

Rapid Global – Contract Trainee/Worker Registration Guide

Step-by-step guide for completing Rapid Global registration, forms, documents and courses

Important

All workers and sole traders providing services at Whiddon must be registered, compliant and sign in and out through Rapid Global each time they attend a Whiddon site.

This guide will help you complete your Rapid Global registration and meet Whiddon's entry requirements.

Before you start

- Access to your Rapid Global registration email which has an induction key, which you'll need to register in Rapid Global. If you have not received this, contact your employer.
- Your mobile phone for the verification code.
- Any required compliance documents, such as Police Check or NDIS Worker Screening Check, registration/certificates i.e. AHPRA registration, trade certificates, licenses

What is required?

a) Complete 3 forms.

Forms	Details
Employment Experience	Provide a summary of your recent work experience.
Vaccination Disclosure	Provide Influenza and COVID-19 vaccination details (copies are not required).
Statutory Declaration	This form is asking if you have been a citizen or permanent resident of another country or have lived overseas after turning 16.

b) Upload these documents.

Documents	Details
Police Check <u>or</u> NDIS Worker Screening Clearance	Upload one valid document.
Whiddon's Statutory Declaration	<u>only</u> if you answered "Yes" in the Statutory Declaration form.
Qualifications and Registrations	Upload relevant certificates or licenses as requested.

c) Complete the Induction course.

Complete any induction or training course assigned to you.

Step By Step Guide:

Step 1: Registration email

Open the email from Rapid Global. Use the link and induction key provided to start your registration. If you have not received this email, contact your employer.

Dear M Test26,

You have been requested by your employer to register with Rapid Global for The Whiddon Group.

To complete your registration, please use the link below to log in or to create your MyRapid account:

<https://my.rapidglobal.com/Account/LogOn/711>

Your Induction Key is: **PE9BV7D5TG**

Not registered with MyRapid?

Enter your individual email/mobile to create your MyRapid account. You will be asked to enter the above Induction Key as part of the registration process.

Already registered with MyRapid?

Once logged in to your MyRapid account, please click on Rapid Induct and add the above Induction Key using the Add Induction Key button (if not already added).

To register, you'll need to:

Complete all **Forms** and upload required **Documents**, see details below.

Then complete the training **Course** assigned to you, see details below.

Once these steps have been completed, Whiddon will review and approve successful applicants.

Should you have any questions regarding the course(s) please contact The Whiddon Group.

Course Details

Status	Name	Type	Induction Active From- To	Completed on	Re-Induct After	Score
Pending	*Associated Provider - Care & Services	Induction	22/06/2026 - 22/07/2026	-	1 Year	-

Document(s) that may be required for upload before commencing course(s).

Document Name
APHRA Registration
Police Check certificate OR NDIS Worker clearance
Statutory declaration (ONLY Upload - if you have you been a citizen or permanent resident of another country, or lived overseas, after turning 16 - If NOT, this is not required)
CPR Certificate
First Aid Certificate

Form(s)

Form Name
Vaccination Declaration
Experience
Statutory Declaration

Step 2: Enter the induction key

Enter the induction key and your last name, then select Next.



Enter Induction Key

+61458096632

ENTER INDUCTION KEY *

ENTER LAST NAME *

Next

← Back

Step 3: Create your My Rapid account

Enter your personal details, create a secure password and agree to the MyRapid user terms.



We need a little more information

to create your MyRapid account

FIRST NAME *
M

LAST NAME *
Test21

EMAIL

MOBILE *
 +61458096632

Create MyRapid password

CREATE PASSWORD *

At least 10 characters

Upper and lower case letters

1 or more numbers

1 or more special characters (e.g. *, ?, !)

