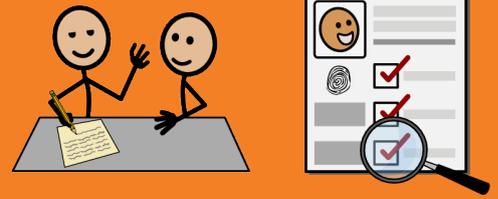


# For Employees



The NDIS Worker Screening Check is a formal check of a Worker's background to ensure that the Worker does not present an unacceptable risk of harm to people with disability.

## Steps to get the NDIS Check

- 1** Complete online application form in DoTDirect



- 2** Show ID and pay fee within 28 days



- 3** Ensure Employer verifies your application within 28 days



- 4** NDIS Worker Screening Unit WA does Check



- 5** Notification of Worker Screening ID number and Outcome. You do not get a card.



Instructions inside



## What is the NDIS Worker Screening Check?

- The NDIS Worker Screening Check (NDIS Check) is a formal background check that assesses a Worker's relevant criminal and other history to determine whether that Worker **poses an unacceptable risk of harm to people with disability**.
- The outcome of the NDIS Check is either **Clearance or Exclusion**. The Worker is given a NDIS Worker Screening ID number. **The Worker does not get a card.**
- The NDIS Check is **valid for five years** in all Australian states and territories unless cancelled. It is **portable** across NDIS-related roles and organisations.
- During this time, the NDIS Check is **ongoing** and new information may trigger a reassessment of a Worker's clearance.
- Information about the NDIS Check is on the NDIS Worker Screening Unit WA website: [www.ndiswsu.wa.gov.au](http://www.ndiswsu.wa.gov.au)

## What is the NDIS Worker Screening Database?

- The NDIS Worker Screening Database (Database) is a **central, national register** of all Workers who have applied for the NDIS Check across Australia.
- The Database is managed by the **NDIS Quality and Safeguards Commission** (NDIS Commission) and is on their website: [www.ndiscommission.gov.au](http://www.ndiscommission.gov.au)
- It is kept **up-to-date** with any changes to a Worker's clearance.
- People engaging you for your services can **view** your current clearance in the Database and **link** to you to be notified if that clearance changes.

FORM	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Address	<input type="text"/>
Notes	<input type="text"/>

## A IMPORTANT! Before you start the form

### Get the Employer ID you need for the application form.

- You must nominate your current or intended Employer in the application form by giving the 'Nominated Employer Registration ID Number'.
- Your Employer may know this number by a different name: e.g. 'Participant WS ID', 'Employer ID for Worker Screening' or 'NDIS Commission Registration ID'.
- Ask your Employer for their details and write below.

Nominated Employer Registration ID Number: \_\_\_\_\_

Employer Name: \_\_\_\_\_

- You only need to nominate one Employer on the form. You can always add other Employers later in your NDIS profile in DoTDirect.

### Read about the application process and cost.

- See the 'Applying for an NDIS Check' page on the NDIS Worker Screening Check (NDIS Check) website:

[www.wa.gov.au/organisation/department-of-communities/applying-ndis-check](http://www.wa.gov.au/organisation/department-of-communities/applying-ndis-check)

### Get the proof of identity documents you need.

- See the 'Application process' section on 'NDIS Check resources' page on the NDIS Check website:

[www.wa.gov.au/government/document-collections/ndis-check-resources#application-process](http://www.wa.gov.au/government/document-collections/ndis-check-resources#application-process)

- If you **do not have enough identity documents**, you may be eligible for the **Alternate Lodgement** process. Contact the NDIS Worker Screening Unit WA for more information.

### Check the location of your nearest authorised centre where you will need to show proof of ID and pay the fee to lodge your application.

- See the list of authorised centres in the 'How to apply' section on the 'Applying for an NDIS Check' page on the NDIS Check website: [www.wa.gov.au/organisation/department-of-communities/applying-ndis-check](http://www.wa.gov.au/organisation/department-of-communities/applying-ndis-check)
- If you live in **certain regional and remote areas of WA** or **cannot get to an authorised centre** you may be eligible for the **Alternate Lodgement** process. This means that proof of ID and payment can be done online. Contact the NDIS Worker Screening Unit WA for more information.

# 1

## Complete online application form in DoTDirect



FORM	
First Name	
Last Name	
Phone Number	
Address	
Notes	

### B Login to DoTDirect to find the form.

- DoTDirect: [https://online.transport.wa.gov.au/tso/selfservice/public/ndis\\_wsu\\_apply\\_entry.jsf#/embd/preliminary-questions](https://online.transport.wa.gov.au/tso/selfservice/public/ndis_wsu_apply_entry.jsf#/embd/preliminary-questions)
- If you do not have a DoTDirect account and cannot create one because you do not have a driver's licence or vehicle, and cannot get to an office in person to create an account, you may be eligible to register for a Basic DoTDirect account using your email address via the DoTDirect weblink above.

### C In DoTDirect, click 'NDIS' in the toolbar to open the application form.

- Always **fill in personal details exactly as they are shown on proof of identity** documents. If there are any differences, your application may be rejected.
- **If you are eligible, select 'Request Alternate Lodgement'** in the application form and wait for instructions from the NDIS Worker Screening Unit WA.

### D After completing the form, you get an Application Number.

- This number does not mean the NDIS Check is completed. It is the record of your application. Write down the Application Number in case you have problems later.

Application Number: \_\_\_\_\_

### Need help?

NDIS Worker Screening Unit WA

1800 225 558

[NDISCheck@communities.wa.gov.au](mailto:NDISCheck@communities.wa.gov.au)

[www.ndiswsu.wa.gov.au](http://www.ndiswsu.wa.gov.au)

### Need help setting up DoTDirect?

Department of Transport WA

13 11 56

[contact.centre@transport.wa.gov.au](mailto:contact.centre@transport.wa.gov.au)

[https://online.transport.wa.gov.au/tso/selfservice/public/ndis\\_wsu\\_apply\\_entry.jsf#/embd/preliminary-questions](https://online.transport.wa.gov.au/tso/selfservice/public/ndis_wsu_apply_entry.jsf#/embd/preliminary-questions)



If you are using **Alternate Lodgement**, follow the instructions sent by the NDIS Worker Screening Check Unit WA for this step.

Otherwise, you need to go to an authorised centre within 28 days to show original proof of ID and pay the fee to 'lodge' your application.

### **A Find an authorised Driver and Vehicle Service Centre or Regional DoT office.**

- Not all centres will process your application. See the list of authorised centres in the 'How to apply' section on the 'Applying for an NDIS Check' page on the NDIS Check website:

[www.wa.gov.au/organisation/department-of-communities/applying-ndis-check](http://www.wa.gov.au/organisation/department-of-communities/applying-ndis-check)

### **B Take original copies of your proof of ID.**

- If there are any differences between what is listed in the application and your actual identity documents, your application may be rejected.

### **C Pay the application fee at the Centre.**

- Workers pay the fee when applying.
  - \$145.00 – paid workers (equals \$29 per year for 5 years validity)
  - \$80.00 – eligible concession card
  - \$11.00 – volunteers & unpaid workers
- These fees are correct as of May 2023. See NDIS Check website for fees and eligible concession cards: [www.ndiswsu.wa.gov.au](http://www.ndiswsu.wa.gov.au)

### **D Get receipt of payment.**

- This receipt does not mean that the NDIS Check is complete nor is it proof of the NDIS Check. It just means that the application has been 'lodged'.

### **E Let your nominated Employer know you have lodged your application.**

- After you have 'lodged' your application, your nominated Employer needs to **verify it before the NDIS Check can start**. Let your Employer know you have lodged, so they can look for the notification asking them to verify.

## Need help?

NDIS Worker Screening Unit WA  
1800 225 558

[NDISCheck@communities.wa.gov.au](mailto:NDISCheck@communities.wa.gov.au)

[www.ndiswsu.wa.gov.au](http://www.ndiswsu.wa.gov.au)



## **A Employer verifies your application in the NDIS Worker Screening Database.**

- After your application has been fully 'lodged', your nominated Employer will receive a notification to verify your application in the NDIS Worker Screening Database (Database).
- The Database is a central, national register of all Workers who have applied for the NDIS Check across Australia and whether they are cleared or excluded. It is kept up-to-date with any changes to a Worker's clearance. It is managed by the NDIS Quality and Safeguards Commission (NDIS Commission).
- Your Employer has 28 days to verify your application in the Database.
- **The NDIS Check cannot start until your Employer has verified your application.**

## **B Receive an email from the NDIS Worker Screening Unit WA confirming verification.**

- You will receive this email after your nominated Employer has verified your application.

## **C Starting work after your application has been verified.**

- You may be eligible to start work after your application has been verified and before NDIS Check is completed if certain conditions are met.
- For information, see the 'Do I need an NDIS Check before I can start work?' section on the 'Applying for an NDIS Check' page on the NDIS Check website: [www.wa.gov.au/organisation/department-of-communities/applying-ndis-check](http://www.wa.gov.au/organisation/department-of-communities/applying-ndis-check)

### **If you have lodged but your Employer did not get the notification to verify**

Login to DoTDirect to check that your identity details are correct in your application.

[www.transport.wa.gov.au/dotdirect/dotdirect.asp](http://www.transport.wa.gov.au/dotdirect/dotdirect.asp)

### **If there are incorrect identity details in your application form**

Contact NDIS Worker Screening Unit WA  
1800 225 558

[NDISCheck@communities.wa.gov.au](mailto:NDISCheck@communities.wa.gov.au)

[www.ndiswsu.wa.gov.au](http://www.ndiswsu.wa.gov.au)

# 4

## NDIS Worker Screening Unit WA does the Check



**After your Employer has verified your application, the NDIS Worker Screening Unit WA will start the Check and determine the outcome.**

- More information about the screening process is on the 'NDIS Check screening process and outcomes' page on the NDIS Check website: [www.wa.gov.au/organisation/department-of-communities/ndis-check-screening-process-and-outcomes](http://www.wa.gov.au/organisation/department-of-communities/ndis-check-screening-process-and-outcomes)

### Need help?

NDIS Worker Screening Unit WA

1800 225 558

[NDISCheck@communities.wa.gov.au](mailto:NDISCheck@communities.wa.gov.au)

[www.ndiswsu.wa.gov.au](http://www.ndiswsu.wa.gov.au)



- A You will be notified by email.**
  - Attached to the email is a letter that lists your Worker Screening ID number and the Outcome. **You do not get a card.**
  - The Worker Screening ID is also known as the 'NDIS Check Clearance Number'.
  - The Employer that you nominated on your application form will also get an email with your Worker Screening ID number and your Outcome.
  
- B The Check is valid for 5 years in all Australian states and territories unless cancelled.**
  - It is portable across NDIS-related roles and organisations.
  
- C If you have any other Employers, you can give them this Worker Screening ID number.**
  - Using this ID, **any of your other** Employers can link to you in the NDIS Worker Screening Database to view your current clearance and be automatically updated should your clearance change.

## If you have not received an email with your Worker Screening ID number and Outcome

- Login to DoTDirect to check the status of your application  
[www.transport.wa.gov.au/dotdirect/dotdirect.asp](http://www.transport.wa.gov.au/dotdirect/dotdirect.asp)
- Ensure your Employer has verified your application.
- Otherwise contact  
NDIS Worker Screening Unit WA  
1800 225 558  
[NDISCheck@communities.wa.gov.au](mailto:NDISCheck@communities.wa.gov.au)  
[www.ndiswsu.wa.gov.au](http://www.ndiswsu.wa.gov.au)

# Important!

## You have ongoing obligations



### **The NDIS Check is an ongoing check.**

- The NDIS Worker Screening Unit WA (Unit) will continue to monitor information sources for any new and relevant information.
- New information may trigger a reassessment of the risk and whether you should still be 'cleared' to work or not. A reassessment can be triggered solely by disciplinary or misconduct information received by the Unit from the NDIS Commission.
- If your clearance status changes, you will be notified and the Database updated.
- For more information, see 'NDIS Check screening process and outcomes' page on the NDIS Check website: [www.ndiswsu.wa.gov.au](http://www.ndiswsu.wa.gov.au)

### **You have ongoing obligations.**

- You have an obligation to notify the NDIS Worker Screening Unit WA of any changes to your personal details, employment details, e.g. if you change employers or have a second employer, criminal record, or other relevant history.
- These obligations are listed on the application form and on your notification of outcome.
- There are penalties for not meeting these obligations.
- For more information see 'NDIS Check Compliance and enforcement' page on the NDIS Check website: [www.ndiswsu.wa.gov.au](http://www.ndiswsu.wa.gov.au)

### **You can update your personal and employment details in DoTDirect.**

- Login to DoTDirect: [www.transport.wa.gov.au/dotdirect/dotdirect.asp](http://www.transport.wa.gov.au/dotdirect/dotdirect.asp).
- Go to 'NDIS' in the toolbar and select 'Profile Details' to make changes.
- You can have more than one employer in your NDIS profile.

### **To notify the Unit of any other information, contact the Unit directly.**

## **Need help?**

NDIS Worker Screening Unit WA  
1800 225 558

[NDISCheck@communities.wa.gov.au](mailto:NDISCheck@communities.wa.gov.au)  
[www.ndiswsu.wa.gov.au](http://www.ndiswsu.wa.gov.au)





The information in this guide is intended as a general guide and is correct as of January 2023.

Please note that over time, the links provided may no longer work as governing bodies change or update their information or websites. For more detailed or current information, refer to the relevant website and source the relevant document using a title search.



Government of **Western Australia**  
Department of **Communities**