

Staff records

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Introduction

This policy describes the records and details of all employees which must be stored. This includes fulltime, casual, contractors and volunteers.

Applicability

When

- applies to supports and services provided to all participants.

Who

- applies to all employees including key management personnel, full time workers, casual workers, contractors and volunteers.

Regulations relevant to this policy



NDIS (Quality Indicators) Guidelines 2018 (Cth)

Requirements for staff records

For all workers, the following records must be kept:

- identification
- proof of right to work
- pre-employment checks (e.g. criminal records check)
- qualifications and/or experience
- completion of NDIS worker orientation
- details on continuing professional development.