Too weak, add more characters or change to proceed

CONFIRM PASSWORD *

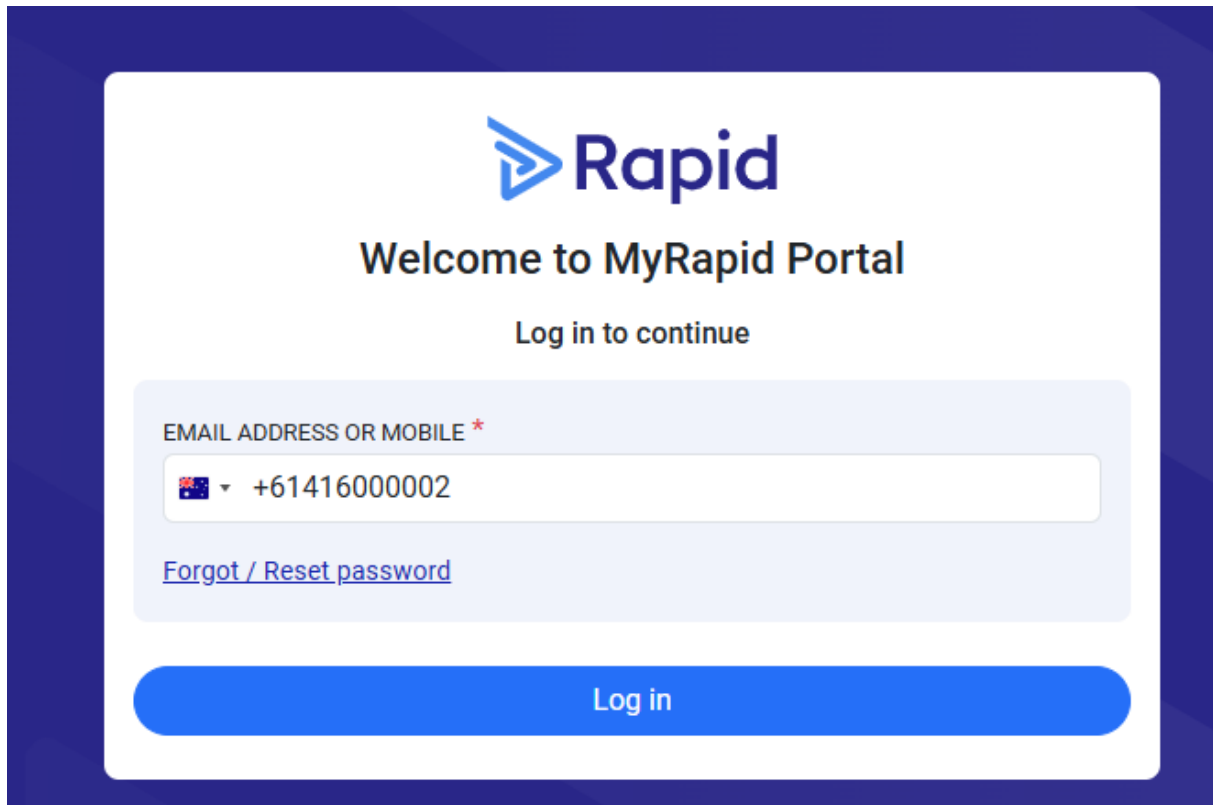
☐ I agree to the MyRapid [User Terms](#) *

Create account

[← Back](#)

Step 4: Log in to MyRapid

Use your email address or mobile number to log in to the portal.



The screenshot shows the MyRapid login interface. At the top, the Rapid logo is displayed, followed by the text "Welcome to MyRapid Portal" and "Log in to continue". Below this is a light blue box containing the login fields. The first field is labeled "EMAIL ADDRESS OR MOBILE *" and contains a dropdown menu with the Australian flag and the number "+61416000002". Below the input field is a link that says "Forgot / Reset password". At the bottom of the light blue box is a large blue button labeled "Log in".

Rapid

Welcome to MyRapid Portal

Log in to continue

EMAIL ADDRESS OR MOBILE *

 +61416000002

[Forgot / Reset password](#)

Log in

Step 5: Verify your mobile

Enter the six-digit security code sent to your mobile to verify your account.



