



FOR NDIS PROVIDERS

NDIS Training Audit Readiness Checklist

Can you show that your workers are competent, not only that they finished a module?

Work through the 30 statements with the person who manages your training records. Tick Yes only where you could put the evidence in front of an auditor today. It takes about 20 minutes.

A. Your training library

#	Statement	Yes	Partly	No
1	Every module shows the date it was last reviewed and the standard or quality indicator it supports.			
2	Every worker completes the mandatory NDIS worker orientation program, and you hold the record.			
3	The NDIS Code of Conduct is covered, and workers can explain how it applies in their own role.			
4	Refresher training is scheduled, and you can show that it happens.			
5	A named person is responsible for updating modules when standards change, and the last update is recorded.			

B. Evidence of competence

#	Statement	Yes	Partly	No
6	Each module ends with an assessment of what the worker can do, not only a quiz on what they remember.			
7	Assessments use scenarios drawn from your own services and participants' support needs.			
8	A named, suitably qualified person signs off each worker's competence.			
9	You keep the assessment record itself, not only the completion certificate.			
10	Where a worker was not yet competent, there is a record of what happened next.			
11	You have a system for evaluating whether your training is effective.			

C. Roles and supervision

#	Statement	Yes	Partly	No
12	Each position has documented responsibilities, scope and limitations.			
13	Workers receive timely supervision, and it is recorded.			
14	Casual and agency workers are included in training, assessment and supervision.			
15	Records of workers' secondary employment are kept up to date.			
16	Workers who deliver high intensity supports or manage medication have current, assessed competence for each support they deliver.			

D. Supported Independent Living

Complete this section if you deliver SIL. The SIL practice standards and quality indicators commenced on 1 July 2026.

#	Statement	Yes	Partly	No
17	Workers are trained and assessed as competent in person-centred practice, trauma-informed practice, active support and supported decision-making.			
18	Workers are trained in de-escalation, trauma-informed practice and positive behaviour support.			
19	Approaches are applied consistently by all workers in each home, including casual and agency workers.			
20	Emergency plans are tailored to each home and have been rehearsed.			
21	SIL agreements and tenancy agreements are separate, and neither depends on the other.			
22	Workers know when and how to refer a participant to advocacy or legal assistance.			

E. Incidents and complaints

#	Statement	Yes	Partly	No
23	Workers know they must notify a supervisor or manager as soon as possible when they become aware of a reportable incident, including an allegation.			
24	Key personnel know the 24-hour and five-business-day timeframes for notifying the NDIS Commission, and which incidents each applies to.			
25	Incident training uses real, de-identified examples from your service and is assessed.			
26	Workers can explain how a participant makes a complaint and how they would support them to do so.			

F. Your audit evidence map

#	Statement	Yes	Partly	No
27	One document links each relevant standard and quality indicator to the training, assessment and records that evidence it.			
28	You can produce the training and competency evidence for any individual worker within minutes.			
29	Rosters match records: nobody is rostered to a task they have not been assessed as competent to perform.			
30	The evidence map has been checked against the current version of the standards in the past 12 months.			

Reading your result

Your answers	What it suggests
Mostly Yes	Your training produces evidence. Keep the evidence map current and review after each change to the standards.
Several Partly	The training exists but the evidence is thin. A refresh with scenario-based assessment and an evidence map is usually enough.
Several No, or any No in section D or E	There are gaps an auditor is likely to ask about. Start with a gap review so you know the priorities.

Next step: OBANA can map your current library to the Core Module, the SIL module and the NDIS Code of Conduct and give you a written gap report. Enquire at www.obana.com.au/providers or info@obana.com.au.

About this checklist. It is a self-assessment aid prepared by OBA Nursing Academy (OBANA), led by Sandra Thorp, Registered Nurse. It is general information, not an audit, legal advice or a statement of everything the NDIS Practice Standards require. Completing it does not guarantee any registration or audit outcome. It draws on the NDIS (Provider Registration and Practice Standards) Rules 2018 and the NDIS (Quality Indicators for NDIS Practice Standards) Guidelines 2018 as read in September 2026. Requirements change: check the NDIS Quality and Safeguards Commission and the Federal Register of Legislation for the current versions. Audits are conducted by independent approved quality auditors, and registration decisions are made by the Commission.