

NDS Quality and Safeguards Sector Readiness Project

NDIS Registration and Renewal Timelines

Keeping on top of timelines and deadlines through the audit cycle is an important part of planning.

This resource includes:

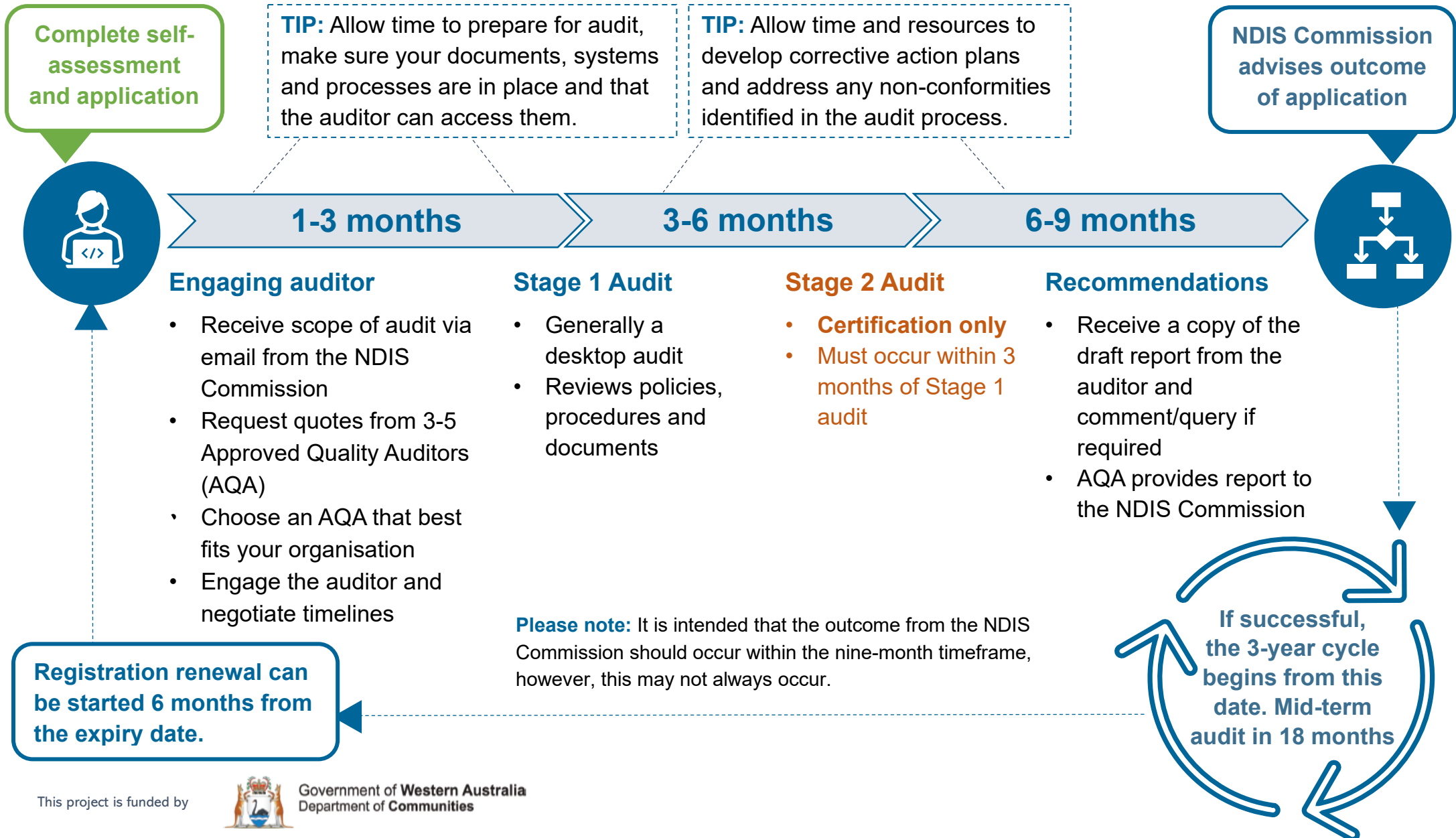
- **Registration and renewal basic timeline infographic**
- **Tips for managing your timelines**

This resource is aimed at providers who are new to the provision of NDIS supports and services. The information in this resource is general in nature and is a starting point. It should be used and adapted to meet the size and scope of your organisation and the supports you provide.

Please note: This tool was last updated in August 2023. National Disability Services Limited (NDS) believes that the information contained in this publication is correct at the time of publishing. However, NDS reserves the right to vary any of this publication without further notice. This resource will need to be adapted to meet the specific needs of your organisation and the people who use your services. The information provided in this publication should not be relied upon instead of other legal, medical, financial, or professional advice. Please always refer to online documents for latest versions including the NDIS Practice Standards.



Registration and renewal basic timeline



Tips for managing your timelines

- Monitor the NDIS Commission portal.** This will help you to track the process of your applications or be aware of the registration renewal date for your organisation. Check the details for your organisation and key contact people are correct.
- Check your emails:** Check your email and junk email for your scope of audit or other contacts from the NDIS Commission.
- Start researching auditors as soon as possible.** Start looking for an auditor as soon as you have your Scope of Audit to ensure you have enough time to meet all other timeline requirements.
- Get quotes from several auditors at the same time.** This will help you with your decision making, by receiving information and quotes to compare.
- Consider which AQAs have local auditors.** Having an auditor who is locally based can save on audit costs.
- For renewals, submit the application as soon as you can prior to the expiry date.** Include your self-assessment.
- Arrange to start the auditing process before the required date.** This will allow time to address any non-conformities.
- If you need to implement corrective actions, put these in place as soon as possible.** This will allow the auditor to sign off, report and complete the audit process.
- If you receive non-conformities, start to action these as soon as possible.** If they are minor, don't wait until you are approaching your next audit.
- Have an ongoing focus of continuous improvement.** Consider self-assessments, registration renewal and audit processes as opportunities to improve for your organisation. This will help you to be proactive and not reactive. Think about how you will evidence continuous improvement throughout the audit cycle. This will help you to be prepared at audit time.

