

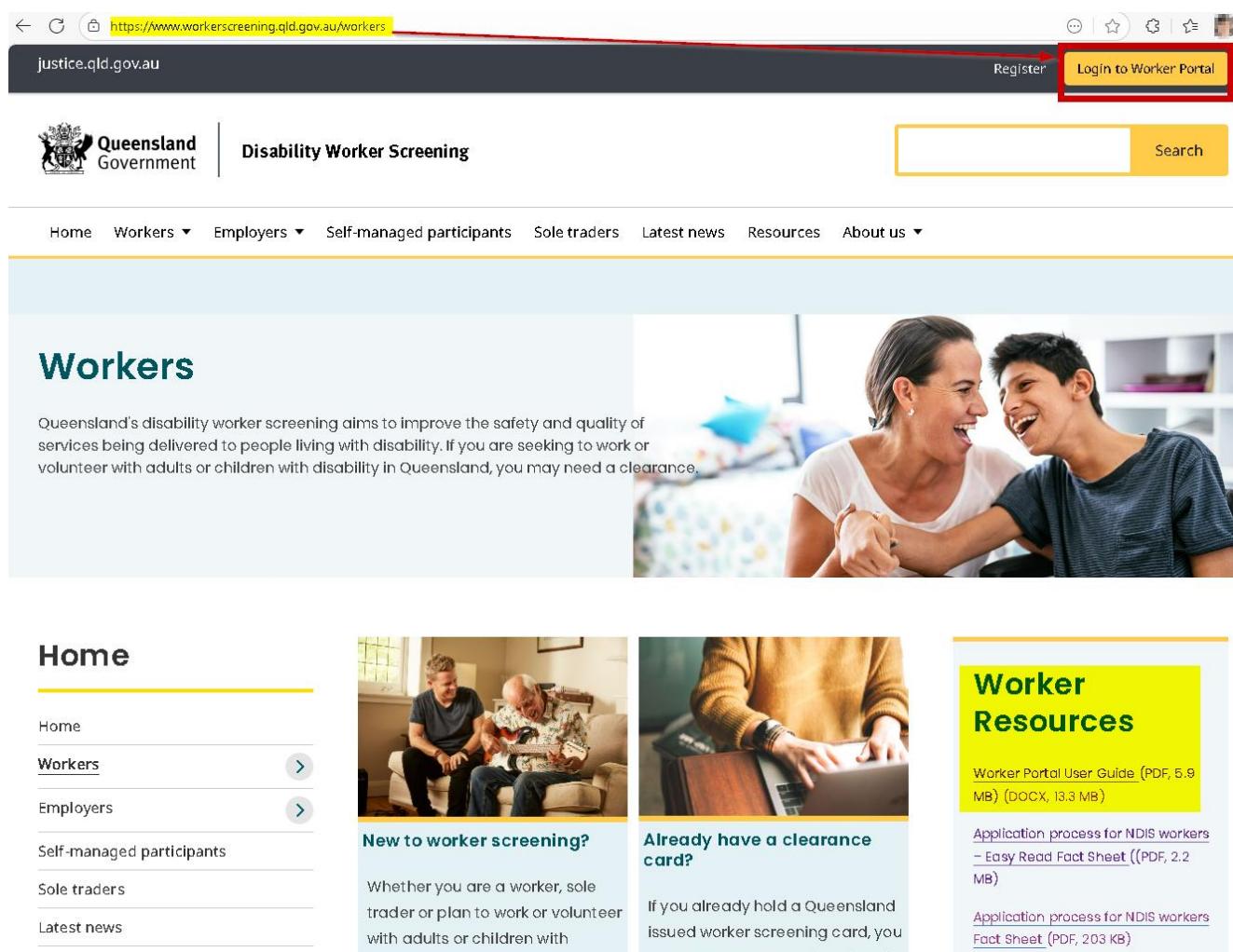
# How to Apply for NDIS Worker Screening Check

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# Visit the Site: Disability Worker Screening

- Visit: <https://www.workerscreening.qld.gov.au/workers>
- Have the **Worker Portal User Guide** open for step-by-step instructions if further information is required outside of this document
- Worker resources available on the government website, including new to worker screening
- Ensure you have your **Proof of Identity** ready prior to the registration process



