

# Provider Registration Guide to Suitability for Western Australia

July 2019

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## 1. Version Control

DATE AMENDED	VERSION NUMBER AMENDED	KEY CHANGES	NEW VERSION NUMBER
30 June 2016	V 1.0	Updated with Vic and NSW content	V 1.01
24 August 2016	V 1.01	Formatting changes	V 1.02
30 August 2016	V 1.02	Updates to professions section	V 1.03
30 August 2016	V 1.03	Spelling and formatting changes throughout for consistency. Minor rewording and clarification throughout.	V 1.04
20 December 2016	V 1.04	Refined content from jurisdictions. New content for NT. Updated introductory section to increase clarity and readability.	V 1.05
22 June 2017	V 1.05	Updated content to the NSW, VIC and QLD jurisdiction sections. Updated contact details in ACT jurisdiction section. Minor rewording and clarification throughout, including professions section.	V 1.06
1 November 2017	V 1.06	New information regarding Aboriginal Health Workers (Profession). New content for SA. New section on requirements of Commonwealth providers. Minor rewording and formatting changes throughout for consistency.	V 1.07
July 2018	V 1.07	Updated content to NSW, SA, QLD, TAS, NT, VIC and Commonwealth jurisdictional sections. New WA section. New requirements of providers of employment supports. Clarifications to Hearing Services and Specialised Hearing Services registration groups. Clarification to profession requirement for Custom Prosthetics. Updated accreditation requirements for Interpreters and Translators. Clarification that profession Disability Support Worker includes Mental Health and Peer Workers. Minor corrections throughout.	V 1.08

DATE AMENDED	VERSION NUMBER AMENDED	KEY CHANGES	NEW VERSION NUMBER
July 2019	V1.08	<p>Updated introduction to reflect role and implementation of the NDIS Quality and Safeguards Commission (NDIS Commission) in all states and territories, other than WA from July 1, 2019. WA transitions to the NDIS Commission on 1 July, 2020. Deleted State Registration requirements for VIC, QLD, ACT, NT and TAS. Updated content to WA section. Updated references to the profession Speech Pathologist to ensure consistency of terminology, including updated accreditation requirements. Updated accreditation requirements to reflect professional body for Art Therapists - ANZATA replaced by ANZACATA. Additional information about licence and registration requirements for the Assistance with Travel and Transport registration group. Updated the Specialist Disability Accommodation registration group to reflect appropriate profession as Housing Provider. Addition of profession Building Designer as appropriate for Home Modifications registration group. Updated professional association requirements for the professions Social Worker and Counsellor. Minor corrections throughout to reflect that the guide applies to WA providers only.</p>	V1.09

## 2. Introduction

It is important that a 'whole of system' approach is taken to the quality and safeguards for participants. Safeguarding people with disability from abuse, harm and neglect is the responsibility of every NDIS service provider and must be an important part of everyday practice. People with disability should also have access to high quality supports.

The NDIS Provider Registration Guide to Suitability for Western Australia provides information to assist providers to understand their quality, safeguards and compliance obligations as providers of supports funded through the NDIS in Western Australia (WA). During transition, until these arrangements are replaced by a single National Quality and Safeguards Framework in WA, being implemented by the NDIS Quality and Safeguards Commission in WA on July 1, 2020, providers of NDIS supports (providers) are required to comply with existing WA state and Commonwealth Government standards and legislation. All providers need to manage their own compliance obligations and ensure they meet or exceed the relevant requirements specified.

Quality and Safeguards of disability supports remains the responsibility of the Commonwealth and Western Australian governments during transition. Different supports have different levels of risk associated with their delivery. To minimise risk, enhance outcomes and maximise the social and economic participation of people with disability, there are specific experience, qualifications, processes and expertise required of providers. Providers must comply with the individual requirements of WA Department of Communities.

The [NDIS Price Guide](#) describes items that can be funded through a participant's plan. To ensure that providers do not need to register to provide individual support items, the support items have been grouped into 'Registration Groups' where the Quality and Safeguards requirements to provide the supports are similar.

Details about each of the registration groups and the specific Quality and Safeguards requirements for each of these registration groups can be determined by reading through the information in sections three to seven in conjunction with the relevant requirements specific to each jurisdiction (section eight for WA requirements and section nine for the Commonwealth Government requirements).

Providers need to consider which registration groups are relevant to them, and ensure they understand and comply with both the WA and Commonwealth quality and safeguarding requirements for the registration group in which they intend to register.

This guide will be updated as needed to reflect any changes to transition arrangements.

