NDIS Commission Portal. At the top is a navigation bar with links: Home, Applications, My Registration, Tasks, Worker Screening, and Participants. The main heading says "Welcome to the NDIS Commission Portal, [user name]". Below this are two large tiles: "My applications" and "My registration". The "My applications" tile contains a "Commence a formal renewal by" button with an information icon. Below these are five smaller tiles: "Tasks" (0 pending), "Worker Screening" (highlighted with a red box), "Participants", "Inbox" (unread messages available), and "Email preferences".

- Select the '**About my role as an employer**' menu option.



## Generate a document with your Employer ID

6. You will be presented with information about your role as an employer.

### About my role as an employer

The NDIS Worker Screening Check is a national check that can be used to screen a person who works or seeks to work with people with disability. The NDIS Worker Screening Check will assess whether the person poses an unacceptable risk to people with disability.

About the **Worker Screening** process:

- When applying for the NDIS Worker Screening Check, a worker is required to nominate an employer who can verify their application. Provide the 'My employer details' below to your workers so they can nominate you on their application.
- Once they have nominated you and applied for the NDIS Worker Screening Check, you will be notified about a new screening verification request that requires your response. This will be available as a pending request on the 'Screening verification request' page in the left navigation. Verify the request by the expiry date to progress their application to be screened.
- You can use the 'My workers' page in the left navigation to link to your workers, as well as view their current Worker status and eligibility to work with people with disability. If you manually link to a worker who has recently applied for the NDIS Worker Screening Check then their application will be automatically verified and progress to be screened. Note, the automatic verification will not be reflected on the 'Screening verification request' page. Any workers you link to will be listed on the 'My workers' page and you will be advised if their status changes.

7. To generate a document to provide to your workers' that includes your **Employer ID**, select '**Generate document**', and 'Download' the document.



**Tip** – The Employer ID is the same as your Registration ID.

## About my role as an employer

The NDIS Worker Screening Check is a national check that can be used to screen a person who works or seeks to work with people with disability. The NDIS Worker Screening Check will assess whether the person poses an unacceptable risk to people with disability.

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## My employer details

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 a person with disability.

**Provide the details below to your workers so they can nominate you as an employer on their application.** You can generate a document of 'My employer details'. Once generated, you may download the document and provide it to your workers so they can nominate you as an employer on their application. After your worker has nominated you and submitted their application, you will receive a screening verification request.

Generate document

## My employer details

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 a person with disability.

**Provide the details below to your workers so they can nominate you as an employer on their application.** You can generate a document of 'My employer details'. Once generated, you may download the document and provide it to your workers so they can nominate you as an employer on their application. After your worker has nominated you and submitted their application, you will receive a screening verification request.

Generate document

Employer Id:

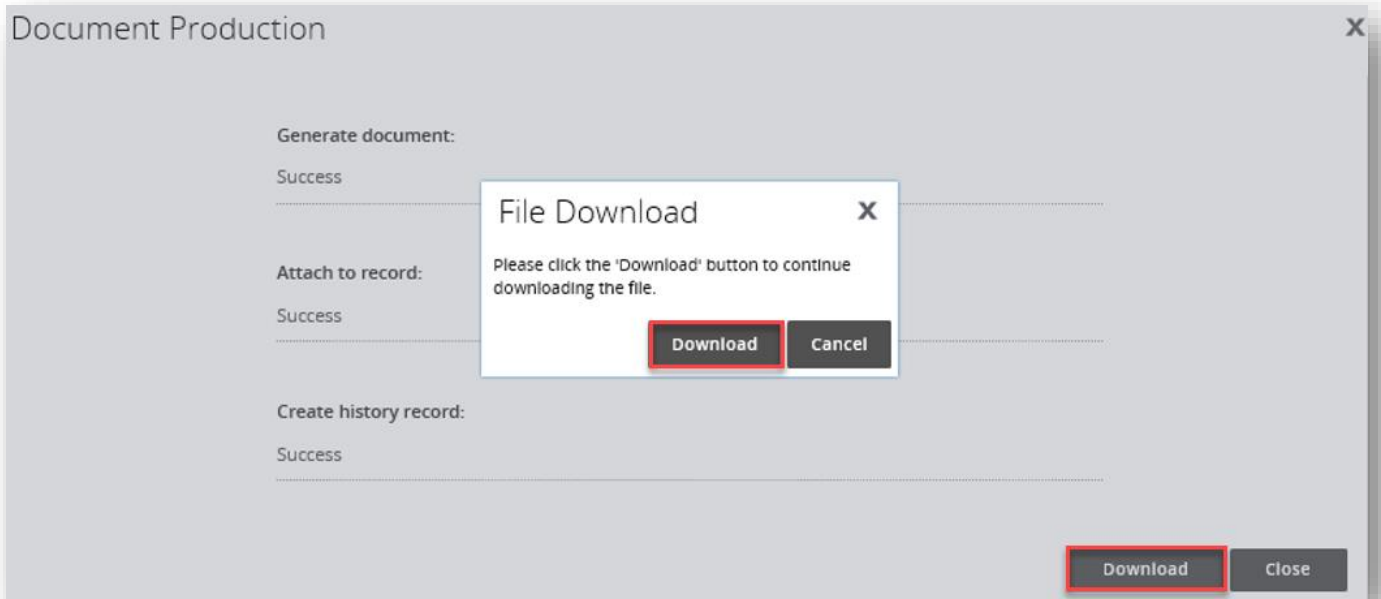
Employer sector:

