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| Preparing your application for registration  GUIDE |
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Congratulations on taking the step of becoming a registered disability worker and contributing to a stronger, safer disability sector. This guide outlines the key requirements for registration and details the information and supporting materials you may need to provide with your application.

**If you have any queries about preparing your application, please call the Registration team on 1800 497 132.**

This guide provides the following information on the application form:

* Proving your identity
* Agreeing to a national police check
* Choosing a division
* Eligibility for registration
* Choosing a registration type
* Criminal history
* Overseas residency
* Current work details
* Previous work experience
* Competency in English and other languages
* Insurance
* Impairments
* Disciplinary history
* Other professional registrations
* Information that appears in the register
* Renewal of registration

# Proving your identity

You need to prove your identity so we can make sure you are who you say you are. It also protects you from fraud.

You will need three unique documents – two that prove your identity and a third for the national police check. Two of these documents must have a photo of you.

1. One of these documents

* Australian passport that has not expired for more than 3 years
* Australian birth certificate that is not handwritten
* Foreign passport linked to a valid Australian visa
* Valid ImmiCard
* Australian citizenship certificate.

2. One of these documents

* Medicare card
* Australian driver licence / learner permit (current).

3. A third document that's different from the 2 you have above:

* Australian passport that has not expired for more than 3 years
* Australian birth certificate that is not handwritten
* Foreign passport linked to a valid Australian visa
* Valid ImmiCard
* Australian citizenship certificate
* Medicare card
* Australian driver licence / learner permit (current)
* a marriage certificate issued by Births, Deaths and Marriages (not the one you received on your wedding day).

4. If the names on your document don't match, you'll need a change of name certificate or marriage certificate issued by Births, Deaths and Marriages (not the one you received on your wedding day).

One of the first 2 documents must have your photo.

You can't use photos or scanned copies of the documents.

[**Click here to watch a video on how to do a Service Victoria online ID check**](https://www.youtube.com/watch?v=G-Eu4PI1t_w)

# Agreeing to a national police check

Your application includes a national police check because we need to check your criminal history.

If you’re under 18, we’ll need your parent or guardian’s consent to do a police check.

We need:

* your ID details
* basic personal information, including all names you’ve ever used or been known by
* a change of name or marriage certificate – if the names on your identification don’t match.
* every address you’ve lived at for the last 5 years.

# Choosing a division

When applying for registration, you’ll be asked to choose the division relevant to you. There are two divisions to choose from – either registration as a **disability practitioner** or as a **disability support worker**.

**Registered disability practitioners** are disability workers with advanced skills, experience and qualifications. In most cases, registered disability practitioners will hold a tertiary qualification.

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

You should make sure that you meet the requirements of your chosen division and have evidence to support your application. The eligibility requirements and evidence needed to apply are set out in the section below.

# Eligibility for registration

To be eligible for registration, you must demonstrate that you have the necessary knowledge, skills and experience, and that you are a suitable person to be a registered disability worker.

**Disability support workers**

**Applying with professional experience**

If you apply for registration based on your professional experience, you must show that:

* you have completed a minimum of 1,440 hours work over at least two (2) years in the past 10 years, **and**
* this work was as a disability worker.

You will need to enter details of your relevant disability work, including:

* name of employer/s
* months you started and finished in that role/s
* the approximate number of hours you worked in that role/s
* the tasks you performed in that role/s.

You will be asked to provide evidence of your professional experience that shows you meet the requirements above. Evidence may consist of the following (please note you are not required to provide all these documents but the evidence provided must show hours worked and role performed):

* statements of service
* payment slips or summaries
* description of roles where you provided disability services, including hours worked and duties
* letters from employers
* satisfactory performance review
* a letter, email or document from you setting out employer names, role titles, length of employment, hours of work, duties performed.

**Applying with a qualification**

If you apply for registration based on your qualification you must show:

* you hold a Certificate III or IV in Disability, Individual support or a related field\*, **or**
* training as a disability worker equivalent to Certificate III in Individual support (disability), **and**
* you have relevant work experience providing disability services (may include placement hours completed as part of a relevant qualification).