The screenshot shows the homepage of the Queensland Disability Worker Screening website. At the top, there is a navigation bar with links for Register, Login to Worker Portal, justice.qld.gov.au, and a search bar. The main content area features a large image of a woman and a child laughing together. The page is divided into several sections: a 'Workers' section with a sub-section for 'New to worker screening?' showing a man playing a guitar, a 'Already have a clearance card?' section showing a person using a computer, and a 'Worker Resources' section with links to the Worker Portal User Guide and Application process for NDIS workers. The left sidebar contains a navigation menu with links for Home, Workers, Employers, Self-managed participants, Sole traders, and Latest news.

https://www.workerscreening.qld.gov.au/workers

justice.qld.gov.au

Register

Login to Worker Portal

Queensland Government

Disability Worker Screening

Search

Home Workers ▾ Employers ▾ Self-managed participants Sole traders Latest news Resources About us ▾

## Workers

Queensland's disability worker screening aims to improve the safety and quality of services being delivered to people living with disability. If you are seeking to work or volunteer with adults or children with disability in Queensland, you may need a clearance.

### New to worker screening?

Whether you are a worker, sole trader or plan to work or volunteer with adults or children with

### Already have a clearance card?

If you already hold a Queensland issued worker screening card, you can access a range of services to

### Worker Resources

[Worker Portal User Guide \(PDF, 5.9 MB\) \(DOCX, 13.3 MB\)](#)

[Application process for NDIS workers](#)  
- [Easy Read Fact Sheet \(\(PDF, 2.2 MB\)\)](#)

[Application process for NDIS workers](#)  
Fact Sheet (PDF, 203 KB)

## Home

Home

[Workers](#)

[Employers](#)

[Self-managed participants](#)

[Sole traders](#)

[Latest news](#)

# Proof of Identity

To verify your identity and obtain the photo for your disability worker screening card, you will need to provide a Queensland Department of Transport and Main Roads (TMR) product before registering and applying. The TMR product is used as part of the identity check.

The following is the listed TMR products. If you do not wish to obtain a TMR product, you can apply for a CRN alone.

- Drivers Licence
- Adult Proof of Age card
- Photo Identification card
- Industry Authority
- Marine Licence Indicator
- New Customer Notification Email (select this option if you have a CRN only/no physical product)

# Register for the Worker Portal

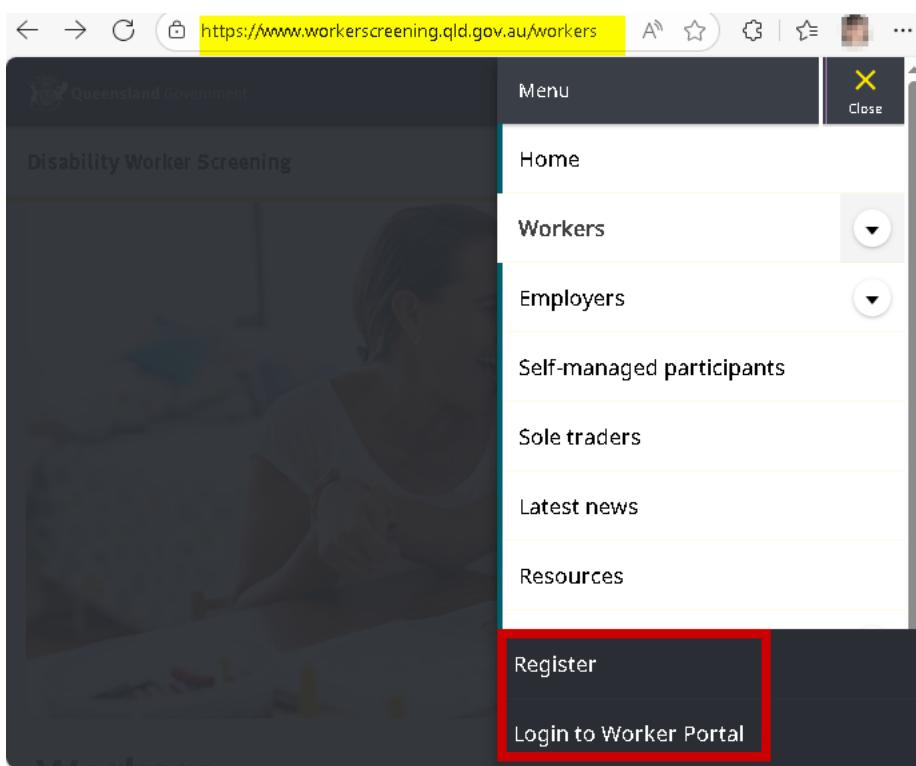
To apply for a Disability Worker Screening clearance, it is required to access the worker portal and complete an application. If you are a first-time user, ensure you register for the portal first.