## A Note about the NDIS Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) — a new independent Commonwealth body — commenced operations in New South Wales and South Australia on 1 July 2018 and in Victoria, Queensland, ACT, Northern Territory and Tasmania on 1 July 2019

The NDIS Commission is responsible for the registration and regulation of NDIS providers in New South Wales, South Australia, Victoria, Queensland, ACT, NT and Tasmania, a function previously performed by the NDIA and State and Territory Governments

The Provider Registration Guide to Suitability (i.e. this document) is only applicable for registration in Western Australia.

The NDIA no longer approves registration applications for providers in New South Wales, South Australia, Victoria, Queensland, ACT, Northern Territory or Tasmania.

Instead, applications for registration as a provider in those jurisdictions should be made to the NDIS Commission via [www.ndiscommission.gov.au](http://www.ndiscommission.gov.au).

For more information on the NDIS Commission please visit [www.ndiscommission.gov.au](http://www.ndiscommission.gov.au)

## **A Note about ‘Professions’ and ‘Additional Requirements’**

Certain supports are required to be provided by people with specific qualifications and experience; these supports are priced accordingly and include expectations about outcomes.

The professions listed in the tables that follow reflect the expectations of the Western Australian Government, the Commonwealth Government and NDIS in this regard. For example, it is expected that Physiotherapy is provided by an Australian Health Practitioner Regulation Agency (AHPRA) registered Physiotherapist.

This document describes the minimum registration requirements for registered providers delivering the supports relevant to each registration group. As outlined in the NDIA Terms of Business, providers must ensure that they possess the relevant experience and understanding of working with people with disability in order to deliver high quality supports and to ensure that they are always able to act in the interests of participants.

Further information about the requirements of the Western Australian and the Commonwealth governments can be found in section 8 and 9 of this guide. Please contact [provider.registration@NDIS.gov.au](mailto:provider.registration@NDIS.gov.au) for advice about qualifications or experience not listed.

### 3. Registration Groups

Providers wishing to register for the below Registration Groups must:

- Be registered, approved and compliant with the requirements for registration or approval as determined by the jurisdiction (WA or Commonwealth government).
- Submit evidence of this registration, approval and compliance issued by the jurisdiction, or authorised third party verification body, for which they have applied to deliver supports. This evidence document must state the services that the provider is currently providing, or is authorised to provide under the NDIS. See the sections on WA (Section 8) and Commonwealth (Section 9) government requirements in this guide for further details about evidence and/or third party verification arrangements that may be required;
- Ensure that they possess and are able to demonstrate sufficient experience working with people with disability to deliver more specialist registration groups.

New providers or existing providers in Western Australia wishing to expand their services should refer to the WA and Commonwealth sections in this guide. NDIS registration to deliver the relevant service will be completed only once these requirements are met.

NDIS registrations are not retrospective: registration is effective from the date on the NDIS Provider Registration Certificate.

Services delivered prior to this registration date are not funded.

Please note: Where square brackets appear in the table below, this indicates the abbreviated name of the registration group that appears in *myplace*.

Registration group	No.	Professions	Additional Guidance
<p><b>Assistance to Access and Maintain Employment or higher education [Assist Access/Maintain Employ]</b></p> <p>Workplace assistance enables a participant to successfully obtain and/or retain employment in the open or supported labour market.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• individual employment support</li> <li>• employment preparation and support in a group</li> <li>• school leaver employment supports</li> <li>• transition through school and to further education</li> </ul>	0102	<ul style="list-style-type: none"> <li>• Developmental Educator</li> <li>• Teacher</li> <li>• Disability Support Worker (includes Mental Health or Peer Worker)</li> <li>• Social Worker</li> <li>• Welfare worker</li> <li>• Aboriginal Health Worker</li> </ul>	Commonwealth Quality and Safeguards arrangements may apply, including certification against the National Standards for Disability Services (NSDS) via the Human Services Scheme (part 3 (DEES)). Please see section 8 and 9 for further detail.
<p><b>Development of Daily Living and Life Skills [Development-Life Skills]</b></p> <p>Development of daily living and life skills focuses on training and development activities undertaken by the participant or their carer to increase their ability to live as autonomously as possible, including supports that will enhance the ability of the participant to travel and use public transport independently.</p>	0117	<ul style="list-style-type: none"> <li>• Disability Support Worker (includes Mental Health or Peer Worker)</li> <li>• Welfare worker</li> <li>• Aboriginal Health Worker</li> </ul>	
<p><b>Daily Personal Activities</b></p> <p>Assisting with and/or supervising personal tasks of daily life to enable the participant to live as autonomously as possible. These individual supports can be provided in a range of environments, including but not limited to, the participant's own home.</p>	0107	<ul style="list-style-type: none"> <li>• Disability Support Worker (includes Mental Health or Peer Worker)</li> <li>• Welfare worker</li> <li>• Aboriginal Health Worker</li> </ul>	

