

The Autism Site: Verification Policy

Autism Abilities is committed to taking all possible steps to ensure the safety of everyone on The Autism Site. This document sets out what checks are required, where to get them and what we will do with the information provided. It applies to all independent support workers providing services to clients from The Autism Site.

Our Responsibilities

As the provider of The Autism Site, Autism Abilities responsibilities include:

- Applying this policy, and all associated and relevant policies and procedures; and
- Managing the verification and outcome of checks in accordance with this and all associated policies and procedures.

Requirements for Support Workers

All support workers seeking to use The Autism Site platform are required to satisfactorily complete the verification and onboarding checks as described in this document.



Verification Checks and Onboarding Requirements

Role or Service Type	Verification / Check / Task	Details
All Roles	Your Profile for The Autism Site	<p>Create your profile for The Autism Site including a suitable photo. Be sure to include as much info as possible, this is what will tell your future potential clients about you, your personality, interests and so on. Help us to let them know all about you by providing detailed information to help ensure a great match:</p> <p>This will be emailed to you when you have satisfactorily completed the verification checks below.</p> <p>https://autism-abilities.splose.com/public-form/47a11068-4a9f-4923-ad33-2f850998ea47</p>
	Proof of age 18+ years	Identifying documents in the form of a photo ID (e.g. driver's licence or passport) are required so we can verify your NDIS Worker Screening Check (see below)
	NDIS Worker Screening Clearance	<p>The NDIS Worker Screening Clearance is a national check that helps ensure that all support workers are safe, checked and verified giving your clients full peace of mind. It is a requirement for anyone working or providing services for a registered provider in a risk-assessed role (such as support work) to have an NDIS Worker Screening Clearance Check.</p> <p>Details of how to get your NDIS Worker Screening Check can be found here:</p> <p>NSW: https://www.service.nsw.gov.au/transaction/ndiswc-apply</p> <p>VIC:</p>



		<p>https://www.service.vic.gov.au/services/national-disability-insurance-scheme/home</p> <p>WA: https://www.wa.gov.au/organisation/departments/department-of-communities/ndis-worker-screening-check</p> <p>QLD: https://www.workerscreening.qld.gov.au/</p> <p>SA: https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks</p> <p>NT: https://pfes.nt.gov.au/NDISCheck</p> <p>ACT: https://www.accesscanberra.act.gov.au/business-and-work/working-with-vulnerable-people/wwvp-and-the-ndis</p> <p>TAS: https://www.cbos.tas.gov.au/topics/licensing-and-registration/work-with-vulnerable-people/rwvp-ndis-worker-screening</p> <p>Please Note - an NDIS Worker Clearance Check is required before your application can be approved.</p> <p>Remember that a photo ID (driving licence or passport) is required so we can cross-check and verify your worker screening as your employer.</p> <p>Here are the steps to follow:</p> <ul style="list-style-type: none">• Email us your photo ID (driving licence or passport)• Apply for your NDIS Worker Screening Clearance Check through your state's worker screening service (see above)
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		<ul style="list-style-type: none">• Enter Autism Abilities Pty Ltd as the employer, with our registration number: 4-HHGJM4L• Add today's date as the start date, if requested <p>Remember, to ensure your worker screening check is linked to Autism Abilities and The Autism Site, you will need to enter our registration number and name when completing the application:</p> <p>Name: Autism Abilities Pty Ltd Registration number: 4-HHGJM4L</p>
	Reference checks	Please provide at least two professional references who we can contact by phone &/or in writing.
	Qualifications	Evidence of your qualifications must be provided (certificates, transcripts etc).
	Mandatory training requirements	<p>Evidence that you have completed the following online training modules is required (certificate of completion):</p> <ul style="list-style-type: none">• New worker NDIS Induction module• NDIS Worker Orientation Module: "Quality, Safety and You"• Supporting Effective Communication• Supporting Safe and Enjoyable Meals https://www.ndiscommission.gov.au/trainingcourse• Infection Control training https://www.sentrient.com.au/compliance-courses/infection-prevention-and-control
	Immunisation	While COVID-19 vaccination is not mandated for support workers, it is strongly recommended. You can self-declare your vaccination status on your support



