

NDIS Pre-Employment Clearance Check Instructions

Tasmania.....	2
Victoria.....	3
Queensland.....	4

What is the NDIS Worker Screening Check?

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

The NDIS Worker Screening Check is conducted by the Worker Screening Unit in the state or territory where a person applies for it. The Worker Screening Unit also decides whether a person is cleared or excluded.

Registered NDIS providers are required to ensure that they only engage workers who have been cleared in certain roles, called risk assessed roles.

For more information please see the NDIS Commission website:

<https://www.ndiscommission.gov.au/about/ndis-worker-screening-check>

NDIS Pre-Employment Clearance Check - Tasmania

To apply:

1. Follow this link to the Consumer, Building and Occupational Services Site
<https://cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-withvulnerable-people/applications/apply>
2. Navigate to start my application. It will proceed as a normal Working with Vulnerable People Registration, with the option to add an NDIS Clearance Check to the process for no additional cost. You will need to register for both Child Activity and NDIS Registration for this to work.
3. You will need the following information ready:
 - a. Your previous names and/or alias
 - b. An email address and/or mobile number
 - c. Your address from the last 5 years
 - d. Evidence to prove your identity
 - e. Employer details as below
4. Refer to pg.1 of your Letter of Offer, to find the entity that you are employed under. This entity will determine the details you will need to enter in step 5.
5. Enter our work details:

Trading Name: Oak Tasmania
ABN: 44 055 920 306
Address: 175 Collins Street, Hobart, TAS 7000 Work
Work Email Contact: people&culture@oakpossability.org.au

Trading Name: Possability Group
ABN: 58 638 044 327
Address: 175 Collins Street, Hobart, TAS 7000 Work
Work Email Contact: people&culture@oakpossability.org.au
6. Review your application and provide consent for the check to proceed.
7. Pay for your application, the NDIS check will cost \$113.40 and you will need to pay for it at the time of application.
8. To finalise your application, you will need to go into your local Service Tasmania and have your ID photo taken.

Your application will then be sent to the NDIS worker Screening Unit in Tasmania, who will assess your application. The NDIS Worker Screening Unit will send you an email confirming that your application has been received and explaining what will happen next.

Please attach the confirmation of purchase with your application number to this module.

NDIS Pre-Employment Clearance Check – Victoria

To apply:

1. Follow this link to register or log on to your Service Victoria Account
<https://service.vic.gov.au/login>
2. Navigate to the NDIS Check Section
3. Verify your identity – to do this you will need **3 different identity documents**. This includes at least one commencement document, for example, a birth certificate, Australian Passport, an ImmiCard, or a foreign Passport linked to a valid Australian Visa. If the name on your documents do not match, you will need an additional document showing your change of name.
4. You will also need to use a smartphone with a camera to confirm you are the person in your identity documents, The Service Victoria application process will guide you through this process.
5. Only after you have verified your identity, you will be able to move onto the next step in the application process. You can also save here and come back later.
6. Refer to pg.1 of your Letter of Offer, to find the entity that you are employed under. This entity will determine the details you will need to enter in step 7.
If your contract states "Optia Limited" please enter the Possability Victoria details

7. Enter your work details
Trading Name: Possability Victoria
ABN: 30 080 560 443
Address: 175 Collins Street, Hobart, TAS, 7000
Work Email Contact: people&culture@oakpossability.org.au

Trading Name: Possability Group
ABN: 58 638 044 327
Address: 17 Collins Street, Hobart, TAS, 7000
Work Email Contact: people&culture@oakpossability.org.au

Trading Name: Possability Regional Ltd
ABN: 78 642 065 683
Address: 175 Collins Street, Hobart, TAS, 7000
Work Email Contact: people&culture@oakpossability.org.au

8. Review your application and provide consent for the check to proceed.
9. Pay for your application, the NDIS check will cost \$121.10 and is valid for 5years.
You will need to pay for it at the time of application to finalise the process.

Your application will then be sent to the NDIS worker Screening Unit in Victoria who will assess your application. The NDIS Worker Screening Unit will send you an email confirming that your application has been received and explaining what will happen next.

Please attach the confirmation of purchase with your application number to this module.

NDIS Pre-Employment Clearance Check – Queensland

To apply:

1. Follow this link to register or log on to your Queensland Government Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships account:
<https://workerscreening.communities.qld.gov.au/workers/you-start>
2. Navigate through the sections to apply for a NDIS Worker Screening and WWCC Blue Card.

To verify your identity and obtain the photo for your disability worker screening card, you will need a [customer reference number](#) (CRN) before you apply. If you don't have a CRN, or if your photo was taken more than 5 years and 3 months ago, you will need to visit a [TMR service centre](#).

3. You can find this number on any product issued by TMR, such as:
 - a. Driver licence
 - b. Adult proof of age card
 - c. Photo identity card
 - d. Industry authority
4. Refer to pg.1 of your Letter of Offer, to find the entity that you are employed under. This entity will determine the details you will need to enter in step 5.
5. Enter your work details

Trading Name: Possability Group

ABN: 58 638 044 327

Address: 17 Collins Street, Hobart, TAS, 7000

Work Email Contact: people&culture@oakpossability.org.au

Trading Name: Possability Queensland Ltd

ABN: 23 638 046 616

Address: 17 Collins Street, Hobart, TAS, 7000

Work Email Contact: people&culture@oakpossability.org.au

6. Review your application and provide consent for the check to proceed.
7. Make payment through BPOINT (online), cheque or money order. The check will cost \$130 and is valid for 5 years.

Your application will then be sent to the NDIS worker Screening Unit in Queensland who will assess your application. The NDIS Worker Screening Unit will send you an email confirming that your application has been received and explaining what will happen next.

Please attach the confirmation of purchase with your application number to this module.