



# Becoming an Independent Support Worker Checklist

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# Ability Angels

**WELCOME ✨  
to the TEAM**



**Starting a journey as an independent NDIS support worker can be both rewarding and challenging. This checklist is designed to guide you step by step through the process, from setting up your business to managing clients and maintaining compliance.**

**Whether you're just getting started or looking to formalize your business as a registered NDIS provider, these steps will help you build a sustainable and successful independent support worker practice. With dedication, organization, and care, you'll be able to provide exceptional support while growing your business in the NDIS sector.**

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# 1. Initial Setup



## ☐ **Research the Role**

- Understand the responsibilities of an independent NDIS support worker.
- Review the NDIS Code of Conduct and Participant Rights.

## ☐ **Register for an ABN**

- Apply for an Australian Business Number (ABN) through the Australian Business Register.

## ☐ **Obtain an NDIS Worker Screening Check**

- Complete the NDIS Worker Screening process via your state's screening unit.
- ☐ Complete a Police Check and Working with Children Check - Ensure you have a valid national police check and a Working with Children Check (if working with minors).

## ☐ **Secure Public Liability and Professional Indemnity Insurance**

- Contact an insurance provider to obtain necessary cover for your work.

## ☐ **Set Up Invoicing and Accounting**

- Choose an invoicing platform (e.g., Xero, MYOB) to manage client billing.
- Set up an accounting system for income tracking and tax purposes.

## ☐ **Understand GST Requirements**

- Review whether you need to register for GST based on your income.

## ☐ **First Aid and CPR Training**

- Complete or update your First Aid and CPR certification.

## ☐ **Sign up as an Unregistered NDIS Provider**

- If applicable, sign up as an unregistered provider to support self-managed or plan-managed participants.

## ☐ **Register as a Registered NDIS Provider (Optional)**



**Step 1:** Visit the NDIS Commission website and submit an application to register as an NDIS provider.

**Step 2:** Provide details of the services you intend to offer and agree to follow NDIS practice standards.

**Step 3:** Prepare for an audit by engaging an approved quality auditor.

**Step 4:** Undergo the audit, which assesses your compliance with NDIS standards.

**Step 5:** Upon successful audit and approval, receive your registration, allowing you to work with all participant types (self, plan, and NDIA-managed).

## ☐ **Get Familiar with NDIS Plans**

- Learn how to read NDIS plans and understand different types of funding.

## ☐ **Set Your Rates and Services**

- Determine what services you'll provide (e.g., personal care, community access) and set your hourly rate based on NDIS price guides.

### ☐ **Write Service Agreements**

- Create template service agreements to outline expectations with your participants.

### ☐ **Create Progress Notes Templates**

- Have a structured system for writing progress notes for every shift.



## **2. Marketing and Networking**

### ☐ **Create a Personal Brand**

- Develop your brand identity, including logo, colors, and messaging.

### ☐ **Create a Website or Social Media Presence**

- Build a simple website or create professional social media profiles to advertise your services.

### ☐ **Join NDIS and Disability Support Networks**

- Connect with other support workers, providers, and participants through Facebook Groups and local meet up's.

### ☐ **Attend Expos or Networking Events**

- Start networking by attending NDIS-related expos or industry events to meet potential clients and other professionals.

### ☐ **Get Client Referrals**

- Build relationships with participants and providers to generate referrals.

# 3. Managing Clients and Services



## ☐ **Meet Potential Clients**

— Set up initial meetings with participants and their families to discuss support needs.

## ☐ **Sign Service Agreements**

- Ensure both you and the participant sign service agreements outlining services, rates, and terms.

## ☐ **Create a Work Schedule**

- Set up a consistent weekly schedule that works for both you and your participants.

## ☐ **Establish a Communication System**

- Use phone, email, or apps like WhatsApp to communicate regularly with your clients.

## 4. Ongoing Operations and Compliance



### ☐ **Stay Updated with NDIS Changes**

- Keep track of updates in NDIS policies, price guides, and regulations.

### ☐ **Maintain Professional Development**

- Engage in regular training, webinars, or workshops to upskill and remain compliant.

### ☐ **Track Your Income and Expenses**

- Keep detailed records of your earnings, invoices, and expenses for tax purposes.

### ☐ **Submit BAS (If Registered for GST)**

- If registered for GST, submit Business Activity Statements (BAS) regularly to the ATO.

### ☐ **Ensure Ongoing Insurance Coverage**

- Regularly review and renew your public liability and professional indemnity insurance.

### ☐ **Revisit Your Rates and Services Periodically**

- Evaluate your services and pricing yearly to ensure they remain competitive and fair.





***You're Now Ready to Begin Your Independent Journey***

**By following this checklist, you've covered all the essential steps to becoming an independent NDIS support worker. Remember, the journey doesn't stop here — ongoing professional development, networking, and staying up to date with NDIS changes will be key to your success. As you grow in your role, you'll not only create positive impacts for your clients but also for yourself as an independent provider. Keep this checklist handy, and don't hesitate to revisit and refine your approach as you continue to build a meaningful and thriving career in this sector.**