- Follow the Worker Portal User Guide (Register for the Worker Portal)
- Click on the “**Register**”  
(<https://portal.workerscreening.qld.gov.au/register>)

## Desktop view:



## Mobile Device View:



- Click the link to read and then click the **tick-box** to confirm your reading and understanding of the policy
- Click **Accept** to proceed the registration process



### Your privacy

Before you start registering an online account, please read our [privacy notice and supporting Information Management Policy](#) to understand how we collect, store, use and disclose your personal information.

\* Required fields

### 1 Acceptance of privacy policy

I have read and understood the [privacy notice and supporting Information Management Policy](#).\*

**DECLINE**

2

**ACCEPT**



- Enter your **TMR product and CRN Details**

- Select the TMR product (drop-down options)
- TMR registered email address
- Name details
- Date of Birth

Please select a Queensland Transport and Main Roads (TMR) product\*

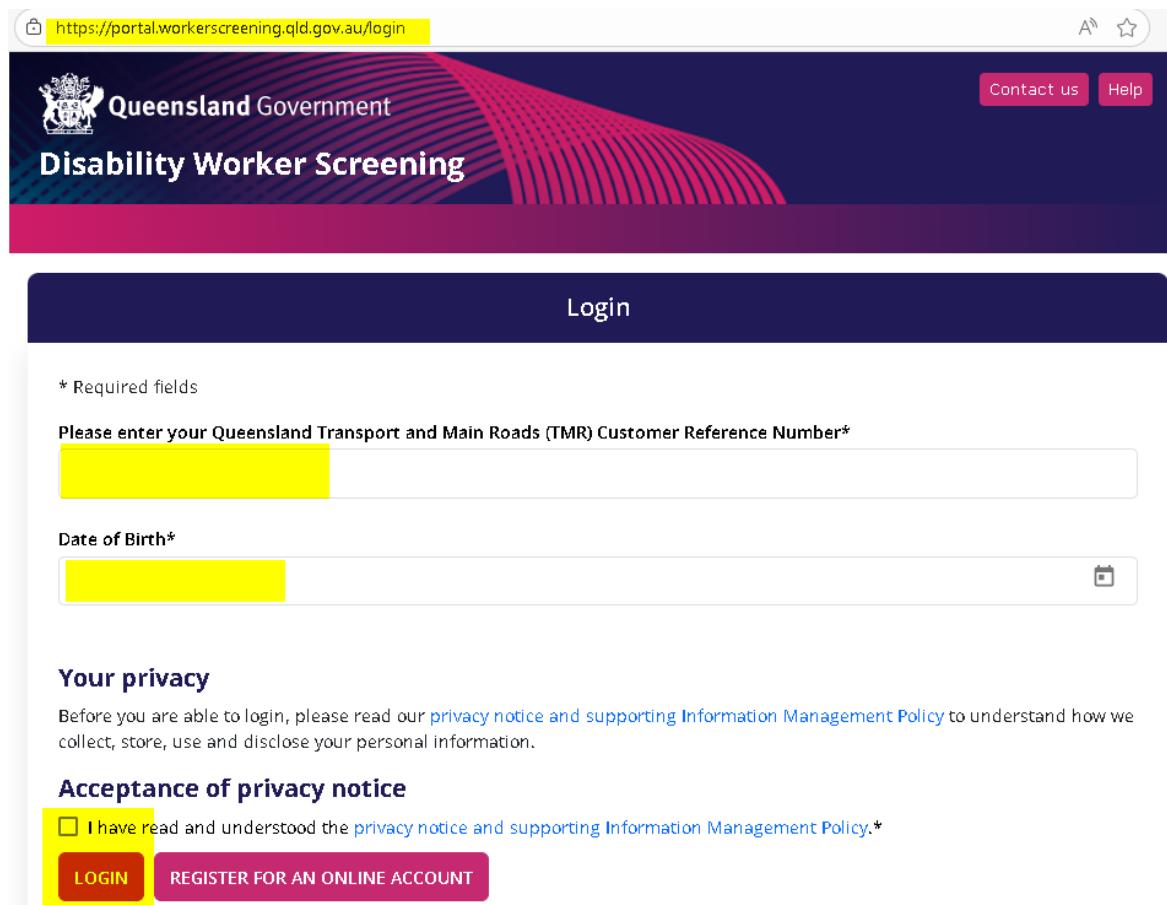
BACK
REGISTER

- Click **Register**.
- Click **Proceed to Login**



# Log into the Worker Screening Portal

- Click **Login to Worker Portal**  
(<https://portal.workerscreening.qld.gov.au/login>)
- Enter required information, click the tick-box to login



\* Required fields

Please enter your Queensland Transport and Main Roads (TMR) Customer Reference Number\*

Date of Birth\*

**Your privacy**

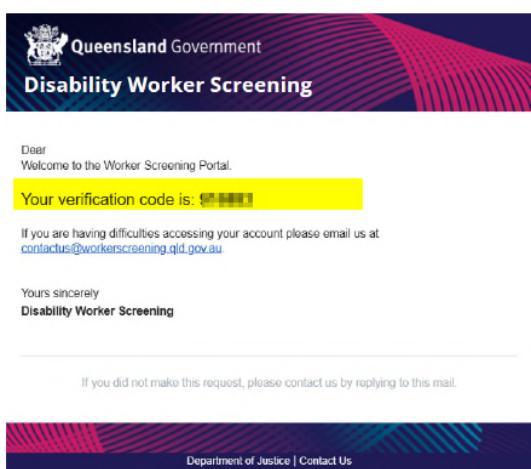
Before you are able to login, please read our [privacy notice](#) and supporting [Information Management Policy](#) to understand how we collect, store, use and disclose your personal information.

**Acceptance of privacy notice**

I have read and understood the [privacy notice](#) and supporting [Information Management Policy](#).\*

**LOGIN** **REGISTER FOR AN ONLINE ACCOUNT**

- Once you have successfully entered your details, a pop-up **verification code** will appear requesting you to enter a verification code (*Portal Worker Guide p16*)



## Important:

- ❖ Your verification code will be **different** each time you login.
- ❖ You will have **15 minutes** to enter your code, or you will need to enter your login details again.
- ❖ You may need to check your **junk/spam mail** for the email from the Worker Portal if you cannot find it in your inbox.

