

# Registration information for disability workers

July 2024



Registration aims to increase safeguards across the entire disability community by improving the quality and safety of disability services. Registration forms part of the Victorian Government's "zero tolerance" approach to abuse of people with disability.

The Disability Worker Registration Board of Victoria is responsible for assessing skills, experience and suitability for registration and registering disability workers that meet set standards for registration.

## Why does being a registered disability worker matter?

Registered disability workers show they have the skills and experience to deliver quality services, providing confidence to people with disability and their families.

Employers choosing registered workers show their commitment to an independently assessed quality workforce.

Registration is currently free, voluntary, increases overall community confidence in the sector and ensures that people with disability can access safe and quality services – no matter how they are funded.

We undertake and pay for an applicant's police check.

Disability worker registration provides additional checks to the NDIS Worker Screening Check by also assessing a person's skills and experience and setting continuing professional development standards.

Each registration year starts on 1 October and ends 30 September the following year. Registered disability workers must renew their registration each year.

## What do workers need to register?

There are three registration standards that applicants must meet in order to become registered and continue to meet if they wish to maintain their registration. These are:

### 1. Competency in English

To be registered, disability workers must be competent to speak or communicate in English.

### 2. Criminal history

Applicants will be asked if they have plead or been found guilty of, been charged with or convicted of any offence(s) in Victoria or elsewhere. A criminal history check will be done during the application assessment.

If you have a current NDIS Worker Screening ID number you can provide this when you apply. You won't need to undergo a national police check again.

### 3. Continuing professional development

All registered workers must complete 10 hours of continuing professional development during the registration year and provide details of these hours when they apply to renew their registration.

For more information on registration standards please visit [vdwc.vic.gov.au/registration-standards](https://vdwc.vic.gov.au/registration-standards).



*Look for the registered disability worker tick of confidence*

# Divisions of registration and eligibility



## Registered Victorian disability support worker

Registered disability support workers are disability workers in direct support or supervisory roles.

### Qualification(s)

To qualify based on qualification(s) you must have:

- a Certificate III or higher in Individual Support, Disability or a related field, **and**
- relevant work experience providing disability services (may include placement hours completed as part of a relevant qualification), **or**
- training as a disability worker equivalent to Certificate III in Individual Support (Disability), **and**
- relevant work experience providing disability services.

The Board will consider qualifications in disciplines such as community services, counselling, youth work, psychology, childcare, education and health on a case-by-case basis as to how these support people with disability.

### Work experience

To qualify based on professional experience you must have:

- at least 1,440 hours of relevant work experience providing disability services over at least 2 years in the past 10 years.

### Combination of qualifications and relevant experience

To qualify based on qualifications and relevant experience you must have:

- a qualification in community services, health or a related field that is relevant to the worker's experience providing disability services, **and**
- at least 120 hours of relevant work experience providing disability services.

There are two types of registration within these divisions:

- **General** – registration to practise as a disability worker, which will apply to most workers
- **Limited** – which may be granted to workers who do not meet all the requirements for general registration but are otherwise eligible for registration for a specified purpose and period of time. An example is a student completing a placement.



## Registered Victorian disability practitioner

Registered disability practitioners are disability workers with advanced skills, experience and qualifications.

### Qualification(s)

To qualify based on qualification(s) you must have:

- a relevant tertiary qualification\* at Diploma level or higher in a professional discipline that supports people with disability, such as allied health or social work, **and**
- relevant work experience providing disability services as a disability practitioner **and**
- professional registration (if required to practice the profession in which they are qualified).

\*or equivalent training where training rather than a tertiary qualification was required to gain professional registration to practice the profession.

### Professional experience

To qualify based on professional experience you must have:

- professional registration (if required to practice), **and**
- at least 1,440 hours of relevant specialist, professional experience providing disability services as a disability practitioner over at least 2 years in the past 10 years.

### Combination of qualifications and relevant experience

To qualify based on qualifications and relevant experience you must have:

- a qualification in a professional discipline that supports people with disability that is relevant to the worker's specialist experience providing disability services as a disability practitioner, **and**
- at least 120 hours of relevant professional experience providing disability services as a disability practitioner.