A six-digit security code:

- Will be sent to +61416000002
- Please check your inbox (including the spam folder)
- Enter the code below to verify your account

Verify your mobile

ENTER CODE *

—

New security code sent is valid for 30 minutes. Please wait up to 10 minutes to receive your new code

Security code expired? [Generate new code](#)

[Jump to Trainee Portal](#)

Next

Step 6: Complete your profile

Complete all profile fields showing as incomplete, including date of birth and address.

Whiddon
Award-winning aged care

English

The Whiddon Group's Trainee Portal. Welcome, M Test21



Dashboard

1 Courses

3 Documents

3 Forms

Notifications

Resources

My profile

Complete your profile
Please supply the information requested below

My profile



M Test21

 Email address *

miashby@bigpond.com

 Phone number *

+61458096632



Additional information

 Date of Birth *

Please supply



 Address *

Please supply



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Step 7: Review your dashboard

The dashboard shows outstanding courses, documents and forms. Complete each pending task.

 English The Whiddon Group's Trainee Portal. Welcome, M Test23 

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Trainee dashboard

Please complete your pending tasks



Courses

1 course to complete

[→ Complete course](#)



Documents

3 documents to complete

[→ Complete document](#)



Forms

1 form to complete

[→ Complete form](#)



Notifications

Well done! You're up to date

Step 8: Open Forms

Select the Forms tab and complete any forms marked as pending.

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Award-winning aged care

English

The Whiddon Group's Trainee Portal. Welcome, M Test23

[Dashboard](#) [1 Courses](#) [1 Documents](#) [1 Forms](#) [Notifications](#) [Resources](#) [My profile](#)

Forms

Please submit requested forms

! Action required Please submit	Form name Experience *	Status PENDING
✓ Resubmission date Never Resubmit	Form name Vaccination Declaration	Status APPROVED ✓
✓ Resubmission date Never Resubmit	Form name Statutory Declaration	Status APPROVED ✓

Step 9: Complete the Experience form

Enter your work experience details and answer the work-related concerns question.

Experience

Please describe your recent work experience. (role, position, work undertaken, weekly hours)

*

How many years since your started working in this field?

*

Have there been any work related concerns raised with your work over the last 2 years?

*

☐ Yes

☐ No

Save

Submit

Step 10: Complete the Vaccination Declaration

Enter influenza and COVID-19 vaccination declaration details as requested. Copies of vaccinations are not required.

Vaccination Declaration

1.0 Influenza Vaccination

Have you received the annual seasonal influenza vaccination?

*

☒ Yes

☐ No

If yes, what date did you receive it?

*

2.0 COVID-19

Have you received a COVID Vaccination this year?

*

☒ Yes

☐ No

If yes, what date did you receive it?

*

Save

Submit

Step 11: Complete the Statutory Declaration form

Read and confirm the declaration.

