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Step 1: Learn about what the provider quarterly report is used for

All providers who deliver employment assistance to participants need to submit a quarterly report to the NDIA on the services they provide. This allows us to monitor and evaluate funding outcomes.

We use this data to produce the employment provider quarterly report.

The provider quarterly report shares information on the help you have provided participants to build skills for work, find and keep a job. It includes the outcomes participants achieve and what has increased the likelihood of them getting a job.

This information can help participants to understand provider performance and connect with an employment provider that is right for them.

Sharing what works

The provider quarterly report can help you understand what is working to support participants to find work.

Reporting has consistently found participants are more likely to get a paid job if they make good progress:

- engaging with employers and job customisation
- learning job skills
- getting work experience
- improving their communication and social skills.

Helping participants think about performance when choosing a provider

We publish the final outcomes participants achieve when they leave a service, as reported by employment providers.

Participants can use the information in the outcome by provider report when they talk to providers. They can understand what the provider offers, and how they tailor supports to help participants achieve their employment goals.

Participants can also compare provider results to those in the report.

Step 2: Understand the participants to be included on the report

You are required to report on participants in the following groups:

- younger participants aged over 14 receiving help to build work skills through supplementary work experience, complementing school curriculum or help to find and keep a part-time job outside of school hours
- school leavers receiving intensive help to build skills to transition from school to work
- moving to tertiary education or training, including traineeships or apprenticeships, or receiving help to gain employment relevant to their qualifications, once completed
- 20 years and older with minimal work experience or work history who are receiving help to gain open employment
- all ages who have open employment and are receiving help to change jobs, progress their career, or stabilise or maintain their employment.

Step 3: Know when to submit your quarterly report

Reports must be submitted at the end of each quarter.

Reporting dates

- 7 April for assistance and outcomes delivered from 1 January – 31 March
- 7 July for assistance and outcomes delivered from 1 April – 30 June
- 7 October for assistance and outcomes delivered from 1 July – 30 September
- 7 January for assistance and outcomes delivered from 1 October – 31 December.

Tip: Report on the next business day when dates fall outside of the working week.

When the 7th falls on Saturday, Sunday or a public holiday, reports are due the following business day.

Step 4: Complete the provider reporting tool

You need to submit the data using the provider reporting tool. The tool includes instructions for use, a section to record participant data and a section for providers to validate the data is true and correct.

Download the provider reporting tool and supporting instructions below:

- Provider reporting tool and instructions released August 2026 - (XLSX 311KB)
- Provider instruction to transfer quarterly reporting tool data (DOCX 494KB)

Information to be included

The following information must be included in the reporting tool:

- participant information
- participant's status and goal at the beginning of the service
- support provided and participant progress towards employment milestones during the period
- whether the participant will continue to receive support in the next quarter
- the participant's final outcome at the end of the service.
- employment details (once employed).

More details on the information needed in each section can be found in the 'instructions' tab within the provider reporting tool.

Checking for accuracy

It is important to provide accurate data when you submit your report. Make sure you have filled out all the relevant sections, including your organisation's details.

Once you have checked your data, complete the checklist in the 'provider validation' tab. This section must be completed before you submit your report.

The validation date is the date you confirm your data is true and correct.

Save the provider reporting tool

You need to save your report before you submit it using the following naming convention:

- Participant Employment Reporting Tool 'Year' 'Q#' – ‘Provider Name’ (insert the name of your organisation).

Step 5: Submit your quarterly report

Once you have saved your report using the correct file name, you can send it to provider.support@ndis.gov.au .

Related information

Guide to providing employment supports

How to set employment goals

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