# Steps to register

1. If you have any questions before starting your application please call our Registration Team on **1800 497 132** or email **registration@vdbc.vic.gov.au**.
2. Read the checklist below for information on documents and information to have ready when you apply.
3. Applications can be made online at **vdbc.vic.gov.au**.
4. To register, applicants need to complete a webform to:
  - Prove your identity\*
  - Agree to a national police check\*\*
  - Provide personal details and upload or provide relevant documents.

## Before you start your application – checklist of documents and information to have ready

You can use this checklist of documents and information to help you prepare your application for registration as a disability worker. Having all the required evidence and documentation prior to starting your application will make the process quicker and easier. You can find further information on the requirements of registration on the Victorian Disability Worker Commission website at **vdbc.vic.gov.au**.

Section	Information/documents needed
<input type="checkbox"/> Proving your identity*	Current ID documents for example passport, drivers licence, learners permit, and Medicare card.
<input type="checkbox"/> Agreeing to a national police check**	Identification details, personal information, change of name documents, if relevant.
<input type="checkbox"/> Qualifying for registration	Examples include copies of qualification certificates, transcripts, and employment documents.
<input type="checkbox"/> Criminal history	Declare and provide documents relating to any criminal charges against you, in Victoria or elsewhere.
<input type="checkbox"/> Overseas residency	Let us know if you've lived outside of Australia for more than a year within the past 10 years. If yes, examples of documents required include a copy of a visa and overseas criminal check.
<input type="checkbox"/> Current relevant work details; and <input type="checkbox"/> Previous work experience	Examples include details of current employment, payslips, statements of service and position description.
<input type="checkbox"/> Principal place of practice	Details of the main location where you work.
<input type="checkbox"/> Insurance	Certificate of currency, if relevant.
<input type="checkbox"/> Impairments	Declare any impairments that may affect your work, and provide supporting documents, if relevant.
<input type="checkbox"/> Disciplinary history	Declare any disciplinary action or misconduct, and provide supporting documents, if relevant.
<input type="checkbox"/> Other professional registrations	Certificates from other regulatory authorities you may hold registration with, if relevant.

\*If you have stored your verified identity with Service Victoria then you won't need to prove your identity again

\*\*If you already have a NDIS Worker Screening ID number you can provide this when you apply. You won't need to undergo a national police check again.

Visit **vdbc.vic.gov.au**  
Call 1800 497 132

# Help build a safer, stronger, disability sector

## The disability worker register

All registered disability workers are listed on the public register of Victorian disability workers at [vdwc.vic.gov.au](http://vdwc.vic.gov.au).

## Code of Conduct

The Code of Conduct is a legal requirement and applies to all disability workers delivering disability services in Victoria, regardless of their funding source.

The Disability Service Safeguards Code of Conduct is set out in the Disability Service Safeguards Regulations 2020, which are rules made under the *Disability Service Safeguards Act 2018* (the Act). The Code adopts the same requirements as the NDIS Code of Conduct. This means the same requirements apply to all disability workers, regardless of whether they are funded through NDIS or other providers.

The Code requires that disability workers, in providing supports or services to people with a disability, must:

- act with respect for individual rights to freedom of expression, self-determination and decision-making in accordance with applicable laws and conventions
- respect the privacy of people with disability
- provide supports and services in a safe and competent manner, with care and skill
- act with integrity, honesty and transparency
- promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people with disability
- take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect and abuse of, people with disability
- take all reasonable steps to prevent and respond to sexual misconduct.

## About the Victorian Disability Worker Commission

The Victorian Disability Worker Commission is an independent body established to better protect people with disability and build a stronger, safer disability sector. It is responsible for the Disability Service Safeguards Code of Conduct, establishing the minimum expectations for all workers in Victoria supporting people with disability, and the complaints service. It can accept complaints and notifications, with powers to investigate and ban workers who put people's safety at risk.

Visit our website [vdwc.vic.gov.au](http://vdwc.vic.gov.au) or call **1800 497 132**  
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