

# Quick reference guide: **Unlink a worker** Unregistered provider, self-managed & plan-managed participant

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## Overview


1. The NDIS Worker Screening Database (NWSD) is a national database which stores NDIS Worker Screening Check information about workers who deliver NDIS supports and services.
2. Unregistered NDIS providers, self-managed participants (SMPs) and plan-managed participants (PMPs) can decide whether they will require their workers to have a NDIS worker screening check. More information about this can be found on our website – [Unregistered providers](#) and [Worker Screening \(self-managed and plan-managed participants\)](#).
3. When a worker applies for a NDIS Worker Screening Check they must nominate an employer/s to verify their application. An employer in this regard may include an unregistered provider, self-managed or plan-managed NDIS participant. Once verified, the worker will be *linked* to the employer and the employer will be able to view the worker’s record and will receive updates about the worker’s clearance status.
4. Once a worker is no longer delivering NDIS supports and services for an employer the link to the worker in the NWSD must be removed (unlink).
5. The quick reference guide provides information about how to unlink a worker that no longer delivers NDIS supports and services for you / your organisation.

**For further information please refer to the NDIS Quality and Safeguards Commission website ([Unregistered providers](#) and [Worker Screening \(self-managed and plan-managed participants\)](#)). Alternatively,**

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contact the NDIS Quality and Safeguards Commission on 1800 035 544 or by email at [nwsd@ndiscommission.gov.au](mailto:nwsd@ndiscommission.gov.au).

## Find a linked a worker

6.  Log into PRODA and select 'Worker Screening for NDIS Participants' (for self-managed or plan-managed participants) or 'Worker Screening for Organisation' (for unregistered providers) to access the NWSD.

**Tip 1** - Refer to the *Quick reference guide – Unregistered Provider – Request access to the NWSD* or *Quick reference guide – SMP & PMP – Request access to the NWSD*.

Portal entry point

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Portal login / Authorised Access Delegate login

Select the provider / role you wish to use within the NDIS Worker Screening Database - ETE04.

Provider name \*

Role \*

7. Select the 'Worker Screening' section, then navigate to the 'My workers' tab.

Welcome to the NDIS Worker Screening Database,

NDIS Participant details

Number of pending verification requests:

**Worker Screening**

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Screening verification requests

8. To find a worker select **search** and enter the worker's details you have available. Select 'Run search'.

## My workers

Link to workers that have applied for an NDIS Worker Screening Check.  
People listed to receive Worker Screening emails will be advised about changes to a worker's status.

Filter: 01. All my workers Apply Filter

Search my workers Link to worker

<u>Worker Screening id</u>	<u>Name</u>	<u>Date of birth</u>	<u>Worker's status</u>	<u>Expiry</u>	<u>Eligible to work</u>	
▶						<span>Remove</span>
▶						<span>Remove</span>

## Q Search my workers

First name:  Last name:  Date of birth: *dd/mm/yyyy*

Worker Screening Id:  Application Id:

[Clear search](#)

[Cancel search](#)

Run search

9. Alternatively you can **filter** the list of workers on the 'My workers' tab by selecting 'Filter' and 'Apply Filter' and/or **sort** the columns selecting the column heading.

Search my workers

## My workers

Link to workers that have applied for an NDIS Worker Screening Check.  
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Filter: 01. All my workers Apply Filter

Search my workers Link to worker

<u>Worker Screening id</u>	<u>Name</u>	<u>Date of birth</u>	<u>Worker's status</u>	<u>Expiry</u>	<u>Eligible to work</u>	
▶						<span>Remove</span>
▶						<span>Remove</span>



**Tip 2** – To view all of your linked workers in a spreadsheet, export a list from the NWSD by selecting a 'Format' from the dropdown (Tab Separated Values (TSV) is recommended) and selecting 'Export'.

Select Format, Press Export, and Save Download

Format: Tab Separated Values (TSV) Export

## Unlink a worker

10. If a worker is no longer delivering NDIS services and supports for your organisation, unlink them from your organisation.



**Tip 3** – You may need to unlink a worker if they no longer work for you, or if you have *accidentally* verified a worker.

11. Navigate to the ‘My workers’ tab, locate the worker and select ‘Remove’.

**My workers**

Link to workers that have applied for an NDIS Worker Screening Check.  
People listed to receive Worker Screening emails will be advised about changes to a worker's status.

Filter: 01. All my workers Apply Filter

Link to worker

Worker Screening id	Name	Date of birth	Worker's status	Expiry	Eligible to work	
▶						Remove
▶						Remove

12. Select ‘Remove’ if you are sure you want to unlink the worker. You will no longer be able to view the worker record and won’t receive clearance status update about the worker.

**Confirm remove worker** X

If you remove this worker, you will no longer:

- be able to select this worker.
- receive updates about this worker.

Would you like to remove this worker?

[Discard changes and close](#) Remove