

# Waylight Pty Ltd

Waylight Plan Management

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|------------------------|-------------------------------------|
| <b>Document Title</b>  | Worker Screening & Induction Policy |
| <b>Document Number</b> | WL-POL-11                           |
| <b>Version</b>         | 1.0                                 |
| <b>Date</b>            | 2026-04-02                          |
| <b>Review Date</b>     | 2027-04-02                          |
| <b>Approved By</b>     | Joshua, Director                    |
| <b>Classification</b>  | Internal                            |

## 1. Purpose

This policy establishes Waylight's worker screening and induction procedures, ensuring that all workers hold valid clearances before commencing work and receive appropriate induction into Waylight's policies and the NDIS framework.

## 2. Scope

This policy applies to all workers, contractors, and volunteers engaged by Waylight Pty Ltd in the delivery of plan management services.

## 3. Applicable Standards

- NDIS Practice Standards, Verification Module, Human Resource Management: Pre-employment checks in accordance with worker screening requirements.
- NDIS (Practice Standards. Worker Screening) Rules 2018.
- Queensland Worker Screening legislation: 'No card, no start', workers in risk-assessed roles must hold a valid NDIS Worker Screening clearance before commencing work.

## 4. Policy Statement

- No person commences work at Waylight without a valid NDIS Worker Screening clearance. This is non-negotiable under QLD law (no card, no start).
- All workers complete the NDIS Worker Orientation Module before commencing work.
- Blue Card requirements are assessed for each worker based on their role and participant demographics.
- Clearance status is tracked and renewal initiated before expiry.

## 5. Procedure

### 5.1 NDIS Worker Screening

- Step 1: Before engagement, the Director confirms that the prospective worker holds a valid NDIS Worker Screening clearance. If not, the worker applies through [workerscreening.qld.gov.au](http://workerscreening.qld.gov.au).
- Step 2: Cost: \$156 for paid workers (as of 1 July 2025). Combined Blue Card + Worker Screening: \$171.
- Step 3: The clearance is valid for 5 years.
- Step 4: Interstate workers: A valid NDIS Worker Screening clearance from any state or territory is nationally recognised if it has more than 90 days remaining. Do not apply for a second clearance in QLD.
- Step 5: The Director records the clearance number, issue date, and expiry date in the worker's file.
- Step 6: No work commences until the clearance is verified. No exceptions.

## 5.2 Blue Card Assessment

- Step 1: For each worker, the Director assesses whether a Blue Card is required based on whether the worker will provide services to participants under 18.
- Step 2: For a plan management-only business, Blue Card is unlikely to be required unless there is direct contact with children under 18.
- Step 3: If Blue Card is required, the worker applies through the QLD Government Blue Card Services portal. A combined Worker Screening + Blue Card application is available (\$171).
- Step 4: The assessment and outcome are documented in the worker's file.

## 5.3 NDIS Worker Orientation Module

- All workers and contractors complete the NDIS Worker Orientation Module ('Quality, Safety and You') before commencing work.
- The module is free and available online at the NDIS Commission website.
- Completion certificates are retained in the worker's file.

## 5.4 Induction

- Before commencing work, each worker receives induction covering: Waylight's organisational structure and services, all relevant Waylight policies and procedures, the NDIS Code of Conduct and obligations, incident reporting and complaints handling procedures, information management and privacy obligations, financial management procedures (for workers involved in invoice processing), and emergency and disaster procedures.
- The worker signs an acknowledgement confirming they have received and understood the induction materials.
- Induction records are retained in the worker's file.

## 5.5 Clearance Tracking and Renewal

- The Director maintains a clearance tracker recording each worker's clearance type, number, issue date, and expiry date.
- 90 days before expiry, the Director notifies the worker to initiate renewal.
- If a worker's clearance expires and is not renewed, the worker is stood down from risk-assessed duties until a new clearance is obtained.

## 6. Responsibilities

| Role                            | Responsibility  |
|---------------------------------|---|
| Director (Joshua)               | Verifies clearances before engagement. Maintains clearance tracker. Assesses Blue Card requirements. Conducts induction. Initiates renewal reminders. |
| Contractor-Accountant           | Maintains own clearance and provides evidence. Completes NDIS Worker Orientation Module. Participates in induction.                                   |
| Plan Management Worker (future) | Obtains clearance before commencement. Completes orientation module. Participates in induction. Initiates own renewal.                                |
| Participants                    | Are informed that all Waylight workers hold valid clearances.   |

## 7. Related Documents

- WL-POL-10 Human Resource Management Policy
- WL-POL-14 Code of Conduct Policy
- QLD Worker Screening portal: [workerscreening.qld.gov.au](http://workerscreening.qld.gov.au)
- QLD Blue Card Services
- NDIS Worker Orientation Module

## 8. Audit Readiness Notes

- Q: 'Show me evidence of worker screening for your staff.'. A: Present Joshua's NDIS Worker Screening clearance card/certificate and the Contractor-Accountant's clearance. Show the clearance tracker with issue and expiry dates.
- Q: 'What is your process for screening new hires?'. A: No card, no start. Before anyone commences, I verify they hold a valid NDIS Worker Screening clearance. If they do not have one, they apply through the QLD portal. They also complete the NDIS Worker Orientation Module. Nothing starts without both.
- Q: 'Have you considered Blue Card requirements?'. A: Yes. For a plan management-only business, Blue Card is unlikely to be needed unless we have direct contact with participants under 18. The assessment is documented for each worker. If needed, we use the combined application.

## 9. Review

This policy is reviewed annually or earlier if there are changes to worker screening legislation or organisational operations. Next scheduled review: 2027-04-02.

### Version History

| Version | Date       | Author | Changes         |
|---------|------------|--------|-----------------|
| 1.0     | 2026-04-02 | Joshua | Initial version |