Registration group	No.	Professions	Additional Guidance
<p><b>High Intensity Daily Personal Activities</b></p> <p>Assisting with and/or supervising personal tasks of daily life to enable the participant to live as autonomously as possible. These supports are provided by a worker with additional qualifications and experience relevant to the participants' complex needs. These individual supports can be provided in a range of environments, including but not limited to, the participant's own home.</p>	0104	<ul style="list-style-type: none"> <li>• Disability Support Worker (includes Mental Health or Peer Worker)</li> <li>• Welfare worker</li> <li>• Aboriginal Health Worker</li> </ul>	<p>Relevant specialist skill sets and experience may be required, such as behaviour support, suctioning etc.</p>
<p><b>Assistance with daily life tasks in a group or shared living arrangement [Daily Tasks/Shared Living]</b></p> <p>This registration group incorporates assistance with and/or supervising tasks of daily life in a shared living environment, which is either temporary or ongoing, with a focus on developing the skills of each individual to live as autonomously as possible. This registration group includes short-term accommodation and assistance (e.g. respite care)</p>	0115	<ul style="list-style-type: none"> <li>• Disability Support Worker (includes Mental Health or Peer Worker)</li> <li>• Welfare worker</li> <li>• Aboriginal Health Worker</li> </ul>	
<p><b>Participation in community, social and civic activities [Participate Community]</b></p> <p>Assisting participants to participate actively in community, social and civic activities; includes supporting participants during these activities, and developing participants' ability to partake in these activities.</p>	0125	<ul style="list-style-type: none"> <li>• Disability Support Worker (includes Mental Health or Peer Worker)</li> <li>• Welfare worker</li> <li>• Developmental Educator</li> <li>• Aboriginal Health Worker</li> </ul>	

Registration group	No.	Professions	Additional Guidance
<p><b>Group and Centre Based Activities [Group/Centre Activities]</b></p> <p>Assisting participants to participate in group based community, social and recreational activities.</p>	0136	<ul style="list-style-type: none"> <li>• Disability Support Worker (includes Mental Health or Peer Worker)</li> <li>• Welfare worker</li> <li>• Social Worker</li> <li>• Developmental Educator</li> </ul>	
<p><b>Specialist Disability Accommodation</b></p> <p>Please see <a href="#">SDA webpage</a> for further information</p>	0131	<ul style="list-style-type: none"> <li>• Housing Provider</li> </ul>	<p>For further information, please refer to the SDA Guide to Suitability located on the <a href="#">SDA registration and dwelling enrolment page</a> of the NDIS website</p>
<p><b>Management of Funding for Supports [Plan Management]</b></p> <p>Plan management is the financial management of the plan supports including making payments to providers, expense claims processing, providing monthly statements for participants and claiming for payment from NDIA.</p> <p>Financial Intermediary funding applies to registered plan management providers who deliver plan management supports.</p> <p>A financial intermediary will typically possess good knowledge of providers and supports, developed through strong connections in the relevant community.</p>	0127	<ul style="list-style-type: none"> <li>• Accountant / Bookkeeper</li> </ul>	

Registration group	No.	Professions	Additional Guidance
<p><b>Assistance in coordinating or managing life stages, transition and supports [Assist-Life Stage, Transition]</b></p> <p>This registration group includes short and long-term supports that focus on strengthening the participant's ability to coordinate their supports, and to assist them to live at home and participate in their community. Includes:</p> <ul style="list-style-type: none"> <li>• support connection</li> <li>• coordination of supports</li> <li>• assistance with accommodation and tenancy obligations</li> <li>• Life transition planning including mentoring, peer support and individual skill development</li> <li>• assistance with decision making, daily planning, budgeting</li> </ul>	0106	<ul style="list-style-type: none"> <li>• Disability Support Worker (includes Mental Health or Peer Worker)</li> <li>• Welfare worker</li> <li>• Developmental Educator</li> <li>• Social Worker</li> <li>• Aboriginal Health Worker</li> </ul>	
<p><b>Specialised Supported Employment</b></p> <p>Assistance in specialised supported employment/ADE</p>	0133	<ul style="list-style-type: none"> <li>• Disability Support Worker (includes Mental Health or Peer Worker)</li> <li>• Welfare Worker</li> <li>• Teacher</li> <li>• Aboriginal Health Worker</li> </ul>	Commonwealth Quality and Safeguards arrangements apply, including certification against the National Standards for Disability Services (NSDS) via the Human Services Scheme (part 3 (DEES)).
<p><b>Accommodation/Tenancy Assistance [Accommodation/Tenancy]</b></p> <p>Includes transition supports only</p>	0101	<ul style="list-style-type: none"> <li>• Social Worker</li> <li>• Welfare Worker</li> <li>• Other</li> </ul>	