- Retrieve your verification code from your TMR registered email and enter the code into the field

#### Verification Code

Please check your TMR registered email address for the Verification Code.

For a range of factors, this may take a few minutes to arrive. If you haven't received one after a few minutes, please try to login again.

Please remember to check your spam folder.

Enter Verification code here

CANCEL

- It will bring you to the Worker Portal

## Worker Portal – Start Application

When you are in the Online Services Home page, you can return to the home page by clicking "Home".



When logged in for the first time, you can:

- Update details
- Start Application

Online Services Home

**My Personal Details**

John Citizen  
22 Street Street  
SUBURB, QLD  
4000, Australia  
TMR CRN: 117507102  
yctestteam+999900000@gmail.com  
0400000000

**Start Application**

Lodge a new or renewal application for a Disability Worker Screening Clearance including a joint application for a Working with Children Check (Blue Card)

Follow the steps to Start an application:

- Click “**Start application**” to start a new application
- There will be 7 different sections of the application to complete.



## Section 1: Application Initiation

Select NDIS Screening Check only and answer the Eligibility requirements, click “**Save and Proceed**” (Below is an example of completing the section, you should respond with your actual status.)

### Application Type

I am applying for a Disability Worker Screening Check (NDIS Worker Screening or Queensland Disability Worker Screening) only  
 I am applying for a Disability Worker Screening Check AND a Working with Children Check (Blue Card)  
 I am applying for a Disability Worker Screening Check AND a Working with Children Check (Exemption Card)

### Eligibility Requirements

The following questions relate to your eligibility to submit an application.

Do you hold a current exclusion or negative notice issued in Queensland under the Disability Services Act?

Yes  No

Do you hold a current NDIS worker screening exclusion issued by another state or territory?

Yes  No

Are you living in Queensland OR are you carrying out disability work in Queensland?

Yes  No

Are you engaged by a provider to carry out NDIS disability work or state disability work, or is a provider intending to engage you for this work?

