

Worker Screening Requirements: NSW Renewal

Worker Screening Requirements - NSW

All staff and volunteers working in risk assessed roles, must hold a current Blue Card & NDIS worker screening check prior to commencement and through their engagement/ or employment.

To ensure there are no disruptions to your employment, please ensure to renew your clearances before they expire.

No Card, No Start laws apply to all staff/ volunteers performing risk assessed roles. **This means you cannot start work without an approved NDIS check and Working with Children Clearance.**

Read the below to determine which applies to you.

Your circumstances	Action required
NDIS Clearance and Working with Children Check need renewal	You will need to submit your NDISWC renewal here You will need to submit your WWCC renewal here
Working with Children Check only needs Renewal <i>Do not hold / require a NDIS Clearance.</i>	You will need to submit your WWCC renewal here
NDIS Clearance only needs renewal	You will need to submit your NDISWC renewal here

Please note, you will have to have a current TMR account, and your license photo must not be more than 5 years old. The department will not let you proceed with your application until this has been updated

What do I do after my application has been submitted?

If applying for your NDIS Worker Screening Clearance, People Services will need to verify your employment before your application will begin processing. Applications are verified every Monday, so if your application has not been verified you will need to contact People Services via #TeamPossible Support Hub, or via PeopleExperience@endeavour.com.au as soon as possible to ensure that your application does not get cancelled.

Once your NDIS application has been verified in our portal, you will not need to contact us to have these updated. We will monitor these for you and update your information as required.

You do not need to let us know if you have updated your Blue Card, we will monitor this for you and update your information as required.

If you continue to receive reminders about your clearances after you have submitted your renewal, please contact us at [#TeamPossible Support Hub](#) or email PeopleExperience@Endeavour.com.au

FAQs and support

I don't think I need a Working with Children Check – how do I find out?

If your role requires a **NDIS Worker Screening Clearance**, you also **require a Working with Children Check**. Some roles will not require a NDIS Worker Screening Clearance, but require a Blue Card, if you are unsure, you can reach out to your manager or to People Services via the #TeamPossible Support Hub.

I need to complete an application – what do I do?

For your NDIS Worker Clearance, go to the following link
<https://www.service.nsw.gov.au/transaction/ndis>

For your Working with Children Clearance, go to the following link
<https://wwccheck.ocg.nsw.gov.au/Apply>

What information do I need to lodge an application?

You will need to register your TMR account with the department. If you do not have a TMR account, you will have to create one.

You will require 4 original identity documents (not photos or scans). For example: Australian Driver Licence, Aus. Passport, Medicare Card and Utility Bill (Gas, water, phone etc) to register your account successfully.

You will need to choose the right employer, so your application is linked with our organisation”

Under Assessment Details **(3)** Please choose the area of service delivery that relates to your position best – If you feel there is not one that suits your position please select the last option – *Another Service Prescribed by regulation.*

Under Employer Details **(5)** You must enter the employer number of the entity you work for

Endeavour Foundation – 4-3LLO-1490 (ABN 80009670704)

or

Community Solutions – 4-3LLK-1944 (ABN 47209006415)

What are the costs associated and do I need to pay for my checks?

Yes, you are required to pay for your clearances. However, if you are experiencing any financial difficulty please reach out to your leader as soon as possible.

Clearance	Cost
NDIS Clearance	\$80
Working with Children Clearance	\$80

What do I do after lodgement?

If applying for your NDIS Worker Screening Clearance, People Services will need to verify your employment before your application will begin processing. Applications are verified every Monday, so if your application has not been verified you will need to contact People Services via #TeamPossible Support Hub, or via PeopleExperience@endeavour.com.au as soon as possible to ensure that your application does not get cancelled.

You will receive the following email confirmation once your application has been submitted. Please keep this readily available in-case we have trouble verifying your application.

*This is the email you will receive to confirm your application and **application ID**. If you do not receive this email, please reach out to the NDIS Commission directly to confirm your Application ID.*

How can I track my application progress?

You can log into your account to track your application progress
<https://www.service.nsw.gov.au/transaction/ndiswc-check-status>

You will be emailed confirmation once your NDIS Worker Screening has cleared. If we have already verified your employment in the portal, we do not require a copy of these email.

Who can I contact for support?

For **NDIS Worker Clearance** Enquiries:
1800 035 544

For **Working with Children Check** enquiries:
02 8219 3777

Unsure about your role requirements?
People Services:
07 3900 5460
or
PeopleExperience@endeavour.com.au