Registration group	No.	Professions	Additional Guidance
<b>Assistance with Travel/Transport arrangements</b> Includes rental of adapted vehicle	0108	<ul style="list-style-type: none"> <li>• Taxi/Bus driver</li> <li>• Other</li> </ul>	Must hold current licence and registration in: <ul style="list-style-type: none"> <li>• Drivers Licence – relevant to vehicle (e.g. bus, car)</li> <li>• Vehicle registration including vehicle insurances</li> </ul>
<b>Household tasks</b> Essential tasks that the participant is not able to undertake: meal preparation and delivery, house or yard maintenance, cleaning and linen).	0120	<ul style="list-style-type: none"> <li>• Cleaner</li> <li>• Gardener</li> <li>• Other</li> </ul>	
<b>Assistance Animals</b> Further information is being finalised.	0130	<ul style="list-style-type: none"> <li>• Other</li> </ul>	
<b>Specialised Driver Training</b> Driver training using adapted equipment or vehicle modification.	0129	<ul style="list-style-type: none"> <li>• Driving Instructor</li> </ul>	Licensed driving instructor with experience in providing training to people with disability and in the use of adapted vehicles.
<b>Innovative Community Participation</b> Activities not included under other community participation registration groups; for mainstream providers who want to enable participants to access mainstream activities.	0116	<ul style="list-style-type: none"> <li>• Other</li> </ul>	

## 4. Professional Registration Groups

The following registration groups require specific professional qualifications and experience as a prerequisite to provide these supports under the NDIS. This is because these supports require specific skills and experience to be safely provided. Professionals who wish to provide specialist disability supports must also comply with Quality and Safeguards requirements of WA Department of Communities.

Registration Group	No.	Professions	Additional Guidance
<p><b>Specialist Positive Behaviour Support [Behaviour Support]</b></p> <p>Specialised Positive Behaviour Support registration group includes support items provided by allied health professionals with specialist skills in positive behaviour support including assessment and the development of a comprehensive plan that aims to reduce and manage behaviours of concern.</p>	0110	<ul style="list-style-type: none"> <li>Occupational Therapist</li> <li>Psychologist</li> <li>Social Worker</li> <li>Other health professional</li> </ul> <p>Note: Please refer to section 8 of this guide for the requirements for WA.</p>	<p>Experience in professional / clinician supervision and development as defined by the professional registration requirements of the relevant profession.</p> <p>Note: Please refer to section 8 of this guide for the requirements for WA.</p>
<p><b>Community Nursing Care</b></p> <p>This is the provision of specialist care for participants who have high care needs requiring a high level of skill, and for the training of support workers to respond to the participant's complex needs.</p>	0114	<ul style="list-style-type: none"> <li>Registered Nurse</li> </ul>	<p>Experience in professional / clinician supervision and development as defined by the professional registration requirements of the relevant profession.</p>
<p><b>Interpreting and Translation [Interpret/Translate]</b></p> <p>Interpreting and translation focuses on assistance to the participant to enable independent communication in essential personal, social or community activities where translation is not available from a mainstream service.</p>	0121	<ul style="list-style-type: none"> <li>Interpreter/Translator</li> </ul>	<p>NAATI accreditation as Certified or Recognised Practising Interpreter or Translator and experience working with people with disability.</p>

Registration Group	No.	Professions	Additional Guidance
<p><b>Early Intervention Supports for Early Childhood [Early Childhood Supports]</b></p> <p>Provision of a mix of therapies, and a key worker for the family. Supports all children 0-6 years with developmental delay or disability and their families to achieve better long-term outcomes, regardless of diagnosis. All children and families will be treated as individuals to ensure that they receive the right support to meet their goals and aspirations. The type of supports will be different for every child and their family according to their needs.</p>	0118	<ul style="list-style-type: none"> <li>• Occupational Therapist</li> <li>• Psychologist</li> <li>• Physiotherapist</li> <li>• Social Worker</li> <li>• Speech Pathologist</li> <li>• Teacher</li> <li>• Developmental Educator</li> <li>• Audiologist</li> <li>• Music Therapist</li> <li>• Counsellor</li> <li>• Art Therapist</li> <li>• Orthoptist</li> <li>• Podiatrist</li> </ul>	<p>Experience in early childhood interventions with children with disability</p> <p><b>AND</b></p> <p>Experience in providing service within a trans disciplinary framework.</p>
<p><b>Custom Protheses and Orthoses [Custom Prosthetics]</b></p> <p>Prescription and manufacture of customised prostheses or orthoses requiring specialist skills.</p>	0135	<ul style="list-style-type: none"> <li>• Occupational Therapist</li> <li>• Pedorthist</li> <li>• Podiatrist</li> <li>• Orthotist/Prosthetist</li> <li>• Physiotherapist</li> </ul>	<p>Experience relevant to the specific customised technology you wish to provide or assess. Further information is under development.</p>