Yes  No

You meet the basic eligibility requirements and are able to proceed with the application.

I declare that the information provided here is correct and I understand that it is an offence to make a false and misleading statement.

## Section 2: Personal Details

Complete your personal details in each sub-section, then, click “**Save and Proceed**”

1 Application Initiation 2 Personal Details 3 Assessment Details 4 Disclosable Information 5 Employer Details 6 Declaration 7 Payment

### Names

Manage Names Toggle Names Section ▲

**⚠** You must provide all names including legal names (as it appears on your current TMR product), alias names, cultural names, preferred names and previous names.

**ADD NAME**

Name Type	Title	First Name	Middle Name	Last Name	Action
Legal name		John		Citizen	<b>UPDATE</b>

NEXT

### Other Personal Details

Manage Other Personal Details Toggle Other Personal Details Section ▼

### Addresses

Manage Addresses Toggle Addresses Section ▼

### Identification

Manage Identification Toggle Identification Section ▼

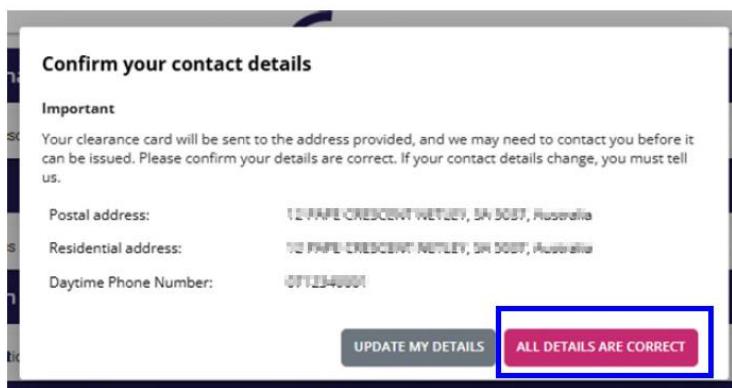
### Qualifications (Optional)

Manage Qualifications Toggle Qualifications Section ▼

\* Required fields

**BACK** **SAVE** **SAVE AND PROCEED**

A pop-up message will appear for your confirmation of your entered contact details. Check your details and confirm if they are accurate, click “**All Details are Correct**” to proceed.



## Section 3: Assessment Details

Complete applicable responses to Purpose and Role, and Previous Checks and Roles, then click “**Save and Proceed**”.

**Note – students are “volunteers”.**



\* Required fields

### Purpose and Role

Please indicate the primary purpose you will be using your Disability Worker Screening Clearance for\*

- Paid employee
- Sole Trader
- Volunteer

Please select the primary area of service delivery you will be using your Disability Worker Screening clearance for([Definitions](#))\*

- Accommodation support services
- Respite services
- Community Support Services
- Community access
- Advocacy or Information services or Services that Provide Alternative Forms of Communication
- Research training or development services
- NDIS Assistance with Daily Life
- NDIS Transport
- NDIS Consumables
- NDIS Assistive Technology
- NDIS Assistance with Social, Economic and Community Participation
- NDIS Home Modifications and Specialised Disability Accommodation (SDA)
- NDIS Support Coordination
- NDIS Improved Living Arrangements
- NDIS Increased Social and Community Participation
- NDIS Finding and Keeping a job
- NDIS Improved Relationships
- NDIS Improved Health and Wellbeing
- NDIS Improved Learning
- NDIS Improved Life Choices
- NDIS Improved Daily Living Skills
- Another service prescribed by regulation

### Previous Checks and Roles

Have you previously held an NDIS worker screening clearance in any state or territory?\*

- Yes
- No

Have you previously held a Yellow Card or Yellow Card Exemption in Queensland issued before 1 February 2021? \*

- Yes
- No

Have you previously been issued with a Blue Card or Blue Card Exemption for the purpose of working with children?\*

- Yes
- No

**BACK**

**SAVE AND PROCEED**

## Section 4: Disclosable Information

Answer all questions, click “**Save and Proceed**” to the next section.