		worker profile.
Services for children	Working With Children Check (Vic) or equivalent per state or territory (paid work not volunteer)	Required if providing services to minors, as required under relevant State legislation. https://www.acic.gov.au/services/national-police-checking-service/find-out-more-information/working-children-checks
Support Workers - all	Valid ABN – support workers only	If you are a support worker, you must provide us with a valid ABN (Australian Business Number). This is a unique 11-digit number that identifies your business. It is not and does not replace your Tax File Number. You can obtain an ABN free of charge from The Australian Business Register Applying for an ABN ABR
Support Workers - offering personal care services	Personal care	<p>Certificate 3 or 4 in Disability (or equivalent &/or minimum of two years' direct experience) is required if you intend to offer support with personal care such as showering, dressing, manual transfer, grooming, toileting etc.</p> <p>Also, at least one professional reference is required from an appropriate person (supervisor or colleague) who can verify that you have performed personal care services to the required standards. This reference must directly relate to disability support provided within the last three years.</p> <p>If this service cannot be verified by reference check, it will be removed from the list of services offered on your profile.</p> <p>If you do not have formal certificate qualifications, two professional references are required plus a minimum of two years' direct experience.</p>
Support Workers - offering medication assistance (excludes	Medication assistance	A Medication Assistance certificate or transcript from RTO, TAFE or registered disability service provider awarded within the last five years is required.



medication management)		If a certificate cannot be confirmed, this service will be removed from the list of services offered on your profile.
Support Workers - offering manual handling assistance	Manual handling	<p>A manual handling certificate or transcript containing clear component stating 'manual handling' or a standalone certificate which specifies manual handling awarded within the last five years must be provided.</p> <p>If a certificate cannot be confirmed, this service will be removed from the applicants list of services offered on their profile.</p> <p>Note – online only courses cannot be accepted as a completed manual handling certificate</p>
All services – providing transport	Full drivers licence Reliable vehicle	<p>Your driver's licence must be issued in a state or territory of Australia. Overseas licences are not acceptable. Provisional licences are acceptable, but the required restrictions must be obeyed. Learner licences are not acceptable.</p> <p>If you will be using your own vehicle to transport clients, you must have comprehensive insurance <u>for business use purposes</u>. Clients are advised to check with their support workers to ensure that they have comprehensive car insurance. Autism Abilities does not capture or verify vehicle registration or third-party insurance details.</p> <p>Note that any incident or damage that occurs to your vehicle during a shift will need to be covered by your own car insurance, so it is imperative that you have a reliable vehicle and comprehensive insurance for business use purposes in place.</p>
First Aid/CPR	First Aid & CPR	First Aid/CPR certificates are not mandatory on The Autism Site however to have the First Aid/CPR badge displayed on their profile support providers must provide

		<p>the following:</p> <ul style="list-style-type: none"> • Valid First Aid Certificate (via a registered RTO) that has been completed in the last three years. HLTAID0011 (formally HLTAID003). • CPR is considered current if it has course competency HLTAID009 (formerly HLTAID001) and has been completed in the last 12 months. • HLTAID004 certificates also contain components covering CPR training- allowing this course competency to be uploaded to cover CPR qualification and also covers HLTAID003- Provide First Aid. <p>Note: if first aid has been completed as part of a course, support providers must provide a copy of the Statement of Attainment certification which shows the course name and national codes for the unit/s completed. The certificate must be issued by a nationally Recognised Training organisation (training.gov.au).</p>
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ADDITIONAL NOTES

Autism Abilities uses the information obtained in the Verification Checks described in this document for the sole purpose of determining a person's suitability to provide independent support work through The Autism Site service.

Autism Abilities will protect all applicant information in accordance with our Privacy Policy.

Throughout the verification check process, Autism Abilities will comply with:

- All applicable legislation of the Commonwealth, or any state and territory or local authority, legislation which prevents discrimination based on criminal records;



- Privacy laws;
- the Human Rights and Equal Opportunity Commission Act 1986 (Cth), Commonwealth Spent Convictions Scheme and the Crimes Act 1914 (Cth).

NDIS Worker Screening Clearance

A police check is not required. This is because an NDIS Worker Screening Check is considered more comprehensive than a police check as it not only looks at criminal history but also assesses other factors like past employment, disciplinary actions, and potential risks to people with disabilities, making it the preferred option for roles within the National Disability Insurance Scheme (NDIS); while a police check primarily focuses on criminal records alone.

Autism Abilities prioritises the safety and wellbeing of people with disabilities above all in the review and verification process of all applicants. Applications will be rejected if there are any concerns resulting from the outcome of the checks outlined in this policy.

Thank you for your cooperation with completing these important steps.

Any questions relating to pre-onboarding verification checks or The Autism Site in general can be directed to:
tas@autismabilities.com.au