

NDIS Worker Check – Professional Reference

What is this reference used for?

A professional reference is used to support an application for a NDIS Worker Check. A NDIS Worker Check is an assessment about whether a person poses a risk of harm to people with disability (their suitability for working with people with disability).

A professional reference provides an overview of an applicant's contact with a professional treatment, counselling, or other support service. The referee is the professional that provided the service. It may include a counsellor, psychologist, general practitioner, drug or alcohol counsellor, mental health worker, a behavioural or support program practitioner or other professional.

A professional reference should outline the reasons for accessing the service, the treatment or support provided, when it was provided and the applicant's engagement with and response to the support service.

How do I complete this form?

The blank form must be provided to the **referee to complete**. The referee must be a current or former support practitioner, not a work colleague, peer or friend.

The completed form **must be signed** by the referee and include their contact details. We may call them to confirm and discuss the information in this reference.

There are three (3) sections to complete

- Section 1 – the referee provides their and the applicant's personal details
- Section 2 – the referee answers the five (5) questions using the text boxes provided
- Section 3 – the referee signs the reference

We recommend that the referee **first type their responses** in the text boxes below. The form can then be **printed, signed, and scanned** as a **PDF document** (preferred) for return by email.

SECTION 1

Professional's (referee's) details:

First name:

Last name:

Job Title:

Organisation:

Professional qualification/
accreditation:

Phone:

Email:

NDIS Worker Check applicant details:

First name:

Last name:

SECTION 2

1. Outline the treatment or support you provided to the applicant, including how the applicant entered your service (voluntary/referral or otherwise), frequency of contact and time span over which it occurred.

2. Describe the applicant's attendance at, engagement with and participation in their treatment or support.

Empty text box for response to question 2.

3. Your opinion of the applicant's response and progress in relation to the treatment and support you provided.

Empty text box for response to question 3.

4. Your opinion of the factors that led to the applicant's need / suitability for treatment or support.

5. Anything further to add?

SECTION 3

As the referee, I hereby attest to the accuracy and completeness of the information I am submitting; and I agree to be contacted by the NDIS Worker Check Screening Agency to discuss and confirm any of the details in this reference.

Signature:

Date: