Independent NDIS Support Worker Checklist

Empower Mentors

Prepared by Empower Mentors

Stage 1: Get registered & Set up

- [ ] Apply for an ABN
- [ ] Choose business structure: sole trader or company
- [ ] Register for GST (if applicable)
- [ ] Set up a business bank account

*Need help with these? The **Complete NDIS Launch Kit** provides a step-by-step guide, with live links and templates to help you set up your business properly.*

Stage 2: Screenings & Compliance

- [ ] Police Check
- [ ] NDIS Worker Screening Check
- [ ] Working With Children Check (Blue Card / WWCC)
- [ ] NDIS Orientation Modules
- [ ] Read and understand the NDIS Code of Conduct

*Not sure where to get these or if you've done the right ones? The **Complete NDIS Launch Kit** includes a full breakdown by state and all the official links you need to get your screenings and clearances in place.*

Stage 3: Training & Insurance

- [ ] Book First Aid & CPR
- [ ] Public Liability Insurance
- [ ] Professional Indemnity Insurance
- [ ] Car Insurance if transporting clients

*In the **Complete NDIS Launch Kit**, we provide a list of trusted training & insurance providers to save you hours of research.*

Stage 4: Business Tools & Operations

- [ ] Create a Service Agreement
- [ ] Decide your hourly rates
- [ ] Create a professional Resume
- [ ] Set up invoicing system
- [ ] Prepare a system for tracking progress and client notes

*You'll get all our essential templates and pricing guides in the **Complete NDIS Launch Kit**, ready to download and use, so you can stay organised and professional from the start.*

Stage 5: Marketing & Participants

- [ ] Write your bio or 'about me'
- [ ] Set up your online presence
- [ ] Join support worker platforms
- [ ] Start networking and promoting yourself

*Our **Complete NDIS Launch Kit** includes information on marketing, referrals, and where to advertise for maximum visibility, helping you build a strong client base.*

Stage 6: Delivering Quality Service & Growing Your Business

- [ ] Understand participant goals and NDIS plan objectives
- [ ] Learn effective communication with participants, families, and coordinators
- [ ] Stay on top of documentation, progress tracking, and NDIS reviews
- [ ] Onboard new clients using a thorough and effective process
- [ ] Consider your next steps, finding clients, managing burnout and sustainability

*Not sure about some of these steps? The **Complete NDIS Launch Kit** will guide you through service delivery, client onboarding, documentation, and building a sustainable, fulfilling career.*

Want help with all of this?

You've got the checklist, now let us guide you through the steps, click the link for the **Complete NDIS Launch Kit**.

The **Complete NDIS Launch Kit** is packed with everything you need to set up your business, from easy-to-use templates and clear instructions to the right resources for compliance and success.

Don't do it all alone, let us help you confidently turn this plan into a meaningful career.

Explore Our Complete NDIS Launch Kit here