### Disclosable Information

Are you currently suspended, or have you ever been refused, barred, excluded or disqualified following an application for an NDIS Worker Screening Check, Working With Children Check, Working With Vulnerable People Registration and/or working with people with a disability check (or equivalent) in any state or territory in Australia? ? \*

Yes     No

Have you ever been charged or convicted or found guilty of a criminal offence in Australia? \*

Yes     No

Have you ever been convicted or found guilty of any of the following, or equivalent, offences in a country other than Australia? ? \*

- murder, attempted murder, or manslaughter
- serious or aggravated assault
- rape, bestiality, sexual assault, or incest
- aggravated robbery
- child pornography offences
- abduction, kidnapping, human trafficking, or slavery
- drug trafficking and drug dealing
- neglect or ill-treatment of a child or vulnerable person
- fraud, deception, or forgery involving a child or vulnerable person
- treason/treachery, terrorism, genocide, mutiny, or espionage
- animal cruelty causing an animal serious injury, harm, or death

Yes     No

Have you ever been a respondent to a domestic violence order in Queensland? ? \*

Yes     No

Have you ever been subject of an investigation by any government agency anywhere in Australia that involved allegations of abuse or neglect of a child in your care that resulted in restrictions regarding your contact with that child or other children (including the removal of a child/children)? \*

Yes     No

Have you ever had any workplace misconduct findings against you, or are you subject to a current investigation, in relation to: \*

- violent behaviour or assault
- indecent or sexual behaviour or misconduct
- fraud, deception or theft
- failing to provide care for a vulnerable person such as a child, elderly person or person with disability.

Yes     No

BACK

SAVE AND PROCEED

## Section 5: Employer Details

- Click on “Add Employer/Sole Tradership”



**Important Information**

You must be engaged or proposing to be engaged with an employer/organisation before applying. They will need to verify your engagement before your application is processed. If they do not verify your employment in 30 days, your application will be cancelled and the fee will not be refunded.

Nominated entity ID

**Question:** Where do I find the nominated entity ID for my employer/organisation?

**Answer:** Ask the employer/organisation for their ID number they use to access the National Worker Screening Database (the NWSD) or Queensland Employer portal (for state funded disability work). For the NWSD, the ID number will generally start with '4'.

Multiple employers/organisations

**Question:** What if I have more than one employer/organisation?

**Answer:** You need to add ALL employers, organisations, self-managed participants and sole traders. They will need to verify your engagement with them.

Sole traders

**Question:** I am a sole trader. What do I select in the nominated entity list below?

**Answer:** You need to register with the National Worker Screening Database for NDIS work (this is through the NDIS Quality and Safeguards Commission). You will be given a Provider ID and then select yourself from the list. An [information sheet](#) is available with more instructions.

**Nominated Entities**

**ADD EMPLOYER/SOLE TRADER/SMP**

**Entity List**

\* You must provide at least one employer before continuing to the next step of the application.

- A pop-up screen will appear for you to enter the **Employer Type and Details**
- Employer Type: Employer / Sole Trader
- Then, Search and Select: **Mater Education Limited**

Click “**Add Employer**” to confirm that Mater Education Limited is the organisation to verify your application.

**Add Employer**

To begin please select the employer type from the list

**Employer Type\***

Employer / Sole Trader  Self Managed Participant

Please enter Employer ID OR start typing Employer name in field provided and select correct Employer Name

Start typing Employer Id or Employer name to search... **Mater Education Limited**

**Employer ID\*** **Employer Name\***

**CANCEL** **ADD EMPLOYER**

- Answer “No” to the working with children question, click “Save and Next”

**Nominated Entities**

**ADD EMPLOYER/SOLE TRADER/SMP**

**Entity List**

Type	ID	Entity Name	ABN	Verification Status	Action
NDIS Employer	4-G61S2PM	Mater Education Limited	50148130349	Awaiting Lodgement	<b>UPDATE</b> <b>REMOVE</b>

In your role with any of these employers, will you be working with children?\*

Yes  No

**BACK** **SAVE** **SAVE AND NEXT**

## Section 6: Declaration

Read and understand the full Declaration and click then tick the box, your name and date



\* Required fields

**Declaration**

I declare that:

- I am the worker named in this form and I have provided all other names or aliases that I use or have used in the past.
- The information provided by me for this application is true and correct and I understand it is an offence to provide false or misleading information.
- I consent to being screened under Part 5 of the Disability Services Act 2006.