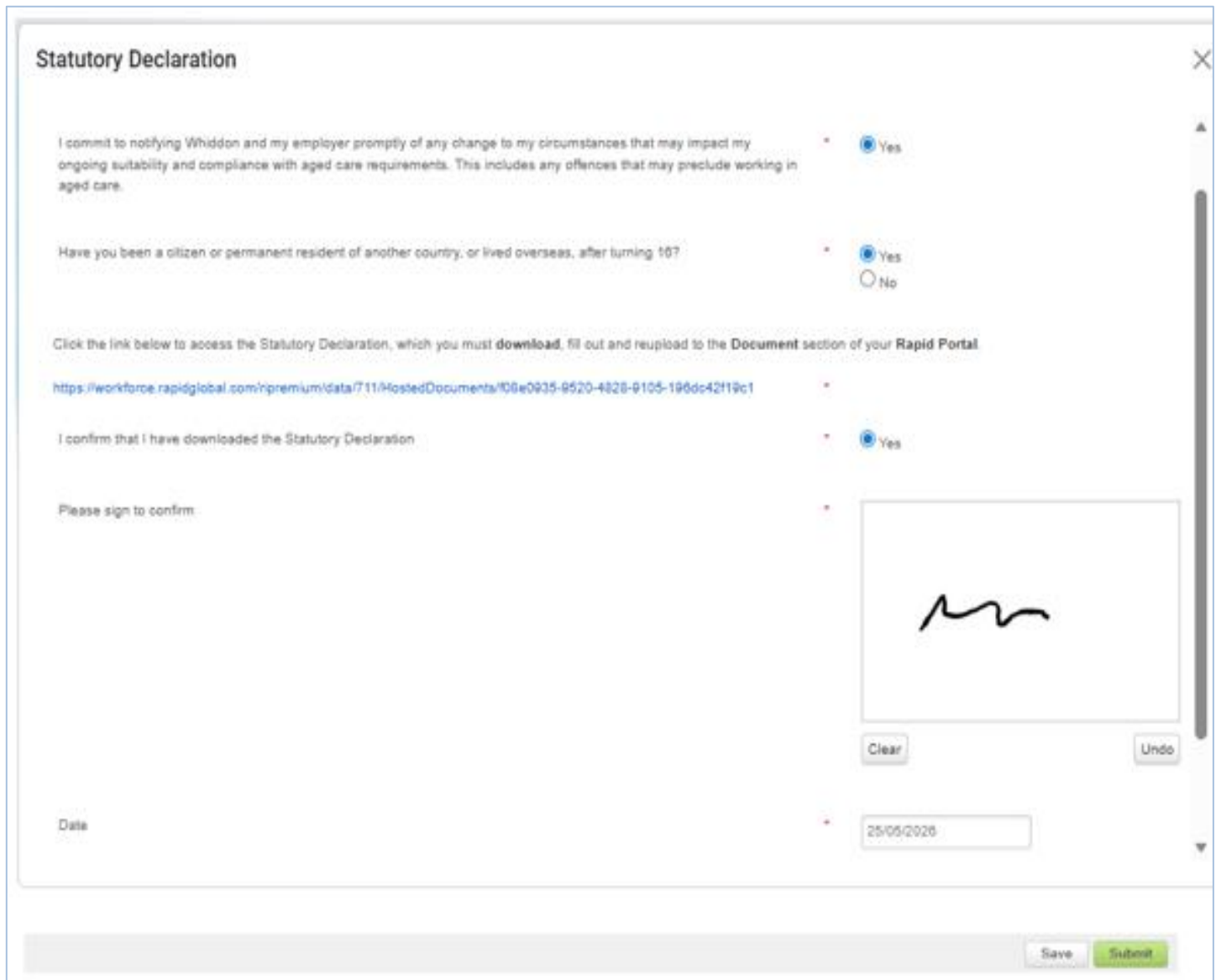
Question “Have you been a citizen or permanent resident of another country, or lived overseas, after turning 16?”

If “No” sign electronically and submit the form. No further actions are required.

If “Yes” a link to the Whiddon Statutory Declaration will appear. Print the statutory declaration, complete it and have it witnessed by an acceptable person, details on the back of the statutory declaration.

The completed stat dec needs to be uploaded in the “Document” section. See step 15.

Note: Copy of the required Statutory Declaration is attached to this guide.



