### NDIS Employment Checklist

Notes:

* This checklist only covers NDIS related employment requirements. Additional / more general resources can be found at [Fair Work Australia](https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates)
* Refer to the Human Resource Register for more details on these requirements and how to record them. However, the **key document** *NDIS Practice Standards: Verification Module - Required Documentation* can be downloaded from the NDIS Commission website by clicking [here](https://www.ndiscommission.gov.au/document/1051). Also, even though this document title would suggest it only relates to Verification, it is also relevant to Certification
* Also note that until a National worker screening program is implemented (target date 1 July 2020) different states and territories have different positions on whether a worker can commence work before they have worker screening clearance. Checks your requirements [here](https://www.ndiscommission.gov.au/workers/worker-screening-workers).

Ensure these requirements are considered at every stage of the process

* + when advertising
	+ during recruitment
	+ when selecting worker
	+ When offering employment

|  |  |
| --- | --- |
| Relates to Position |  |
| NDIS Supports provided (or wish position to provide) | see **pp8-28** of the [key document](https://www.ndiscommission.gov.au/document/1051) above |
| Date recruitment commenced |  |
| Key recruiter (to ensure checks carried out)  |  |

The following checks MUST be completed whenever a new worker is recruited.

|  |  |  |
| --- | --- | --- |
| Issue | Completed | Comments |
| Position reviewed including how it contributes to the achievement of the strategic plan |  |  |
| NDIS general worker requirements – pp2-6 of the [‘key document’](https://www.ndiscommission.gov.au/document/1051) above* worker identity checks
* right to work in Australia
 |  |  |
| NDIS worker screening requirements – [link](https://www.ndiscommission.gov.au/node/371#06)  |  |  |
| NDIS qualifications and experience requirements for the supports the new worker will provide confirmed – list requirements from pp8-28 of the [key document](https://www.ndiscommission.gov.au/document/1051) above * *what quals?*
* *what registrations / memberships*
* *other requirements*
 |  |  |
| Reference checks – min of 1 check |  |  |
| Pre-employment checks - Confirm details on HR Register – sighting originals & keeping copies |  |  |
| Employment Contract – provided & signed copy returned (must include a copy of the [Fair Work Information Statement](https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement)) |  |  |
| Maintain Privacy – destroy records for any unsuccessful applicants after \_\_\_ months & any records not required for new recruits HR record |  |  |