Registration Group	No.	Professions	Additional Guidance
<p><b>Support Co-ordination</b></p> <p>The provision of Support Coordination within a specialist framework necessitated by specific high level risks in the participant's situation. Support is time limited and focuses on addressing barriers and reducing complexity in the support environment, while assisting the participant to connect with supports and build capacity and resilience. It may also involve development of an intervention plan which will be put in place by disability support workers.</p>	0132	<ul style="list-style-type: none"> <li>• Psychologist</li> <li>• Occupational Therapist</li> <li>• Social Worker</li> <li>• Other allied health, developmental educator, social or health science professional</li> </ul>	Experience in support coordination for people with complex needs
<p><b>Therapeutic supports</b></p> <p>Therapeutic supports are provided to assist participants aged from 7 years to apply their functional skills to improve participation and independence in daily, practical activities in areas such as language and communication, personal care, mobility and movement, interpersonal interactions and community living.</p>	0128	<ul style="list-style-type: none"> <li>• Art Therapist</li> <li>• Audiologist</li> <li>• Orthoptist</li> <li>• Counsellor</li> <li>• Music Therapist</li> <li>• Occupational Therapist</li> <li>• Podiatrist</li> <li>• Psychologist</li> <li>• Physiotherapist</li> <li>• Social Worker</li> <li>• Speech Pathologist</li> <li>• Developmental Educator</li> <li>• Dietitian</li> <li>• Rehabilitation Counsellor</li> </ul>	Experience in professional / clinician supervision and development as defined by the professional registration requirements of the relevant profession.

Registration Group	No.	Professions	Additional Guidance
<p><b>Exercise Physiology &amp; Personal Well-being Activities [Ex Phys Pers Training]</b></p> <p>Physical wellbeing activities promote and encourage physical well-being, including exercise.</p>	0126	<ul style="list-style-type: none"> <li>• Exercise Physiologist</li> <li>• Personal Trainer</li> </ul>	
<p><b>Specialised Hearing Services</b></p> <p>This registration group is for future use for specialised hearing services for children and adults with complex needs. These services are currently provided through the Hearing Services Program only and this registration group is not available for registration.</p>	0119	<ul style="list-style-type: none"> <li>• Audiologist</li> </ul>	Additional information about the NDIS and the Hearing Services Program is available by clicking <a href="#">here</a>
<p><b>Hearing Services</b></p> <p>This registration group is for future use for hearing services. These services are currently provided through the Hearing Services Program only and this registration group is not available for registration.</p>	0134	<ul style="list-style-type: none"> <li>• Audiologist</li> <li>• Audiometrist</li> </ul>	Additional information about the NDIS and the Hearing Services Program is available by clicking <a href="#">here</a>

## 5. Home and Vehicle Modification Registration Groups

Providers of these Registration Groups must provide evidence of current accreditation or licensing by the relevant authority to undertake building, engineering or mechanical work. It is important that providers of these supports are appropriately licensed and accredited to modify participants' homes and equipment, to ensure NDIA participants are receiving value for money and quality services. The expertise required to provide these supports is different from the expertise required to provide supports within other registration groups.

Registration Group	No.	Professions	Additional Guidance
<p><b>Home Modification Design and Construction [Home Modification]</b></p> <p>This registration group incorporates design and subsequent changes to the participant’s home. Home modification design and construction includes installation of equipment or changes to building structures, fixture or fittings to enable participants to live as independently as possible or to live safely at home.</p>	0111	<ul style="list-style-type: none"> <li>• Architect</li> <li>• Builder</li> <li>• Building Designer</li> <li>• Building Inspector / Works Assessor</li> <li>• Building Surveyor</li> <li>• Building Work Supervisor</li> <li>• Building Work Project Manager</li> <li>• Carpenter / Joiner</li> <li>• Electrician</li> <li>• Plumber / Gas Fitter / Drainer</li> <li>• Tiler</li> <li>• Occupational Therapist</li> <li>• Rehabilitation Engineer</li> </ul>	<p>Experience and understanding of concepts and limitations of AS 1428 and other disability access standards and their application in accordance with a person’s needs and specifications of plans. Must hold current license or registration applicable in Western Australia.</p>
<p><b>Vehicle modifications</b></p> <p>Vehicle modifications include the installation of, or changes to, equipment in a vehicle to enable a participant to travel safely as a passenger or to drive.</p>	0109	<ul style="list-style-type: none"> <li>• Mechanic</li> <li>• Engineer</li> </ul>	<p>Experience modifying vehicles to comply with Australian Design Rules and Standards. Must hold current license or registration applicable in Western Australia.</p>

## 6. Assistive Technology and Equipment Registration Groups

Registration Groups relating to equipment and assistive technology often require diverse expertise to meet the needs of participants. Note that some equipment must be **assessed** (prescribed) by a member of an appropriate allied health profession, who meets the NDIS professional requirements, but can be **sold** by retail providers.