The screenshot shows a web form titled "Statutory Declaration" with a close button (X) in the top right corner. The form contains several sections:

- A commitment statement: "I commit to notifying Whiddon and my employer promptly of any change to my circumstances that may impact my ongoing suitability and compliance with aged care requirements. This includes any offences that may preclude working in aged care." with a "Yes" radio button selected.
- A question: "Have you been a citizen or permanent resident of another country, or lived overseas, after turning 16?" with "Yes" and "No" radio buttons, where "Yes" is selected.
- Instructions: "Click the link below to access the Statutory Declaration, which you must **download**, fill out and reupload to the **Document** section of your **Rapid Portal**."
- A URL: <https://workforce.rapidglobal.com/rapidpremium/data/711/HostedDocuments/06e0935-9520-4828-9105-196dc42f19c1>
- A confirmation statement: "I confirm that I have downloaded the Statutory Declaration" with a "Yes" radio button selected.
- A signature area: "Please sign to confirm:" followed by a large rectangular box containing a handwritten signature. Below the box are "Clear" and "Undo" buttons.
- A date field: "Date" followed by a text box containing "25/05/2026".

At the bottom right of the form are "Save" and "Submit" buttons.

Step 12: Open Documents

Select the Documents tab to view required uploads.

Whiddon
Award-winning aged care

English

The Whiddon Group's Trainee Portal. Welcome, M Test23

Dashboard

1 Courses

3 Documents

1 Forms

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My profile

Documents

Please submit requested documents

! Action required Please upload	Document name APHRA Registration *	Status PENDING ↑
! Action required Please upload	Document name Police Check certificate OR NDIS Worker clearance *	Status PENDING ↑
! Action required Please upload	Document name Statutory declaration (if you have you been a citizen or permanent resident of another country, or lived overseas, after turning 16)	Status PENDING ↑

Step 13: Upload requested License or Registrations, if required

Enter the expiry date, licence number and upload the document.

Upload document

EXPIRY DATE *

05/05/2027

LICENCE NUMBER *

22255566

DOCUMENT UPLOAD *

✓ Test Doc - Licence.docx



Code expires in 03:21
Upload from a phone,
scan QR code

Or



Click, or drag and drop.

Cancel

Submit

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Step 14: Upload Police Check or NDIS Worker Screening Check

Upload either a valid Police Check **OR** a NDIS Worker check and submit it for review. Only one is required.

Expiry Dates. Enter the correct expiry date:

- Police Check expires 3 years after issue.
- NDIS Workers Check expires 5 years after issue.

The uploaded document will be deleted by Rapid Global one day after verification. Whiddon & Rapid Global do not retain copies.

License Number. Fill in the license number.

Full copies are required that show full name, license number, issue date and/or expiry dates

Upload document

EXPIRY DATE *

dd/mm/yyyy

LICENCE NUMBER *

DOCUMENT UPLOAD *



Code expires in 04:52
Upload from a phone,
scan QR code

Or



Click, or drag and drop.

Cancel

Submit

Step 15: Upload completed Statutory Declaration, if required

If you ticked “Yes” in step 11 and have lived or been a permanent resident overseas since turning 16. Download and complete the Whiddon Statutory Declaration, then upload the completed statutory declaration document here.

Note: Copy of the required Statutory Declaration is attached to this guide.

If you ticked “No” in step 11, no upload is required.

Upload document

SHORT DESCRIPTION

DOCUMENT UPLOAD *



Code expires in 04:55

Upload from a phone,
scan QR code

Or



Click, or drag and drop.

Cancel

Submit

Step 16: Complete the course

Open the pending course and complete all of the assigned training module.



English

The Whiddon Group's Trainee Portal. Welcome, M Test20

Dashboard **1 Courses** 3 Documents 2 Forms Notifications Resources My profile

Courses requiring action

The following courses are not yet complete

 Complete by
05/06/2026

Course name
***Associated Provider Trade & Services**

Status
PENDING



Quick reference checklist

Area	Action	Complete
Registration	Open Rapid email, click on the link in the email, enter the induction key number and create your My Rapid account	☐
Profile	Complete all personal profile fields including address and date of birth.	☐
Forms	Complete these forms: - Experience, - Vaccination Declaration - Statutory Declaration	☐
Documents	Upload all requested documents, including: - Police or NDIS Workers check - Any certificates - Any registrations - Statutory Declaration (<i>only if you have lived or worker overseas, as per the guidelines</i>)	☐
Course	Complete the assigned induction course	☐

You're all set!

