



Screening & Verification Checks

Autism Abilities is committed to taking all possible steps to ensure the safety of every My Care Match support worker and client. This document sets out the required checks and screening all support workers are required to satisfactorily complete.

Photo ID

Identifying documents in the form of a photo ID (e.g. driver's licence or passport) are required to verify NDIS Worker Screening & other checks (see below).

NDIS Worker Screening Check (recognised in aged care and disability support work)

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.

Details of how to get your NDIS Worker Screening Check can be found here:

NSW: <https://www.service.nsw.gov.au/transaction/ndiswc-apply>

VIC: <https://www.service.vic.gov.au/services/national-disability-insurance-scheme/home>

WA: <https://www.wa.gov.au/organisation/departments/departments-of-communities/ndis-worker-screening-check>

QLD: <https://www.workerscreening.qld.gov.au/>

SA: <https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks>

NT: <https://pfes.nt.gov.au/NDISCheck>

ACT: <https://www.accesscanberra.act.gov.au/business-and-work/working-with-vulnerable-people/wwvp-and-the-ndis>

TAS: <https://www.cbos.tas.gov.au/topics/licensing-and-registration/work-with-vulnerable-people/rwvp-ndis-worker-screening>

Reminder that a photo ID (driving licence or passport) is required so we can cross-check and verify the worker screening check.

The worker screening check must be linked to Autism Abilities Pty Ltd. Support workers enter the following details when completing your application:

Name: Autism Abilities Pty Ltd

Registration number: 4-HHGJM4L

Here are the steps for support workers to follow:

- Email your photo ID (driving licence or passport) to us
- Apply for your NDIS Worker Screening Clearance Check through your state's worker screening service (see above) including the registration number provided above
- Add today's date as the start date, if requested

Reference Checks

Support workers must provide at least two professional references who we can contact by phone &/or in writing.

Qualifications

Evidence of qualifications listed in the support worker's application must be provided (certificates, transcripts etc).

Mandatory training requirements

Evidence that you have completed the following online training modules is required (certificate of completion):

- New worker NDIS Induction module (disability support work)
- NDIS Worker Orientation Module: "Quality, Safety and You" (disability support work)
- 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>
- Child Safe training (if offering support work with children)
<https://www.childsafe.org.au/training-courses/keeping-children-and-young-people-safe-level-1-national-principles/>

- Certificate III Individual Support (Ageing) (aged care/seniors – desirable not mandatory)
- First Aid and CPR (for Aged Care and Seniors) – see below

Immunisation

Although the Australian Government is not mandating COVID-19 vaccinations for workers, disability and aged care workers are encouraged to get a COVID-19 vaccination every 12 months. Getting vaccinated helps to protect workers and the people they care for against infection and severe diseases.

Support workers can self-declare their vaccination status on their support worker profile.

Working With Children

A Working with Children Check (Vic) or equivalent per state or territory (paid work not volunteer) is 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>

We also require you to complete Child Safe Training (see mandatory training requirements above)

Offering Personal Care Services

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.

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 within the last three years.

If this service cannot be verified by reference check, it will be removed from the list of services offered on your profile.

If you do not have formal certificate qualifications, two professional references are required plus a minimum of two years' direct experience.

Support Workers offering medication assistance (excludes medication management).

A Medication Assistance certificate or transcript from RTO, TAFE or registered disability service provider awarded within the last five years is required.

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.

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.

If a certificate cannot be confirmed, this service will be removed from the applicants list of services offered on their profile.

Note – online only courses cannot be accepted as a completed manual handling certificate.

Support Workers providing transport:

- **Full drivers licence**
- **Clean, reliable vehicle**
- **Insurance for business purposes**

The Support Workers 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.

If a Support Worker uses their own vehicle to transport clients, they must have comprehensive insurance for business use purposes in place.

Clients are advised to check this - **Autism Abilities does not capture or verify vehicle registration or third-party insurance details.**

First Aid & CPR

First Aid/CPR training is not mandatory for disability support work however it is a requirement for support workers working with seniors/aged care clients.

To have the First Aid/CPR badge displayed on their profile support providers must provide the following:

- 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.

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).

Notes

Autism Abilities uses the information obtained in the screening and verification checks outlined above for the sole purpose of determining a person's suitability to provide independent support work through the My Care Match 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).

If you have any questions, please don't hesitate to contact us.

contact@mycarematch.com.au 0481 112 928.

Thank you for choosing My Care Match.