

NDIS Worker Check

New NDIS worker screening arrangements will commence across Australia from 1 February 2021. In NSW, NDIS worker screening is called the NDIS Worker Check (NDISWC). It is operated by a new unit in the Office of the Children's Guardian.

From 1 February 2021, your existing national police check or Working With Children Check (an interim 'acceptable check' under the NDIS) will remain a valid NDIS worker screening check until it expires.

An NDISWC is only required when your existing acceptable check is **about to expire** or if you are a **new NDIS worker**. This means most workers likely have some time before they need to apply for an NDISWC.

When the new NDIS worker screening arrangements are implemented, you may need an NDISWC (to work in the NDIS) and a WWCC (to work with children).

You should **speak to your employer** about your worker screening requirements.

There are three steps to apply for an NDISWC:

Step 1 – **Apply online** (via the Service NSW website from 1 February 2021)

Step 2 – Visit a **Service NSW centre** within 14 days (2 weeks) of applying online to pay the fee (\$80 or free for volunteers), present your identity documents and have your photo taken.

Step 3 – At least one NDIS employer **verifies your application** via the Commonwealth's NDIS Worker Screening Database. If you're not yet employed or about to be employed, you cannot apply.

Once your application is verified by your employer, we assess your application. You will be able to view your NDISWC and update your details via your MyServiceNSW account.

To complete the online application, you'll need:

- Your **MyServiceNSW account** login and password. If you don't have one, you can easily create one. Visit the Service NSW website to create an account.
- Four **identity documents** (originals - not photocopies, photos or scans). Such as an Australian driver licence (or photo card), Australian passport (or birth certificate or Australian visa), Medicare card and a utility bill (phone, internet, electricity, gas, water).

- Your employer's worker screening **registration name or number** with the NDIS Quality and Safeguards Commission. Your employer/s should provide you with this.
- Your current and **previous addresses** (if applicable) for the last 5 years.
- Your current and **previous names** (if applicable) used throughout your life.
- Your **email address** (mandatory) and phone number.

Where do I get more information and apply?

Visit our website for more information about the NDISWC (available from mid-January 2021) and to apply online (from 1 February 2021):

<https://service.nsw.gov.au/ndiswc>

Visit the NDIS Quality and Safeguards Commission website for more information about NDIS worker screening requirements (such as, which NDIS workers need a worker screening clearance):

<https://www.ndiscommission.gov.au>

Office of the Children's Guardian

Email: contact@ndiswc.nsw.gov.au Web: www.kidsguardian.nsw.gov.au

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