

# Human Resource Management Policy and Procedure

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Human Resource Management Standard - extract from NDIS Practice Standards: Verification Module:

**Outcome:** Each participant's support needs are met by workers who are competent in relation to their role, hold relevant qualifications, and who have relevant expertise and experience to provide person-centered support.

**To achieve this outcome, the following indicators should be demonstrated:**

- Records of worker identity, right to work, pre-employment checks, qualifications and/ or experience are maintained.
- Workers complete mandatory NDIS orientation module and records of continuing professional development are maintained.

1. ELIZABETH MACKNEY has completed a Provider Profile which includes all training records and compliance checking and is reviewed annually:
  - Worker identity – 100 points ID
  - Employment checks – Police Check and/or Working with Children Check
  - Active Registered Music Therapist and member with the Australian Music Therapy Association (AMTA) (covers CPD including supervision)
  - Experience
  - Completion of NDIS [e-learning module - 'Quality, Safety and You'](#).
  - Annual Training Plan and Important Renewal Dates including CPD requirements
2. ELIZABETH MACKNEY has developed a Service Delivery Model to reflect an understanding of delivering person-centred supports.