

NDIS Quality & You Instructions

- 1) Access site here: <https://training.ndiscommission.gov.au/>
- 2) Select **NDIS Worker Orientation Module** (under "All workers – Worker Orientation Module")

The screenshot shows the NDIS Commission e-Learning website. On the left, there is a sidebar with the NDIS Commission logo and the text "NDIS Quality and Safeguards Commission". Below this, the "Worker Orientation Module 'Quality, Safety and You'" is described, stating it was developed to assist NDIS workers in better supporting people with disability. It lists topics like the NDIS Code of Conduct and the role of NDIS workers. On the right, the "Courses" section is visible, with a dropdown menu expanded to show "All workers – Worker Orientation Module". Under this category, three options are listed: "NDIS Worker Orientation Module", "NDIS Worker Orientation Module – Auslan version", and "NDIS Worker Orientation Module – JAWS & Zoomtext screen reader version". Below this, another category "Other modules – New Worker NDIS Induction Module" is shown with the option "New Worker NDIS Induction Module". The background of the website features a person in a wheelchair on a wooden walkway overlooking the ocean.

- 3) Create an account by selecting **Create new account**

The screenshot shows the login page of the NDIS Quality and Safeguards Commission. At the top, the logo and name of the commission are displayed. Below the logo, there is a "Log in" button. The main content area is titled "Log in" and contains a form with fields for "Username" and "Password", a "Remember username" checkbox, and a "Log in" button. Below the form, there are links for "Forgotten your username or password?" and "Cookies must be enabled in your browser". At the bottom of the form, there is a link for "Log in as a guest". To the right of the form, a question "Is this your first time here?" is displayed, with a link "Log in to access your training" and a button "Create new account". The background of the website features a person in a wheelchair on a wooden walkway overlooking the ocean.

4) Enter your details and select **Create my new account**

The screenshot shows the 'Create my new account' form on the NDIS Quality and Safeguards Commission website. The form is divided into sections: 'Choose your username and password', 'More details', and 'Other fields'. The 'Choose your username and password' section has fields for 'Username' and 'Password' (with an 'Unmask' checkbox). The 'More details' section includes fields for 'Email address', 'Email (again)', 'First name', 'Surname', 'City/town', and a 'Country' dropdown menu. The 'Other fields' section has fields for 'Organisation' and 'State' (a dropdown menu). At the bottom, there are 'Create my new account' and 'Cancel' buttons. A note at the bottom states: 'There are required fields in this form marked *'.

5) You will receive an email confirm your account. Confirm your account via the link emailed to you.

6) Select **Enrol me** into the NDIS Worker Orientation Module

NDIS Worker Orientation Module

Dashboard > Courses > All workers – Worker Orientation Module > NDIS Worker Orientation Module > Enrol me in this course > Enrolment options

NAVIGATION

- Dashboard
 - Site home
 - Site pages
 - Current course
 - NDIS Worker Orientation Module**
 - Courses

ADMINISTRATION

- Course administration
 - Enrol me in this course**

Enrolment options

NDIS Worker Orientation Module

Self enrolment (Student)

No enrolment key required.

Enrol me

Possability

- 7) Select the **NDIS Worker Orientation Module** button and start your module. This module takes one and a half hours to complete. There is four modules that you will need to complete. The modules consist of videos, text and questions and answers.



- 8) Once you have completed the module, **NDIS Worker Orientation Completion Certificate** will appear. Click on this to download or print your certificate, you will also receive your certificate via the email you registered with when you signed up.
- 9) **Upload** your certificate to the NDIS Quality & You module in Onboarding to show evidence of completion.