

# The NDIS Worker Screening Check

## Information for NDIS participants who manage their own NDIS funding

Easy Read fact sheet

### How to use this fact sheet

The NDIS Quality and Safeguards Commission (NDIS Commission) wrote this fact sheet.

When you see the word 'we', it means the NDIS Commission.

We wrote this fact sheet in an easy to read way.

We have written some words in **bold**.

This means the letters are thicker and darker.

We explain what these words mean.

There is a list of these words on page 9.

This Easy Read fact sheet is a summary of another fact sheet.

This means it only includes the most important ideas.

You can find the other fact sheet on our website at

[www.ndiscommission.gov.au](http://www.ndiscommission.gov.au)

You can ask for help to read this fact sheet. A friend, family member or support person may be able to help you.

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## What is the NDIS Worker Screening Check?

The **National Disability Insurance Scheme (NDIS)** helps people with disability get the supports and services they need.

**Participants** are people with disability who use the NDIS.

The NDIS Worker Screening Check:

- is a way to help keep participants safe
- will find out if NDIS workers are safe to work with people with disability.

The NDIS Worker Screening Check will help make sure NDIS workers don't put people with disability at risk of getting hurt.

The NDIS Worker Screening Check:

- started in most Australian states and territories on 1 February 2021
- will start in the Northern Territory by 1 July 2021.

NDIS Worker Screening Checks will be the same across Australia.

## Who needs an NDIS Worker Screening Check?

Not all NDIS workers need an NDIS Worker Screening Check.

NDIS Worker Screening Checks will only be for some NDIS workers who:

- work closely with people with disability
- or
- make important decisions in their organisation
- or
- provide some types of services to people with disability.

**Registered NDIS providers** will need to make sure their workers who do these jobs are cleared for an NDIS Worker Screening Check.

A registered NDIS provider:

- can offer certain supports and services to participants
- is on a list that we look after
- must follow certain rules that we set.

## Do unregistered providers need an NDIS Worker Screening Check?

An **unregistered provider** can still offer supports and services to participants.

But they are not on a list that we look after.

Participants can only use unregistered providers if their **NDIS plan** is **self-managed or plan-managed**.

An NDIS plan is a document that includes information about:

- you and your goals
- what supports you need
- the NDIS funding you will get.

If you self-manage your NDIS plan, you:

- manage all or part of your funding
- choose what supports you use to reach your goals.

People who work for unregistered providers don't have to get an NDIS Worker Screening Check.

But you can still ask them to get one.

Or you can use a registered provider instead.

## **When do workers need to apply for an NDIS Worker Screening Check?**

An NDIS worker might already have a screening check from their state or territory government.

They can use this screening check until it runs out.

Then they will need to apply for an NDIS Worker Screening Check.

NDIS workers who don't have a screening check from their state or territory government, must apply for an NDIS Worker Screening Check.

They must do this:

- now in most Australian states and territories
- from 1 July 2021 if they live in the Northern Territory.

## How long do NDIS Worker Screening Checks last?

NDIS Worker Screening Checks last for 5 years.

NDIS workers will need to apply for a new NDIS Worker Screening Check after 5 years.

During these 5 years, checks will be done to make sure NDIS workers don't put people with disability at risk of getting hurt.

If we or the Worker Screening Unit find out an NDIS worker may be a risk to people with disability, they might lose their NDIS Worker Screening Check.

If this happens, they might not be able to work with people with disability anymore.

Or they might not be able to work with people with disability for a set amount of time.

## Who will do the NDIS Worker Screening Checks?

The Worker Screening Unit in each state and territory will do NDIS Worker Screening Checks.

The Worker Screening Unit will decide if an NDIS worker passes their NDIS Worker Screening Check.

They will find out things like:

- where the NDIS worker has worked before
- if the NDIS worker has taken part in a crime
- if the NDIS worker has done anything at work or in any other places that means they shouldn't work with participants.



## Word list

This list explains what the **bold** words in this document mean.

### **National Disability Insurance Scheme (NDIS)**

The NDIS helps people with disability get the supports and services they need.

### **NDIS plan**

An NDIS plan is a document that includes information about:

- you and your goals
- what supports you need
- the NDIS funding you will receive.

### **Participants**

Participants are people with disability who use the NDIS.

### **Registered NDIS provider**

A registered NDIS provider:

- can offer certain supports and services to participants
- is on a list that we look after.

### **Self-manage**

If you self-manage your NDIS plan, you:

- manage all or part of your funding
- choose what supports you use to reach your goals.

### **Unregistered provider**

An unregistered provider can still offer supports and services to participants.

But they are not on a list that we look after.

## Contact us

You can call us from 9am to 5pm, Monday to Friday.

If you live in the Northern Territory, you can call us from 9am to 4.30pm.

Phone – **1800 035 544**

Send us an email: [contactcentre@ndiscommission.gov.au](mailto:contactcentre@ndiscommission.gov.au)

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TTY

**133 677**

The National Relay Service

Speak and Listen

**1300 555 727**

SMS relay number

**0423 677 767**

Internet relay calls

[internet-relay.nrscall.gov.au](http://internet-relay.nrscall.gov.au)

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