How to prepare for your NDIS Audit?

As part of the registration process, providers are required to undergo an audit against the NDIS Practice Standards. The GCC scheduling team assign an auditor and arrange an audit date.

The auditor will review your documentation against the NDIS Practice Standards, taking your organisation's size, scope, and service delivery risk into consideration.

What is the difference between a Verification Audit and Certification Audit?

Verification audits are required where a provider is delivering supports that are lower complexity or supports that require providers to be registered with a professional body as a requirement of doing business, e.g., AHPRA registration or membership to a professional association. A verification audit is a desktop document review of policies/procedures and verifying the relevant qualifications of providers. Providers are required to demonstrate how they meet the Verification Module requirements. For more information about Verification Audits, visit our website here.

Certification audits are required for higher complexity supports. In a certification audit, providers are assessed against the NDIS Practice Standards, which may include assessment against the core module and any supplementary module relevant to the types of support they deliver. Certification audits involve an initial review of relevant policies/procedures (Stage 1) and then verifying the implementation of the policies/procedures through interviews with staff and consenting participants (Stage 2). Stage 2 Certification audits are conducted onsite at your premises. For more information about Certification Audits, visit our website here.

How to prepare for your NDIS Audit?

1

Complete the online application form
As part of the online application, you will need to complete a self-assessment of how you plan to meet the NDIS Practice Standards and Quality Indicators. Complete the online application here.

2

Contact GCC for a quote
When you complete your online application, you will receive a document referred to as an *"Initial scope of audit",* which is what we require to give you a quote for the audit. Please send this through to our friendly sales team at NDIS@gccertification.com to receive a quote for your audit.

3

Prepare your documents
GCC will provide you with a checklist to assist with your audit preparation. You will need to prepare your documents to meet the NDIS Practice Standards and required qualifications specific to your registration groups. You can also ask your NDIS Coordinator any questions you may have. The NDIS Practice Standards are available on the NDIS Commission's website here.

4

Confirm your audit date
For verification audits, please complete the booking form provided when you are ready to arrange an audit date. For certification audits, you will be offered a potential audit date when the checklist is provided based on the next availability. If the date is suitable for you, please confirm this with your NDIS Coordinator ASAP to secure your audit date.

5

Share documentation with the auditor and review the audit plan
Your auditor will need access to your documentation 7 days prior to your audit. You can share all your supporting documents with your auditor directly via your preferred sharing platform, such as Dropbox, OneDrive, Google Drive etc. For certification audits, your auditor will reach out to you with an audit plan outlining the schedule for the audit day.

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