When completing the online application form, you must provide the following evidence:

* a certificate of completion **OR**
* an academic transcript showing that the course was completed
* details of your work demonstrating that you provide services that support people with disability (for example; a statement of your experience in the disability sector) **and**
* a certificate, extract or other evidence of registration with the relevant professional body (if relevant).

The evidence you upload should clearly show your name, the name of the qualification, the date of the qualification, and the name of the educational institution.

**Applying with a combination of qualifications and experience**

If you apply for registration based on a combination of qualifications and experience, you must show:

* you 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.

\*The Board will consider other disciplines such as counselling, youth work, psychology, childcare and education on a case-by-case basis as to how these support people with disability.

**Disability practitioners**

**Applying with a qualification**

If you apply for registration based on your qualification you must show:

* you have a relevant tertiary qualification (diploma level or higher) in a professional discipline that supports people with disability, for example, allied health or social work; **and**
* you have experience in a role providing specialist or professional disability services, **and**
* if you work in a profession that requires it, that you hold registration with the professional body governing your profession.

You must provide the following evidence:

* a certificate of completion **OR**
* an academic transcript showing that the course was completed **and**
* details of your work demonstrating that you provide services that support people with disability (for example; a statement of your experience in the disability sector) **and**
* a certificate, extract or other evidence of registration with the relevant professional body (if relevant)

The evidence you upload should clearly show your name, the name of the qualification, the date of the qualification, and the name of the educational institution.

**Applying with professional experience**

If you apply for registration based on your professional experience, you must show:

* that you hold registration with the professional body governing your profession, **and**
* you have a minimum of 1,440 hours of relevant specialist, professional experience providing disability services as a disability practitioner over at least two (2) years in the past 10 years.

Relevant professional body means Australian regulators, including all Australian Health Practitioner Regulation Agency (Ahpra) regulated professional Boards. Other regulators will be considered on a case-by-case basis.

You will be asked to enter the details of your work into the online application form, including:

* the name of your employer/s
* the months you started and finished in that role/s
* the approximate number of hours you worked in that role/s
* the tasks you performed in that role/s.

You will also need to provide supporting evidence of your specialist and professional experience that shows you meet the requirements above. Evidence may consist of (please note you are not required to provide all these documents):

* statements of service
* payment slips or summaries
* descriptions of roles where you provided disability services including hours of work and duties
* letters from employers
* satisfactory performance review
* a letter, email or document from you setting out employer names, role titles, length of employment, hours of work, duties performed.
* a certificate, extract or statement of registration.

**Applying with a combination of qualifications and experience**  
If you apply for registration based on a combination of qualifications and experience, you must show:

* you 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.

# Choosing a registration type

There are two types of registration currently available: general or limited registration. You will be asked to select a registration type relevant to you.

### General registration

General registration to practise as a disability practitioner or a disability support worker will apply to most workers. To be granted general registration, you must show evidence that you meet all requirements.

### Limited registration

Limited registration may be granted to workers who do not meet all the requirements for general registration but are otherwise eligible for registration. This type of registration may be granted for a limited purpose or a limited period of time. The *Disability Service Safeguards Act 2018* (the Act) says that applicants can apply for limited registration in four instances:

* for training or supervised practice as a disability worker, or to undertake assessments or approved examinations
* if it is in the public interest, to practise for a limited time or limited scope
* to fill a teaching or research position

Any application for limited registration will be considered by the Board on a case-by-case basis.

# Criminal history

You will need to advise if you have had any criminal charges against you, either in Australia or overseas. The application form will ask you for details about the offence(s). Your response will be checked against the results of your national police check.

If you have a criminal history overseas, you may be asked to provide an international police check.

Having a criminal history does not necessarily mean that you are unable to register but this information is needed to assess your application.

# Overseas residency

You will need to advise if you have lived outside of Australia for more than a year within the past 10 years. If you have then you may be asked to provide an international police check.

# Current work details

You will be asked to provide details of your current work in the disability sector. This information will not appear in the public register.

