

NDIS CERTIFICATION RENEWAL PLAN

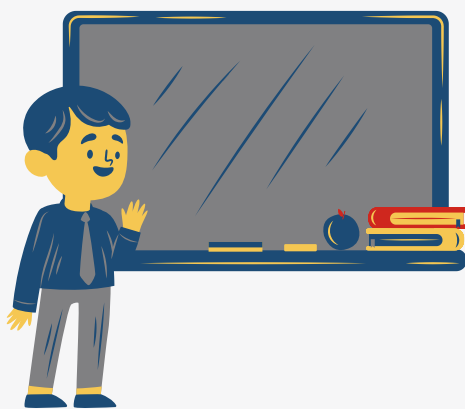
To ensure you have enough preparation time for your NDIS Renewal, we recommend starting the process 6 months prior to your renewal date.



REVIEW PROCESSES AND PROCEDURES

6 MONTHS BEFORE

Complete a self-assessment against the current version of the NDIS Practice Standards and related legislation to ensure processes and procedures comply.



SCREEN AND TRAIN ALL STAFF

6 MONTHS BEFORE

Ensure all Staff and new recruits are adequately trained on new processes and procedures. Ensure all staff in risk assessed roles and key personnel hold applicable NDIS worker screening checks.



COMPLETE RECERTIFICATION AUDIT

3 MONTHS BEFORE

The Recertification Audit is similar to a Stage 2 Audit but will also review non-conformances identified from your most recent audit. This is to ensure ongoing improvement to your organisation.

Submit Renewal Application

6 MONTHS BEFORE RENEWAL

Submit your NDIS Renewal Application to the NDIS Commission. Once submitted, contact SAI Global to start preparing for your renewal audit.



ASSIGN CORRECTIVE ACTIONS

6 MONTHS BEFORE

Assign corrective actions against any gaps identified in the previous step, encouraging continual improvement on your systems and services provided to participants.



COMPLETE STAGE 1 AUDIT

4 MONTHS BEFORE

The Stage 1 Audit is a document review and must be conducted prior to the Recertification Audit. This will assess your organisation's preparedness for the Recertification audit and highlight any issues beforehand.