Registration Group	No.	Professions	Additional Guidance
<b>Assistive Equipment for Recreation</b> Products used in competitive and non-competitive sports and other recreational pursuits.	0112	<ul style="list-style-type: none"> <li>Other</li> </ul>	Relevant product knowledge and experience working with people with disability.
<b>Assistive Products for Household Tasks</b> Products to enable cooking, cleaning, washing, home maintenance and other tasks.	0123	<ul style="list-style-type: none"> <li>Other</li> </ul>	Relevant product knowledge and experience working with people with disability.
<b>Assist Products for Personal Care and Safety</b> Products for personal care or safety including beds and pressure mattresses, toilet and bathroom equipment, specialised clothing and continence needs.	0103	<ul style="list-style-type: none"> <li>Other</li> </ul>	Relevant product knowledge and experience working with people with disability.
<b>Communications &amp; Information Equipment</b> Products to assist with alternate communication or to access written or spoken communication via electronic or other means.	0124	<ul style="list-style-type: none"> <li>Other</li> </ul>	Relevant product knowledge and experience working with people with disability.
<b>Hearing Equipment</b> Assistive listening devices (not hearing aids).	0122	<ul style="list-style-type: none"> <li>Other</li> </ul>	Relevant product knowledge and experience working with people with disability.
<b>Personal Mobility Equipment</b> Products to enable mobility, such as equipment for walking, wheelchairs and transfer aids.	0105	<ul style="list-style-type: none"> <li>Other</li> </ul>	Relevant product knowledge and experience working with people with disability.

Registration Group	No.	Professions	Additional Guidance
<b>Vision Equipment</b> Products for navigation, orientation, braille, guide dogs, magnifiers and note taking equipment.	0113	<ul style="list-style-type: none"> <li>Other</li> </ul>	Relevant product knowledge and experience working with people with disability.

## 7. Professional Qualifications

Some supports must be delivered by people with specific qualifications, experience or licensing. Some professions (e.g., those regulated under the Australian Health Practitioner Regulation Agency - AHPRA) also require registration or certification independent of any requirements relating to disability services. The table below outlines a list of professions and the usual expectation about qualifications or credentialing, for registration purposes. For example, where the profession is listed as “Physiotherapist”, the provider is required to declare, as part of the registration process, that they are a qualified and AHPRA registered Physiotherapist. You can find further information about any additional requirements of WA Department of Communities in section 8 of this guide. You can also contact [provider.registration@NDIS.gov.au](mailto:provider.registration@NDIS.gov.au) for advice about qualifications or experience not listed.

**The following health professions are regulated and must hold current AHPRA registration:**

- Registered Nurse
- Occupational Therapist
- Physiotherapist
- Podiatrist
- Psychologist

**The following professions must meet the registration or certification requirements of the relevant State or Territory:**

- Architect
- Builder
- Building Designer
- Building Inspector/Works Assessor
- Building Surveyor
- Building Work Supervisor
- Building Work Project Manager
- Carpenter/Joiner
- Electrician
- Plumber/Gas Fitter/Drainer
- Tiler
- Mechanic
- Teacher

## Other professions:

- **Integration Aide:** Certificate III or IV in Education Support or equivalent may be required.
- **Disability Support Worker:** Relevant industry experience or qualifications including Certificate III, Certificate IV, Diploma, or Advanced Diploma in Disability, Mental health, Welfare, Mental Health Peer Work etc., may be required.
- **Aboriginal Health Worker:** Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice, or equivalent as determined by the Aboriginal and Torres Strait Island Health Practice Board of Australia.
- **'Other'**- no specific requirements.

## The following professions must hold current membership of the relevant professional association:

Profession name	Professional qualifications or membership (all qualifications and memberships must be current)
Aboriginal Health Worker	Registration with the Aboriginal and Torres Strait Islander Health Practice Board of Australia.
Accountant/Book-keeper	Membership with Association of Taxation and Management Accountants (ATMA), Association of Accounting Technicians (AAT), Association of Certified Book Keepers (CBK), Association of Chartered Certified Accountants (ACCA), Australia Bookkeepers Association Limited (ABAL), CPA Australia (CPA), Institute of Certified Bookkeepers (ICB), Institute of Public Accountants (IPA) or Chartered Accountants Australia & New Zealand (CAANZ) or equivalent
Art Therapist	Professional Membership with Australian, New Zealand and Asian Creative Arts Therapies Association (ANZACATA).
Audiologist	Audiology Australia accredited Audiologist or Audiologist member of <i>ACAud</i>
Audiometrist	Membership with the Hearing Aid Audiometrist Society of Australia or audiometrist member of <i>ACAud</i> equivalent
Building Designer	Full Membership with the Building Designers Association of Australia (BDAA)

<b>Profession name</b>	<b>Professional qualifications or membership (all qualifications and memberships must be current)</b>
Counsellor	Membership with the Australian Counselling Association or Membership of the Psychotherapy and Counselling Federation of Australia (PACFA) as an Accredited PACFA Registrant
Developmental Educator	Full membership of Developmental Educators Australia Inc (DEAI)
Dietitian	Accredited Practising Dietitian with the Dietitians Association of Australia
Exercise Physiologist	Accredited exercise physiologist with Exercise and Sports Science Australia (ESSA)
Interpreter/Translator	Certified or Recognised Practising Interpreter or Translator with the National Accreditation Authority for Translators and Interpreters Ltd (NAATI)
Music Therapist	Active “Registered Music Therapist” with the Australian Music Therapy Association
Orthoptist	Registration with the Australian Orthoptic Board
Orthotist	Membership with the Australian Orthotic Prosthetic Association and/or recognition by a state/territory orthotic program as a qualified orthotic practitioner
Pedorthist	Registration with the Australian Register of Pedorthists
Personal Trainer	Personal training qualification, Certificate III, IV or Diploma in Fitness or equivalent
Prosthetist	Membership with the Australian Orthotic Prosthetic Association and/or recognition by a state/territory prosthetic program as a qualified prosthetic practitioner
Rehabilitation Counsellor	Membership with the Australian Society of Rehabilitation Counsellors Inc or equivalent
Rehabilitation Engineer	Chartered Professional Membership with Engineers Australia
Social Worker	Membership with Australian Association of Social Workers or the Society of Professional Social Workers Inc (SPSW) – in WA only
Speech Pathologist	Certified Practising Speech Pathologist (CPSP) as approved by Speech Pathology Australia
Welfare Worker	Membership with the Australian Community Workers Association or equivalent

## 8. Requirements for Specialist Disability Providers in Western Australia

**Note:** These requirements reflect the [Quality and Safeguards Working Arrangements for transition to the NDIS in Western Australia \(WA\)](#) available on the **NDIS website**.

The following processes apply for NDIS registration of providers in Western Australia (WA).

### 8.1 Existing WA Contracted Providers

Current members of the Western Australia Department of Communities Disability Services Provider Panel (DSPP), who apply to the NDIA and meet NDIA registration requirements (as per the Provider Registration Guide to Suitability for Western Australia), can deliver equivalent supports (registration groups) under the NDIS. Department of Communities Support Clusters have been mapped to the equivalent NDIA Registration Group.

### 8.2 New providers

Providers applying to the NDIA to deliver supports under the NDIS, that do not have a current contractual arrangement with the Western Australia Department of Communities Disability Services to deliver services to people with disability must submit an application for registration to join the DSPP.

To meet the mandatory requirements of registration on the Panel, applicants must meet the Quality Standards and may be required to participate in an independent Quality Standards Assessment.

### 8.3 Existing providers expanding services

Where a DSPP registered provider applies to the NDIA for new registration groups, the NDIA can automatically approve any registration group where the providers Panel service agreement includes Support Clusters that map to the registration group applied for.

Where the Panel service agreement does not include Support Clusters that map to the registration group applied for, the provider must apply for an additional approval under their Panel service agreement. The NDIA will approve additional registration groups applied for upon receipt of updated Panel service agreement with appropriate matching Support Clusters.

### 8.4 Existing Commonwealth Funded Providers

Existing Commonwealth Funded providers who register with the NDIA for services they are currently providing ('like' services) can submit a copy of their current Commonwealth

program funding agreement as evidence of compliance with Commonwealth Quality and Safeguards requirements for those supports. Commonwealth funded providers who wish to expand their services will be treated as a new provider for those supports and must apply to the DSPP.

## **8.5 Registration Process**

In the first instance, all providers should initiate their registration through the NDIA *myplace* portal accessed from the NDIS website. Further information on how to begin this process can be found on the [Quality and Safeguards page](#) on the NDIS website.

New providers who submit their registration application through the NDIA *myplace* portal without evidence of an appropriate DSPP service agreement, will receive a 'pending state/territory approval' letter. Providers must provide a copy of this letter as part of the DSPP Panel registration process.

