

Out of Cycle Audit

Your scope of services refers to the registration groups that you are registered for and approved to claim NDIA payments for. Providers may wish to change the scope of their services and add or remove registration groups. This can be done during a scheduled audit, such as your midterm or recertification audit, or this can also be done between audits as an “out of cycle” audit.

You will need to advise the NDIS Commission of changes you would like to make to your scope and complete a Variation of Registration form; you can request a variation form by emailing variations@ndiscommission.gov.au, and once completed, you can email your variation form to registration@ndiscommission.gov.au. Please refer to the Commission’s website [here](#) for additional information.



What is the process for an out of cycle extension?

1

Decide what you would like to add to your scope

There are 36 registration groups that can be added or removed from your scope. Providers should do their own research as to what groups they want to add. Note that it is entirely your decision what you would like to add, GCC cannot advise you on what should be included in your scope.

2

Complete a Variation of Registration Form

Contact variations@ndiscommission.gov.au to receive a copy of the form, or contact GCC to discuss the additions required and request a copy of the variation form. Submit your variation form to registrations@ndiscommission.gov.au. The Commission will indicate if an audit is required and generate an ARN number and initial scope of audit for you.

3

Contact GCC for a quote

Once you have your variation ARN and initial scope of audit document, contact our friendly sales team for a quote by emailing ndis@gccertification.com

4

Confirm your Audit Date

Our operations team will offer you an audit date, taking into account your readiness and next availability. You can also ask your NDIS Coordinator any questions you may have. You should ensure you have the relevant documentation ready to meet the NDIS Practice Standards for your chosen Module, along with the details of any required qualifications.

5

Submission to the NDIS

After the audit is complete and your auditor has finalised their report, this will undergo a technical review by our technical team before being submitted to the NDIS Commission. You will also receive a copy of your final report by email, along with a link to access GCC’s Certification Mark download portal. The NDIS Commission will process your application and notify you of the outcome of your requested additions. Note that a successful audit does not indicate approval; you must wait for the outcome to be decided by the Commission.

Key Information about Scope Extensions

Will I require an audit for all additions to the scope?

Some registration groups may not require you to undergo another audit to add these to your scope. When you return the Variation of Registration form to the Commission, they will indicate to you if another audit is required or not. Generally, additions that trigger an additional Module will require another audit.