

NDIS Worker Screening

Screening Requirements for Students

What is NDIS worker screening?

The broad objective of NDIS worker screening is to protect people with disability who receive NDIS supports or services from an unacceptable risk of harm. The paramount consideration is the right of people with disability to live their lives free from abuse, violence, neglect or exploitation.

On 1 February 2021, Queensland commenced the new NDIS worker screening system. The NDIS worker screening check determines whether a person is cleared or excluded from working in certain roles with people with disability.

Who needs a worker screening check?

Workers in risk assessed roles who are newly engaged by a registered NDIS provider must undergo an NDIS worker screening check. For the purpose of the check, students are considered 'workers'. Risk assessed roles include:

- Key personnel roles with a registered service provider delivering NDIS supports or services.
- Those directly delivering [specified](#) NDIS supports or services.
- Roles where workers have more than incidental contact with a person with disability.

Unregistered NDIS providers and self-managed NDIS participants may also request that workers providing NDIS supports or services be screened.

Workers who already have a valid yellow card or yellow card exemption don't need to get an NDIS worker screening check straight away. The existing card will remain valid until it expires or is cancelled.

Students should not apply for an NDIS worker screening check unless instructed to do so by their university, Registered Training Organisation (RTO) or the NDIS provider hosting their placement.

Are students exempt from the check?

Secondary school students on work experience being supervised by a person with an appropriate clearance are exempt from the check. There are no other exemptions to NDIS worker screening.

How do students apply for the check?

The quickest way to apply is online via the worker screening [website](#). A dedicated [fact sheet](#) has been created to help navigate the application process.

Do students on placements with NDIS providers need a blue card too?

Students delivering services or supports to children with disability will need both an NDIS worker screening clearance and a blue card. It is easy to apply for both checks at once through the combined application process available on the disability worker screening [website](#). A combined application **cannot** be made directly through Blue Card Services.

Students who already have a blue card or exemption card and are only delivering services or supports to children with disability can rely on their existing card until it expires or is cancelled. These students can make a combined application once their blue card is due for renewal.

More information about the combined application process is available in our [fact sheet](#).

How much does the check cost?

There is no cost for students undertaking voluntary unpaid placements. For students undertaking paid placements, the following application costs will apply:

- NDIS worker screening: \$120
- Combined NDIS worker screening and blue card application: \$130

Students will need to specify on the relevant part of the application whether they are a volunteer (for unpaid placement) or a paid employee (for paid placement).

Successful applicants will receive an NDIS worker screening clearance card valid for five years. The clearance can continue to be used until it expires unless it is cancelled or suspended earlier.

When can students start placement?

Students who are engaged on a placement by a registered NDIS provider in a risk assessed role are subject to 'no card, no start' rules and must have a clearance before they start work. If students are engaged on a placement by registered NDIS providers in non-risk assessed roles or are engaged by an unregistered NDIS provider, they can start work after their application is lodged.

Verification of student applications

As part of the application process, all applications must be verified by an employer through the NDIS Worker Screening Database (NWSD) hosted by the NDIS Commission. Once an employer has verified the application, it becomes a "valid application" and will be assessed by the Worker Screening Unit (WSU).

For tertiary or TAFE students who need a clearance as part of their placement with an NDIS provider, their university or RTO can verify their application through NWSD. To do this, the university or RTO must request access to NWSD. More information about this process is available on the NDIS Commission [website](#).

The university or RTO should provide their NDIS employer ID number (issued by the NDIS Commission) to students and instruct them to enter it on the employer details section of the application. This will ensure the student can easily find and select them as their employer on the application form.

Students to notify of start or end of placement

Students must complete and submit the 'Change in engagement' form within 14 days of starting or ending placement with a registered NDIS provider. This form is available on the [resources page](#) of the disability worker screening website.

Failure to comply with this obligation is an offence and penalties apply for non-compliance.

Role of registered NDIS provider in student screening process

It is the responsibility of registered NDIS providers to ensure students attending placements in risk assessed roles have a clearance before starting. The registered NDIS provider will be required to link to the student through the NWSD at the start of the placement and delink at the end of the placement.

How long does the application process take?

The new online processes will make screening easier, quicker and more efficient. As part of the screening check, we rely on other departments to provide us with relevant information so processing times can fluctuate.

Applicants who have no assessable information to review will be processed quickly. It will take longer if assessable information is received so that the information can be carefully reviewed before a decision is made.

Applicants can login to the [worker portal](#) to obtain updates on the status of their application.

Keep up to date with the latest news and announcements

Visit our website workerscreening.communities.qld.gov.au/