Please note that once you undertake a worker screening application you will have a record created on the NDIS worker screening database. Please read the following carefully before indicating your consent and understanding below:

- I consent to the conduct of a Nationally Co-ordinated Criminal History Check including convictions, findings of guilt, pending charges, spent convictions, and non-conviction outcomes in accordance with the requirements each jurisdiction has in place with the Australian Criminal Intelligence Commission (ACIC).
- I consent to ongoing monitoring in all states and territories of any relevant criminal history information (including pending charges) from the time I lodge my application and if cleared, continuing while I hold a clearance.
- I consent to my personal information being accessed by universities, other training institutes, recruitment agencies, placement companies and online matching services for the purpose of endorsing my NDIS clearance.
- I consent to the disclosure of my personal information to other worker screening units for the purposes of an NDIS Check and police agencies across Australia for the purposes of an NDIS Check and law enforcement purposes.
- I consent to enquiries being made to determine my eligibility to hold an NDIS Check clearance from any source considered necessary by the department, including but not limited to, the NDIS Quality and Safeguards Commission, police services, courts and tribunals, prosecuting authorities, worker screening units, health professionals and government agencies (including Commonwealth and state/territory).
- I acknowledge that worker screening units are authorised under legislation to provide my personal information to the NDIS Commission for the purposes of the NDIS Commission undertaking its statutory functions in relation to the NDIS Worker Screening Database.
- I understand that my information will continue to be included in my record on the Database even if I no longer work in the NDIS sector. I understand that NDIS employers will be able to access information about me on the NDIS Worker Screening Database (unless they are no longer linked to me).
- I understand I cannot withdraw my consent to NDIS worker screening (Workers may make a request, in writing, for their application to be withdrawn or for their NDIS clearance to be cancelled).
- I agree to Disability Worker Screening disclosing additional demographic information relating to me to the NDIS Commission. I understand that the NDIS Commission will handle the information in accordance with the Privacy Act 1988 (Cth), including to use the information for its policy development, research and statistical reporting purposes.
- I understand that my personal details will be shared with Blue Card Services which administers the Working with Children Check.
- I consent for a photograph held by TMR to be used to produce the clearance card.
- I understand and will comply with my obligations including that I must notify the department if I change my name, contact details, or there is a change in my employment.
- I understand and will comply with my obligation to notify the department immediately if my police information changes.

I have read and understand the contents of this form and make all of the above declarations\*

Worker Name\*

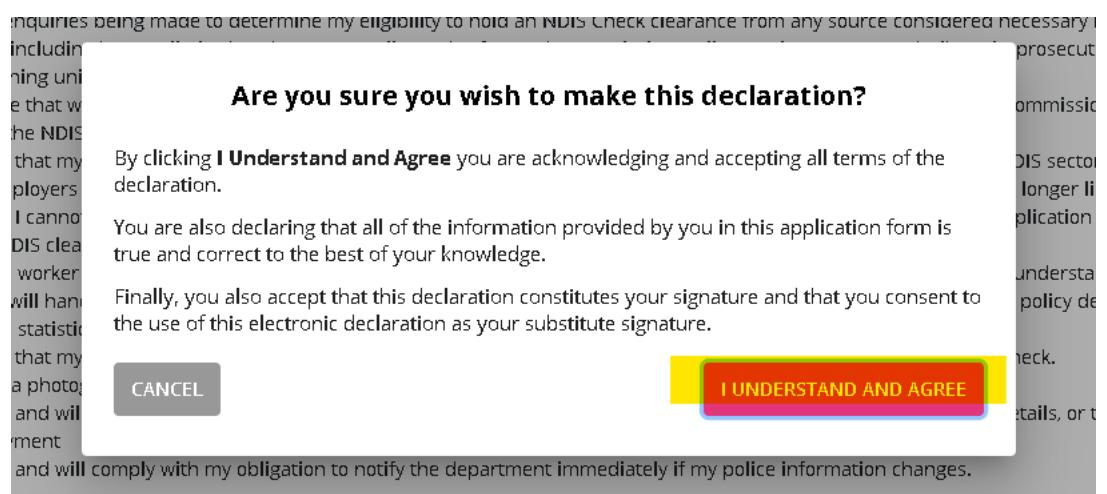
Date\*

**BACK**

**SAVE**

**I AGREE**

Read and understand the pop-up screen, and click “I Understand and Agree”



## Section 7: Payment

You should receive the below message in the payment section, click “Complete” and it will submit your application.