Disability

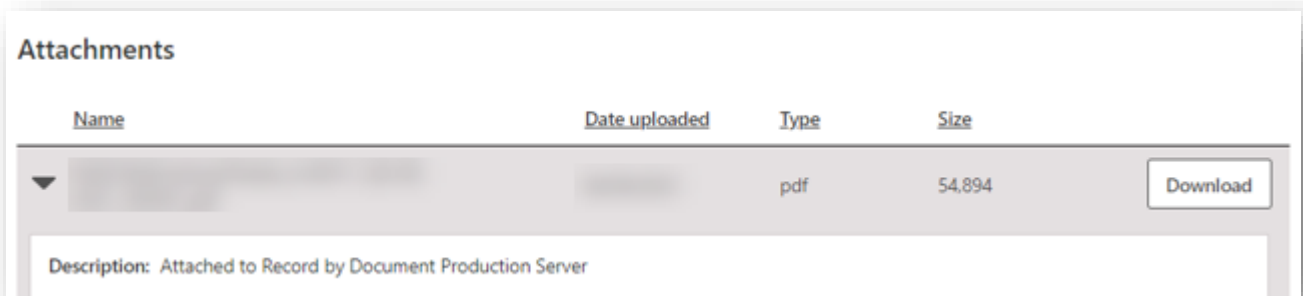
Business name:

Legal name:

Business address:



- The document can be saved and will be available on the 'Attachments' section of the page once it has been downloaded.



- An example of the document which will be generated is provided on the next page. Provide this to your worker's so that they can accurately nominate your organisation on their NDIS Worker Screening Check application by using your Employer ID.



## My employer details

### NDIS Worker Screening Check

The NDIS Worker Screening Check is an assessment of whether a person who works, or intends to work, with people with disability poses an unacceptable risk to them. It will determine whether a person is cleared or excluded from working in certain roles with people with disability.

This document should be provided to a person who works for (or intends to work for) the provider, **[Legal name]** (trading as: **[Business name]**). A person applying for an NDIS Worker Screening Check must nominate an employer who can verify whether the person is currently working (or is expected to begin working) to deliver NDIS supports or services.

Dear worker,

When you apply for an NDIS Worker Screening Check, you will be asked to nominate an employer to verify your application. Use the details below to nominate the provider, **[Legal name]** (trading as: **[Business name]**) as your employer on your application.

When you submit your application, the employer(s) you nominate will be asked to verify that you work (or intend to work) for them. If they verify the request, your application will proceed to be assessed by a state or territory government Worker Screening Unit (WSU). Your employer will also be advised about changes to your NDIS Worker Screening Check status and eligibility to work with people in certain roles. Your application for an NDIS Worker Screening Check will only proceed to be screened by a WSU if at least one employer verifies your application.

Document produced on: **[Document produced date as dd/mm/yyyy]**

The contents of this document were accurate at the time the document was produced.

#### Employer details

Employer Id:	<b>[Registration Id, also known as Employer Id]</b>
Legal name:	<b>[Legal name]</b>
Business name:	<b>[Business name]</b>
Employer sector:	<b>[Employer sector, for example: Disability]</b>
Business address:	<b>[Organisation's concatenated 'Active' primary address, for example: Level 1, 121-125 Henry Street, Penrith NSW 2750]</b>

### Key Points

From 12 June, you will be able to generate a document to provide to workers' which contains your Employer ID and other information about NDIS Worker Screening.

Using an organisation's Employer ID is the most accurate way for a worker to nominate an employer for their NDIS Worker Screening Check application.

If a worker nominates your organisation as their employer, you have 30 days to action a verification request.

### Legislation

[National Disability Insurance Scheme Act 2013](#)

[NDIS \(Practice Standards - Worker Screening\) Rules 2018](#)

### Contact Us

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[Worker screening](#)

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