You will be asked to provide details of your current employer, employment type, start date, number of hours and the type of work done. You will also be asked to provide a supporting document as evidence of your current work. Relevant supporting documents are:

* Statement of service
* Position description
* Role statement
* Letter from employer
* Payslips
* Detailed personal submission

# Principal place of practice

Confirm your principal place of practice. This is the workplace where you work the most and **cannot be the residential address of a client with disability.**If you don't work from one main address, please use your own home address. The suburb and postcode of this address will appear in the public register.

# Previous work experience

You will be asked to provide details of any relevant previous work experience in the disability sector you have done since **30 September 2012.**

Details of your previous work experience are used to assess your application. This information will not appear in the public register.

You will be asked to provide details of each previous role, start and end dates, number of hours and the type of work you did. You will also be asked to provide **at least one** supporting document as evidence of this work experience. Relevant supporting documents are:

* Statement of service
* Position description
* Role statement
* Letter from employer
* Payslips
* Letter, email or document from you setting out employer names, role titles, length of employment, hours of work, duties performed.

# Competency in English

As part of the application you are required to make a declaration about your English language ability. To be registered, you must be competent to speak or communicate in English.

You will also be asked to list any other languages you speak fluently.

# Insurance

You will be asked if you have insurance relevant to your disability work when you register. It is not currently a mandatory requirement to have insurance to register.

If you do have insurance, you will be asked to provide supporting documents if you have them. This information is being collected to inform future registration standards, but it won’t affect your current application.

Different types of insurance may be relevant depending on the nature of the work you do and whether you are self-employed or part of an organisation. Examples include professional indemnity insurance, public liability insurance, personal accident insurance and motor insurance.

# Impairments

You will need to tell us about any impairments you have that may affect your ability to deliver disability services in a safe manner.

Only impairments that affect your ability to safely practise as a disability worker need to be disclosed.

For example, a person who wears reading glasses has a sight impairment, but the impairment does not affect their capacity to practise safely so it would not be considered in assessing suitability to hold registration.

If you disclose an impairment, you will be asked to provide supporting evidence such as a letter or report from a treating health professional or a personal statement.

Common treating health professionals include:

* general practitioner (GP)
* treating specialist.

In some cases, a health assessment by an independent medical practitioner or psychologist may be necessary. If this is the case, you will receive a letter inviting you to undergo a health assessment, the reason for the assessment, the name and qualifications of the person appointed to conduct the assessment and where and when the assessment will take place.

Where an impairment affects your capacity to practise, conditions may be imposed to ensure that the disability services you provide are delivered in a safe manner. You will be notified if your registration has conditions on it.

# Disciplinary history

When you apply for registration you need to tell us if you have had your registration as a health practitioner or as a disability worker in another jurisdiction cancelled or suspended or you are subject to a prohibition or banning order. This information helps us to determine whether you are a suitable person for registration.

Your name will be checked on publicly available registers of health practitioners and disability workers for suspension or cancellation of your registration. The sources of information against which your name will be checked include:

* Australian Health Practitioner Regulatory Agency (Ahpra)
* NDIS Quality and Safeguards Commission Compliance and Enforcement Actions
* Victorian Civil and Administrative Tribunal (VCAT)
* Victorian Disability Worker Commission (VDWC)
* Victorian Institute of Teaching (VIT)
* VCAT decisions
* Court outcomes

# Other professional registrations

If you are currently registered, or have previously held registration, with another professional body, you will be asked to provide details. This includes the name of the professional body, when and where you were registered with them.

You will also be asked to provide evidence of registration:

* A certificate, extract or statement of registration.

# Other information about your registration application

### Public register of disability workers

All registered disability workers are listed on the public register of Victorian disability workers. For more information on the public register please go to: [vdwc.vic.gov.au/find-a-registered-disability-worker](https://www.vdwc.vic.gov.au/registration/find-a-registered-disability-worker)

### Renewal of registration

The registration period starts on 1 October and ends on 30 September the following year. You will be invited to renew your registration each year.

If you do not apply to renew your registration within this period, your registration expires and your details are removed from the register. You can still apply to be registered after this time, but you need to start a new application.