Quick reference guide: **Link a worker**
# Registered provider

Contents

Overview

1. The NDIS Worker Screening Database (NWSD) is a national database which stores NDIS Worker Screening Check information about workers who deliver NDIS supports and services.

2. Registered NDIS providers must ensure that persons (in risk assessed roles), who are employed or otherwise engaged (worker), have an NDIS Worker Screening Check. This is a statutory requirement and a condition of registration as a registered NDIS provider. More information about this can be found on our website - Worker screening requirements (NDIS registered providers).

3. When a worker applies for a NDIS Worker Screening Check they must nominate an employer/s to verify their application. Once verified, the worker will be *linked* to the employer and the employer will be able to view the worker's record. The employer will also receive updates about the worker's NDIS Worker Screening Check status.

4. This quick reference guide provides information about how to manually link a worker (if you haven't verified them).

For further information please refer to the NDIS Quality and Safeguards Commission website - Worker screening requirements (NDIS registered providers)**. Alternatively, contact the NDIS Quality and Safeguards Commission on 1800 035 544 or by email at nwsd@ndiscommission.gov.au.**

Linking a worker

5. Log into the NWSD and select the 'Worker Screening' section, then navigate to the 'My workers' tab.
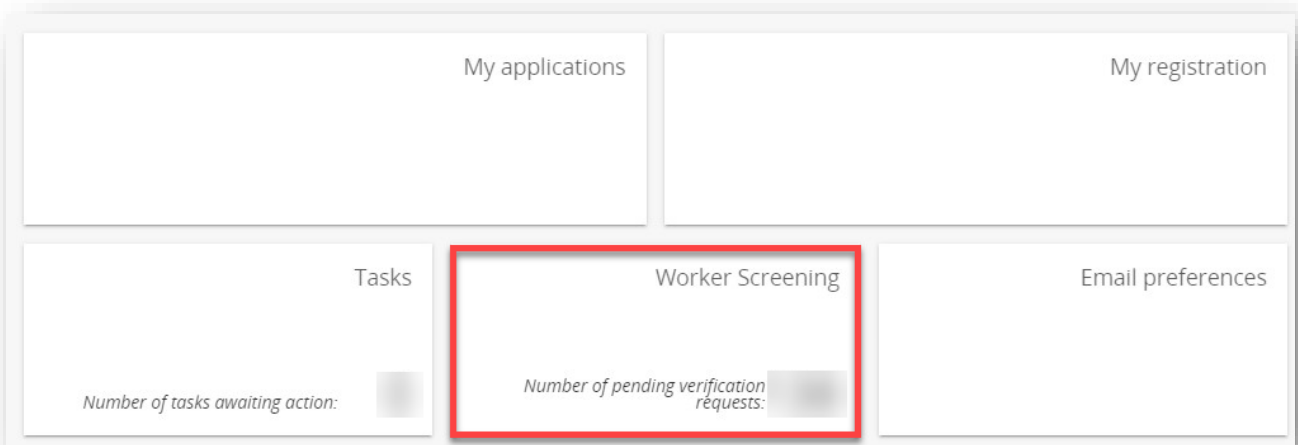
6. If a worker is delivering NDIS services and supports for your organisation, link them to your organisation by selecting 'Link to worker'.

> **Tip 1** – If you have already verified the worker they will automatically be linked to your organisation. Refer to the *Quick reference guide – Registered Provider - Screening verification requests*.
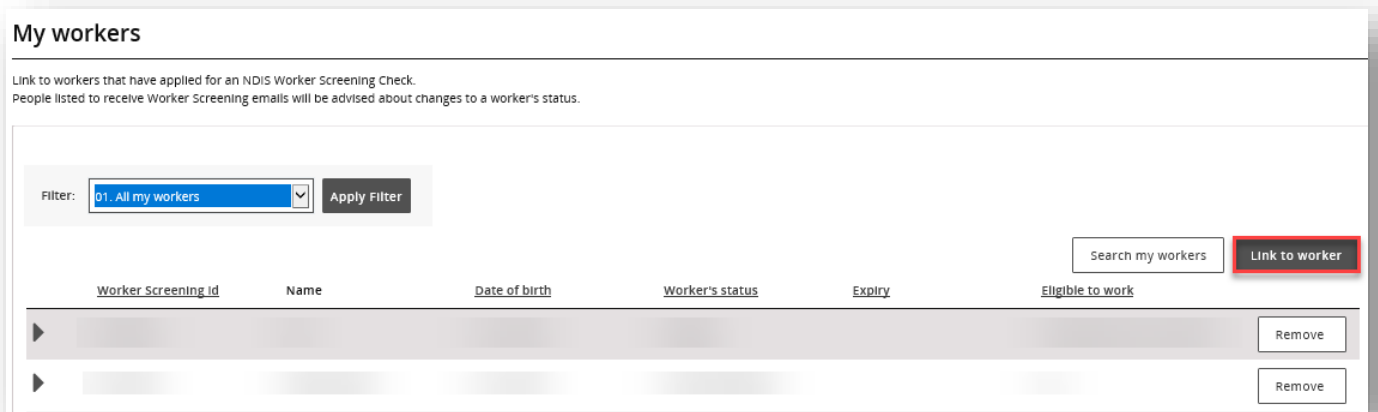
7. Enter the worker's last name plus an application ID *or* worker screening ID and select 'Search'. You should have these details available to you if you are intending for the worker to deliver NDIS supports and services for your organisation.

   Please note, depending on which state or territory Worker Screening Unit (WSU) an application was submitted, the field to enter their surname will be case sensitive e.g. If applied in NSW the surname should be entered in all CAPITAL letters.

   Tip 2 – The search is case sensitive so make sure you enter the details exactly as they appear.

   Tip 3 – When a surname has an O' e.g O'Connor, please search in the following (no spaces and include " at the beginning and end of the surname) format "O'Connor"

8. Select the radio button next to the worker's name and select 'Confirm'. The worker will now be linked to your organisation and appear on the 'My workers' tab.

9. You will receive updates about the NDIS Worker Screening Clearance status for all of your linked workers, including when they receive a clearance and when their clearance is due to expire.

Tip 4 – You will receive email notifications about your linked workers regarding their NDIS Worker Screening Clearance status:

- 90 days prior to when their NDIS Worker Screening Clearance is due to expire; and
- if there is a NDIS Worker Screening Clearance status change e.g. they have been excluded and are no longer eligible to work.

Tip 5 – For guidance on how to check a linked worker's NDIS Worker Screening Clearance refer to the *Quick Reference Guide – Registered Provider - Find a worker and check their clearance status*.