## **8.6 Disability Services provider Panel (DSPP) registration process**

The WA Quality and Safeguarding requirements are documented in the Disability Services Provider Panel Contract DSC0702016. Please see <https://www.tenders.wa.gov.au/watenders/index.do>. Applicants are encouraged to register with Tenders WA prior to downloading the application package to ensure they are using the current version. Applicants must have all required evidence before submitting an application for DSPP registration.

Further information on the Western Australia Panel registration process is available by contacting [registration@communities.wa.gov.au](mailto:registration@communities.wa.gov.au).

## **8.7 Specialist Disability Accommodation (SDA)**

Providers applying to deliver "Specialist Disability Accommodation (SDA)" under the NDIS must submit an application for registration to join the DSPP. SDA applicants follow a streamlined application process for DSPP Registration.

Assistance in applying is available to applicants from the WA Department of Communities via the contact details above.

SDA applicants must complete Part D of the application, which should be read in conjunction with the Application Guide at Part C, and Part A Section 5 "How to lodge an Application".

PART D	DETAIL
2.1 Applicant Details	Complete and provide all required evidence (Certificate of Registration, Business extract etc.)
2.5 Quality Standards	Select and complete Category 1
2.8 Disclosures requirements	Complete
2.9 Declaration of Suitability	Complete
Please attach	A short description of your company and the product you intend to deliver

Further information about the enrollment of individual dwellings with the NDIA is available on the NDIS website: <https://www.ndis.gov.au/sda-enrolment.html>

## 9. Requirements for new and existing Commonwealth disability service providers

### 9.1 Arrangements for Existing Commonwealth Funded Providers- continuing to deliver same supports

Existing Commonwealth providers that transition to deliver their services under the NDIS will continue to be subject to the Quality and Safeguards terms of their Commonwealth funding agreements in accordance with the Terms of Business for Registered Providers for the NDIA. NDIS participants will continue to have recourse to the existing Commonwealth safeguard arrangements including:

- service provider complaints processes;
- Department of Social Services complaints processes;
- The Commonwealth Ombudsman;
- The Australian Human Rights Commission; and
- Other mainstream law enforcement and legal avenues.

Existing Commonwealth Funded providers who register with the NDIA for services they are currently providing ('like' services) can submit a copy of their current Commonwealth program funding agreement as evidence of compliance with Commonwealth Quality and Safeguards requirements for those supports.

Providers of the prescribed disability support services of each jurisdiction need to adhere to the Department of Social Services complaints processes.

## **9.2 Arrangements for Existing Commonwealth Funded Providers- wishing to expand their scope of service delivery**

Service providers currently funded by the Commonwealth, who wish to expand their service delivery to new Registration Groups, will need to apply directly to the NDIA for registration of expanded scope. Expansion of scope will be subject to compliance with the quality and safeguards arrangements in place in Western Australia. They will effectively become new NDIA providers for the expanded services.

## **9.3 Commonwealth Employment Services (Australian Disability Enterprises and Disability Employment Services)**

- Existing Employment Services will be required to continue to meet their obligations against their funding arrangements with the Department of Social Services (DSS) to maintain certification against the National Standards for Disability Services.
- New providers of employment supports must demonstrate a contract with a certification body for provision of certification to the National Standards for Disability Services. Provider registration with the NDIA will be revoked if the provider cannot provide evidence of a certificate of conformity within 12 months of registration date. Certification bodies will notify the Department (DSS) about providers who (a) achieve certification (b) have certification suspended or cancelled (c) notifiable issues (d) where there is disagreement about audit findings.
- A list of Certification Bodies can be found at <https://www.dss.gov.au/disability-and-carers/programmes-services/for-service-providers/quality-strategy-for-disability-employment-and-rehabilitation-services/accredited-certification-bodies>.

## **9.4 Monitoring and Compliance**

Existing Commonwealth providers transitioning to deliver services under the NDIS will continue to be subject to the Quality and Safeguards terms of their Commonwealth funding agreements in accordance with the Terms of Business for Registered Providers for the NDIA. Existing statutory safeguards will continue to operate during the transition to full scheme, including, complaints processes, regulatory bodies, and legal avenues.

All registered NDIS specialist disability service providers registered are required to comply with Western Australia's regulations regarding pre-employment screening, including National Criminal Checks, and must ensure ongoing compliance with Commonwealth and jurisdiction legislations, particularly those relating to quality assurance, safety standards and restrictive practices.

## **9.5 Commonwealth Quality and Safeguarding Requirements**

The Terms of Business for Registered Providers sets out quality and safeguard requirements that must be complied with by all registered providers for the NDIA, including existing providers that transition to deliver their services under the NDIS. These requirements include quality and safeguard obligations set out in current or previous Funding Agreements with the Commonwealth.

## **9.6 Registration Process**

For information on how to register as a provider in Western Australia, visit the information on the [WA – Registering as a Provider](#) page on the NDIS website.