

NDIS Functional Capacity Assessment Prep Pack

A practical workbook to help you prepare for your FCA: what to gather, what to note down for each life domain, and what to ask your assessor. Current at July 2026.

What happens in an FCA

A functional capacity assessment (FCA) is carried out by an allied health professional, most often an occupational therapist. The assessor interviews you, observes how you manage everyday tasks, and may use standardised tools. Sessions usually run 2 to 4 hours in total, often in your own home. Afterwards the assessor writes a report that links what they observed to the supports you need. Ask your assessor how long the report will take before you book.

The report becomes evidence for NDIS decisions, so the goal of preparation is simple: make sure the assessor sees and hears an accurate picture of your everyday life, including your hardest days.

Documents to gather

Tick each item as you collect it. Copies are fine; clear dates and author names help the assessor.

- ☐ Diagnosis letters and specialist reports
- ☐ GP letters, hospital discharge summaries, and current medication list
- ☐ Previous therapy reports and assessments (OT, physio, psychology, speech)
- ☐ Your current NDIS plan, if you have one
- ☐ A list of formal supports you receive (services, hours, providers)
- ☐ A list of informal supports (family, friends, what they help with and how often)
- ☐ A list of equipment and aids you already use
- ☐ A diary of daily challenges kept for 1 to 2 weeks before the assessment
- ☐ Your NDIS goals, written in your own words

Your notes, domain by domain

Assessors usually work through 7 areas of daily life. For each one, jot down the tasks you find hardest, the help you currently get, and what a bad day looks like. Bring these notes with you; written prompts stop important details being missed when you are tired or rushed on the day.

1. Self-care and daily living

Showering, dressing, grooming, toileting, eating, medication.

Hardest tasks / help I need / what a bad day looks like:

2. Mobility and motor skills

Moving around your home, stairs, walking distances, transfers, fine motor tasks, aids you use.

Hardest tasks / help I need / what a bad day looks like:

3. Communication

Understanding others, expressing yourself, phone calls, communication aids.

Hardest tasks / help I need / what a bad day looks like:

4. Social interaction and relationships

Keeping friendships, group settings, handling conflict, meeting new people.

Hardest tasks / help I need / what a bad day looks like:

5. Learning and problem-solving

Memory, concentration, planning, learning new tasks, handling unexpected problems.

Hardest tasks / help I need / what a bad day looks like:

6. Home management

Cleaning, cooking, laundry, shopping, finances, paperwork, home safety.

Hardest tasks / help I need / what a bad day looks like:

7. Community participation

Transport, appointments, community activities, unfamiliar places, banking and services.

Hardest tasks / help I need / what a bad day looks like:

Questions to ask your assessor

- ☐ What will the assessment involve, and how long will each session run?
- ☐ Will you assess me at home, in a clinic, or both?
- ☐ How many hours will you bill in total, including report writing, and at what rate?
- ☐ Will travel be charged, and how?
- ☐ When will the report be ready, and will I see a draft before it is submitted?
- ☐ Have you written FCA reports for my type of disability before?
- ☐ What should my support person be ready to talk about?
- ☐ If I disagree with something in the report, what is your process for amendments?

On the day

Do

- ☐ Describe typical and difficult days, not just your best day
- ☐ Show how you actually do tasks, including the slow or unsafe parts
- ☐ Mention fatigue, pain, and anything you avoid because it is too hard
- ☐ Have your usual aids and equipment where you normally keep them
- ☐ Ask for a break, or for a question to be repeated, whenever you need it

Do not

- ☐ Tidy the house beyond normal, or hide the barriers you live with
- ☐ Push through pain or fatigue to appear more capable
- ☐ Minimise difficulties out of politeness or habit
- ☐ Guess at answers; say so if you are unsure and give a real example instead
- ☐ Rush; accuracy matters more than speed

Anything else to raise

Use this space for anything that does not fit above: safety incidents, near misses, tasks you have given up on, or changes since your last report.

Carevo is an Australian platform that connects NDIS participants and families with vetted providers, including occupational therapists who conduct functional capacity assessments. Carevo does not deliver care or conduct assessments. Find assessors at carevo.com.au.