

# Disability Support Worker Job-Ready Checklist

Everything you need — in the right order — to walk into your applications fully prepared.

Tick these off before you start applying. Workers who arrive job-ready — qualification underway, checks lodged, documents in one place — get hired noticeably faster. Start the items marked **START EARLY** first; some take weeks to come back.

## 1 Get qualified

~6-12 MONTHS

- Enrol in the Certificate III in Individual Support (CHC33021)**  
The industry-standard entry qualification. Free at TAFE in some states, or via a private RTO.
- Choose a course with a disability specialisation**
- Confirm it includes a supervised work placement**  
Placements are often where your first job offer comes from — treat it like an extended interview.

## 2 Complete your mandatory checks

START EARLY

- Apply for your NDIS Worker Screening Check**  
Through your state/territory authority (see page 2). Valid 5 years, portable Australia-wide. Allow 2-8 weeks.
- Get a Working with Children Check**  
Required if you'll support anyone under 18. Name and process vary by state.
- Complete a First Aid & CPR certificate**  
Expected by nearly all employers. CPR usually needs renewing every 12 months.
- Finish the free NDIS Worker Orientation Module**  
"Quality, Safety and You" — a short online module every NDIS worker must complete. Do it now; it's free.
- Check immunisation requirements**  
Some employers and roles require up-to-date vaccinations.

## 3 Build your job-ready file

ONE FOLDER

- Qualification certificate or proof of current enrolment**
- NDIS Worker Screening clearance**
- First Aid & CPR certificate**
- Working with Children Check (if applicable)**
- Two referees**  
Ideally from your placement, or previous care, volunteer or customer-facing work.
- A tailored resume**  
Lead with reliability and a genuine, person-centred reason for doing this work.
- Driver licence + reliable vehicle**  
Frequently required for community and in-home roles.

## 4 Apply with confidence

GO TIME

- List your targets**  
NDIS providers, Supported Independent Living (SIL) homes, community access programs.
- Register on support-worker platforms**  
For shifts with self-managed participants (you may need an ABN and your own insurance).
- Contact your placement supervisor first**
- Prepare for common interview questions**  
Be ready to explain, honestly, why you want to do this work.
- Know your SCHADS level and expected pay**  
So you can recognise a fair offer before you accept.

# Where to apply for your NDIS Worker Screening Check

The rules are national but you apply through your own state or territory's screening unit. The clearance is portable — one issued anywhere works in any NDIS role across Australia. Search "[your state] NDIS Worker Screening Check" to reach the official portal below.

STATE / TERRITORY	APPLY THROUGH	NOTES
NSW	Service NSW (Office of the Children's Guardian)	OCG also runs the Working with Children Check — separate clearances.
VIC	Department of Justice & Community Safety	Online application, myGovID-linked.
QLD	Worker Screening QLD (Disability Services)	Separate from the Blue Card.
WA	Department of Communities	Online application.
SA	DHS Screening Unit	Online application.
TAS	Consumer, Building & Occupational Services (CBOS)	Some roles also need Registration to Work with Vulnerable People.
ACT	Access Canberra	Linked to Working with Vulnerable People registration.
NT	SAFE NT (Attorney-General & Justice)	Online application.

## Key facts

- Valid** 5 years from date of issue, then renew.
- Portable** Works in any NDIS role, in any state.
- Cost** Roughly \$107–\$195 depending on state; free for genuine volunteers.
- Timing** Usually 2–8 weeks — apply 6–8 weeks before you want to start.

## Insider tips

- Lodge your screening check the same week you enrol — don't wait until you finish studying.
- A "volunteer" clearance won't cover paid work; apply as a paid worker from the start.
- Keep every certificate as a PDF on your phone so you can apply on the spot.
- Weekend and night shifts attract penalty rates — flag your availability early.

## Ready for the full picture?

Read our complete guide to disability support worker pay, qualifications and state-by-state rates — plus how to nail the interview.

[AussieWork.au](https://www.aussiework.au)

**AussieWork.au — Disability Support Worker Job-Ready Checklist.** Information accurate as of June 2026 and subject to change, particularly around 1 July each year. Screening fees, timeframes and authorities vary by state and territory — always confirm current details with your state's screening unit and the NDIS Quality and Safeguards Commission ([ndiscommission.gov.au](https://www.ndiscommission.gov.au)). Award pay rates: confirm via the Fair Work Ombudsman ([fairwork.gov.au](https://www.fairwork.gov.au)). This checklist is general information only and is not legal, financial or career advice.