There is no payment required for this transaction.

BACK

COMPLETE

**Mater Education will be notified of your application and will verify your Volunteers Status, once this is complete NDIS will conduct the check and notify you of the outcome via email.**

**Until you receive your Card in the mail, this email is what you can present to Placement Providers to verify your “Eligible to Work” status. Mater Education is automatically notified of your status updates.**

# Worker Portal – View the Status of My Application

You can view your application status from the worker portal under “**My Application Details**”. (Example shown as below)



For further information, you can access the Worker Portal User Guide (<https://www.workerscreening.qld.gov.au/workers>).

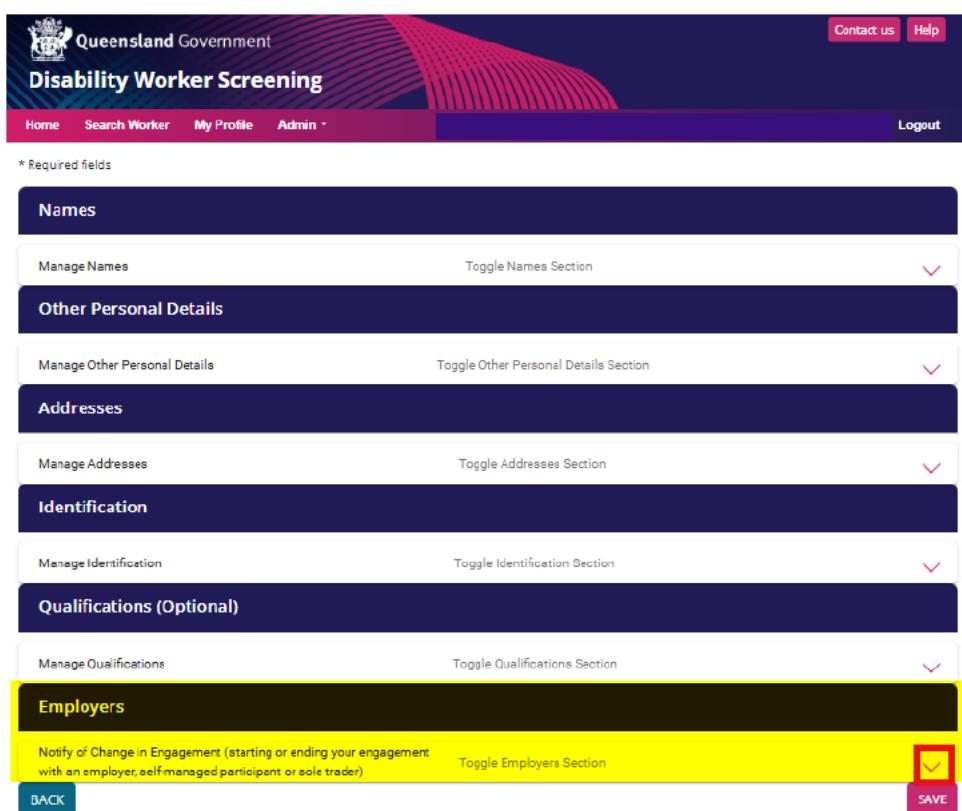
# Worker Portal – Remove Mater Education after your placement

Ensure you remove Mater Education after the completion of your placement

- Login to the Worker Portal
- Click the Update Details



- Under the Employers, click the down arrow to view the list of employers you have engaged in to provide NDIS work or state-funded disability work.



Queensland Government  
Disability Worker Screening

Contact us Help Logout

Home Search Worker My Profile Admin ▾

\* Required fields

**Names**  
Manage Names Toggle Names Section ▾

**Other Personal Details**  
Manage Other Personal Details Toggle Other Personal Details Section ▾

**Addresses**  
Manage Addresses Toggle Addresses Section ▾

**Identification**  
Manage Identification Toggle Identification Section ▾

**Qualifications (Optional)**  
Manage Qualifications Toggle Qualifications Section ▾

**Employers**  
Notify of Change in Engagement (starting or ending your engagement with an employer, self-managed participant or sole trader) Toggle Employers Section ▾  **SAVE**

BACK

- Find Mater Education and click Delete to remove, then, a pop-up message will prompt you to confirm that your selection, select “**Yes**”, then, Mater Education will be removed from your profile.

## END OF NDIS Application Guide