Human Resource Management

## Human Resource Management Standard - extract from NDIS Practice Standards: Verification Module. This is what you need to demonstrate to the auditor that you meet.

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| **Outcome:** Each participant’s support needs are met by workers who are competent in relation to their role, hold relevant qualifications, and who have relevant expertise and experience to provide person-centered support. |
| **To achieve this outcome, the following indicators should be demonstrated:**   * Records of worker identity, right to work, pre-employment checks, qualifications and/ or experience are maintained. * Workers complete mandatory NDIS orientation module and records of continuing professional development are maintained. |

## SPIEL – Your explanation to the auditors how you meet the above Standard. For you to read, adapt and then insert into your NDIS Commission On-line Application

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| Yellow highlights definitely need your attention   1. XXX maintains an up to date HR Register including personal and professional information including:  * Worker identity * Employment checks – Police Check, Working with Children * Right to Work * APHRA Registration OR Appropriate Membership of Professional Body * (delete which of above does not apply to you) * Any specific requirements – spell out for your profession/s as per Section 3 of the [NDIS Practice Standards: Verification Module - Required Documentation](https://www.ndiscommission.gov.au/document/1051) * Appropriate experience * Completion of NDIS e-learning module - ‘[Quality, Safety and You](https://www.ndiscommission.gov.au/workers/training-course)’.  1. Training is planned and delivered to ensure worker’s skills, knowledge and approach to support work remain up-to-date and in line with NDIS requirements. Refer to Annual Training Plan. 2. Records of training are kept and CPD records are maintained. 3. Currency of information is maintained through compliance checking (Compliance Calendar) and completion of Annual Training Plan which includes NDIS Code of Conduct, Person Centred Care. 4. XXX has developed a Service Delivery Model to reflect their understanding of delivering person-centred supports.   *Please refer to HR attachments*  *HR Register*  *Annual Training Plan*  *Compliance Calendar*  *Service Delivery Model* |