

Mid-Term Audit

The mid-term audit will assess how you are implementing your services to NDIS participants and how you are continuing to comply with the NDIS guidelines. Mid-term audits are not required for verification-level providers or providers who only have SDA in their scope (SDA-only providers).

Registered NDIS Providers need to undertake a Mid-Term audit within 18 months from their registration date. Completing the audit by this date is key to maintaining your registration.



What is the process for a Mid-Term Audit?

- 1 Fill out the Mid-Term confirmation form**
To provide a quote for your Mid-Term audit, we need updated information about your business, including changes to staff, NDIS participants, and registration groups.
- 2 GCC will provide you with a quote**
GCC sales team will assess the information provided on the midterm audit form and send you a quote.
- 3 Date & Preparation**
Our operations team will reach out to you to schedule a date for your audit. We will work with you to try and find a suitable date that works for you, taking into account availability and compliance requirements. Ensure you are prepared for the audit and that you have all completed documentation ready to go. Providers may wish to review their previous audit report and conduct an internal audit as part of their preparation.
- 4 Complete your audit and report**
Once your audit has been completed successfully, your audit report will be submitted to the NDIS and the final copy will be sent to you for your records.

Are you a GCC previous client?

If GCC completed your previous audit, we will reach out to you prior to your Mid-Term audit due date to remind you. We will then email you a form to complete to capture any updated details about your business so we can provide you with a quote. We recommend checking your spam/junk folders 6 months prior to the due date.

Are you new to GCC?

Contact GCC by filling out the enquiry form [here](#). You will also need to provide us with some information and your previous NDIS audit report so we can discuss any audit requirements with you.

What happens if I don't complete my Mid-Term audit by the due date?

Failure by a provider to meet this requirement may result in your business being in breach of a condition of registration. Certification may be suspended, withdrawn or cancelled for a limited period or indefinitely.

Where can you find your Mid-Term audit due date?

Your Mid-Term audit due date can be found when viewing your registration record in the NDIS Quality and Safeguards Commission's Provider Portal. The due date is calculated as 18 months after your registration date.

What do I need to prepare for my Mid-Term audit?

You will need to demonstrate that you are continuing to meet the NDIS Practice Standards and Quality Indicators requirements and your obligations as a registered provider. This will involve an assessment of your NDIS policies and procedures and completed files or documents. The audit will also involve interviews with staff members and participants who consent to participate in the audit. You may wish to review your previous audit report to assist in your preparation to ensure any outstanding non-conformities have been addressed.