Support Worker Plan – Inviting Workers

Business Portal · https://workerchecks.com/docs/support-worker-plan-inviting-workers/

This video shows how to create Support Worker Plan invitations from Worker Checks BusinessHub (the **Business Hub** menu in the app). An invitation asks a worker to complete their checks, or to share an existing Worker Checks profile if they already hold valid clearances.

How to create Support Worker Plan invitations from your Business Portal

Embedded media: https://www.youtube.com/embed/qgo-olejp8g?feature=oembed

How to invite workers to a Support Worker Plan

1. From the Business Hub home screen, click **Invite Workers**.
2. Select **Support Worker Plan**.
3. In the Candidate Details section, enter the worker's first name, last name, email address and mobile phone number. Email and mobile are both mandatory. Without them, the invitation can't be sent.
4. Click **Send Invitation**.

If your organisation uses Employer Pays billing, check your credit balance under the **Pre-Paid** tab and top up before sending invitations. See Pre-Paid – Account & Activity History.

What happens next

The worker receives an email and SMS with a secure link. They will either share their existing Worker Checks profile or create a new account to complete their checks. Everything is done online.

You can follow their progress in the Check Queue. See Check Queue and Worker Status and Understanding the NCCHC Workflow Stages.

Related articles

- Inviting Workers to conduct checks
- How to Bulk Invite Workers in the Business Portal

Still Need Help?

If your check has been delayed or you have questions about your results, please start a chat with our support by clicking the icon:

Chat

We’re happy to assist you in understanding your results and next steps.

Related checks and compliance services

National Police Check

Fast, ACIC-accredited online clearance.

BusinessHub – Bulk Worker Checks

Bulk billing, live tracking and secure portals.

VEVO Right to Work Check

Visa work-rights verification within 60 minutes.

Bankruptcy & Insolvency Check

Real-time AFSA financial history checks.

International Police Check

Overseas criminal history screening.

Qualification Verification

Verify degrees, certificates and training.