



**CareForce1**  
RECRUITMENT

# The Support Worker Fast-Track Checklist

How To Be Job-Ready in 14 Days (Australia Edition)

If you're looking to get started in support work and want to be ready as quickly as possible, this checklist walks you through exactly what you need. No fluff — just the real steps employers expect.

### → **STEP 1: The Non-Negotiables**

- Right to work in Australia (citizen, PR, or valid visa)
- National Police Check (current)
- Working With Children Check (state-based)
- NDIS Worker Screening Check

### → **STEP 2: Core Certifications (Highly Recommended)**

- First Aid (HLTAID011)
- CPR (HLTAID009)
- Manual Handling
- Medication Administration

### → **STEP 3: Practical Requirements**

- Full driver's licence
- Reliable car (many roles require transport)
- Car insurance
- 2 referees ready to be contacted
- Professional voicemail message
- Clear written availability

### → **STEP 4: Your Resume Should Highlight**

- Why you want to work in support
- Experience with disability, youth, mental health, or aged care
- Transferable skills (communication, reliability, patience)
- Any trauma-informed or behavioural support exposure

# The 14-Day Fast Track Plan

## Week 1

- Apply for Police Check
- Apply for WWCC
- Apply for NDIS Screening
- Book First Aid course
- Draft resume

## Week 2

- Complete First Aid + CPR
- Finalise resume
- Confirm referees
- Create a digital folder with all documents
- Start applying confidently

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Want help getting placed? CareForce1 helps candidates understand what employers are looking for, connect with active providers, and move through the screening process with confidence.



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