Thank you for completing your Rapid Global registration with Whiddon

Need further help?

- Contact your company, employer, or agency first.
- Rapid Global support: 1800 307 595 Web: [Rapid Global Support](#)

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

I, _____, of _____ make the following declaration under the *Statutory Declarations Act 1959*

1. I declare that (please tick or cross the box that applies to you):
 - ☐ Since turning 16 years of age, I **have never** been a citizen or permanent resident of a country/country other than Australia.
 - ☐ Since turning 16 years of age I **have** been a citizen or permanent resident of a country/countries other than Australia
2. I declare that I **have never** been convicted of the following in a country other than Australia:
 - a) Murder or sexual assault; or
 - b) Any other form of assault where I was sentenced to imprisonment.
3. I declare that (please tick or cross the box that applies to you)
 - ☐ I **have** provided my own police check, and since the date the police check was issued I have not been convicted of the following in Australia:
 - a) Murder or sexual assault; or
 - b) Any other form of assault where I was sentenced to imprisonment.
 - ☐ I **have not yet** provided a police check
4. If I perform, or may be required to perform, services funded under the Commonwealth Home Support Program (**CHSP**) or the National Aboriginal and Torres Strait Islander Flexible Aged Care Program (**NATSIFACP**), I further declare that I:
 - a) **have never** been convicted of an offence involving the death of a person; or
 - b) **have never** been convicted and imprisoned for one (1) year or longer for:
 - a. a sex related offence or a crime, including sexual assault (whether against an adult or child);
 - b. child abuse material offences;
 - c. an indecent act involving a child; or
 - d. A crime or offence involving dishonesty.
 - c) **do not** have an NDIS exclusion decision in force or a suspended NDIS clearance decision against me.

Signature of person making the declaration

Email address and/or telephone number of person making the declaration

Declared at _____ on _____ of 20 _____

Before me,

Signature of person before whom the declaration is made

Full name, qualification and address of person before whom the declaration is made (printed letters)

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Architect	Chiropractor	Dentist
Financial adviser	Financial Planner	Legal practitioner
Medical practitioner of the <i>Migration Act 1958</i>	Midwife	Migration agent registered under Division 3 of Part 3
Nurse	Occupational therapist	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Accountant who is:

- a) a fellow of the National Tax Accountants' Association; or
- b) a member of any of the following:
 - i. Chartered Accountants Australia and New Zealand;
 - ii. the Association of Taxation and Management Accountants;
 - iii. CPA Australia;
 - iv. the Institute of Public Accountants

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another

item in this list

Employee of the Australian Trade and Investment Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising the employee's function at that place

Employee of the Commonwealth who is:

- (a) at a place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising the employee's function at that place

Engineer who is:

- a) a member of Engineers Australia, other than at the grade of student; or
- b) a Registered Professional Engineer of Professionals Australia; or
- c) registered as an engineer under a law of the Commonwealth, a State or Territory; or
- d) registered on the National Engineering Register by Engineers Australia

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of the Australian Defence Force who is:

- a) an officer
- b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service
- c) a warrant officer within the meaning of that Act

Member of the Australasian Institute of Mining and Metallurgy

Member of the Governance Institute of Australia Ltd

Member of:

- a) the Parliament of the Commonwealth
- b) the Parliament of a State
- c) a Territory legislature
- d) a local government authority

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public, including a notary public (however described) exercising functions at a place outside

- a) the Commonwealth
- b) the external Territories of the Commonwealth

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public

Permanent employee of

- a) a State or Territory or a State or Territory authority
- b) a local government authority

with 5 or more years of continuous service, other than such an employee who is specified in another item of this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior executive employee of a Commonwealth authority

Senior executive employee of a State or Territory

SES employee of the Commonwealth

Sheriff

Sheriff's officer

Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution