

# Working with Children Checks - Student Application Procedure - SA

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<b>Version:</b>	1.0	<b>Effective Date:</b>	11 January 2018
<b>Procedure Code:</b>	PR-056	<b>Related Policy Code:</b>	STU-003
<b>Related Policy Name:</b>	Working with Children Checks Policy		

## Purpose:

This procedure outlines the process to be followed when a student on the Adelaide campus enrolls into a course with a work integrated learning / practicum component that requires them to apply for and maintain a Working with Children Check (WWC Check) or its equivalent as a condition of enrolment.

**Definition of “College”** – *In the higher education sector, ACPE Limited trades as The Australian College of Physical Education (ACPE); Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour); Study Group Australia Pty Limited trades as Martin College and Martin Higher Education (Martin HE). For the purpose of this policy, any reference to ‘College’ or ‘the Colleges’ should be considered a reference to each or any of these respective entities or trading names.*

## Scope:

- Adelaide Students
- Adelaide Student Services Staff
- Adelaide Wellnation Clinic Supervisors
- Adelaide Campus Management
- Nominated Officers of the College

## Procedure:

### Overview

Any person enrolling into a course that has a work integrated learning / practicum component requires a WWC Check. In South Australia, students requiring a Working with

Children Check are required to undergo 'DCSI Child-related Employment Screening Clearance'. This specific screening process is conducted by the Department for Communities and Social Inclusion (DCSI) Screening Unit and must be initiated by approved College staff. To meet the requirements set out by the DCSI Screening Unit, the College has appointed 'Nominated Officers' to fulfil particular roles and functions throughout the screening process. See [Nominated Officers](#) section.

- If a student is successful, a clearance letter is issued by the DCSI Screening Unit, and the College recognises this letter **once validated** as evidence of a successful Working with Children Check.
- If the DCSI Screening Unit determines that a student poses an unacceptable risk, both the student and the Director, Student Services & Retention shall be notified by the DCSI Screening Unit of the outcome and clearance will not be provided. If a clearance is refused, the student will be prohibited from providing regulated child-related activities which includes enrolling in and undertaking work integrated learning and / or clinical practicum subjects with the College. Instances of refusal shall be managed by the Director, Student Services & Retention.

It should be noted that screening can take up to 8 weeks **or longer** before an outcome is determined. To prevent delays, it is recommended that students submit their screening applications as early as possible. This is why the College's policy requires students to gain their check before the end of their first year of study. A marked increase of screening applications occurs every year in February and March when tertiary students are required to provide a clearance before they can participate in student placements as part of their tuition - this should be taken into consideration when applying.

Once issued, a screening clearance is valid for three years unless the status of the clearance changes earlier. If the status changes the Screening Unit will send a notification about the change in screening status to the student and to the College's Authorised Officer/s.

The College shall monitor the expiry dates of all recorded screening clearances to ensure currency is maintained for students undertaking work integrated learning / practicum components and clearance renewals are initiated and followed up within required timeframes. For students enrolled at the Adelaide campus, the Director, Student Services & Retention (Endeavour) has delegated this to the Quality & Compliance department.

The DCSI Screening Unit offers various information sheets via their website such as the [FAQ Information for Applicants](#). Students shall be encouraged to utilise these resources as well as the College's *Working with Children Checks (WWC Checks) FAQs*.

The most common questions from students can be managed by directing them to review the following DCSI Screening Unit documents:

- [How to start your application](#)
- [How to verify your identity](#)
- [How to pay for your application](#)

## Nominated Officers

The College has appointed the following staff to adhere to the requirements set out by the DCSI Screening Unit:

### Authorised Officers:

- Director, Student Services & Retention
- National Higher Education Compliance Manager
- Student Records Manager

### Finance Officer:

- Accounts Receivable Officer

### Requesting Officers:

- Director, Student Services & Retention
- Director of Education / Associate Director of Education
- National Higher Education Compliance Manager
- Student Records Manager
- Campus Manager - Adelaide
- Higher Education Compliance Administrator

### Site Administrator:

- Higher Education Compliance Administrator

### Verifying Officers:

- Director of Education / Associate Director of Education
- Associate Director - Clinical Services
- National Higher Education Compliance Manager
- Heads of Department / Associate Heads of Department
- Program Leaders / Associate Program Leaders
- Campus Manager - Adelaide

# Application Process

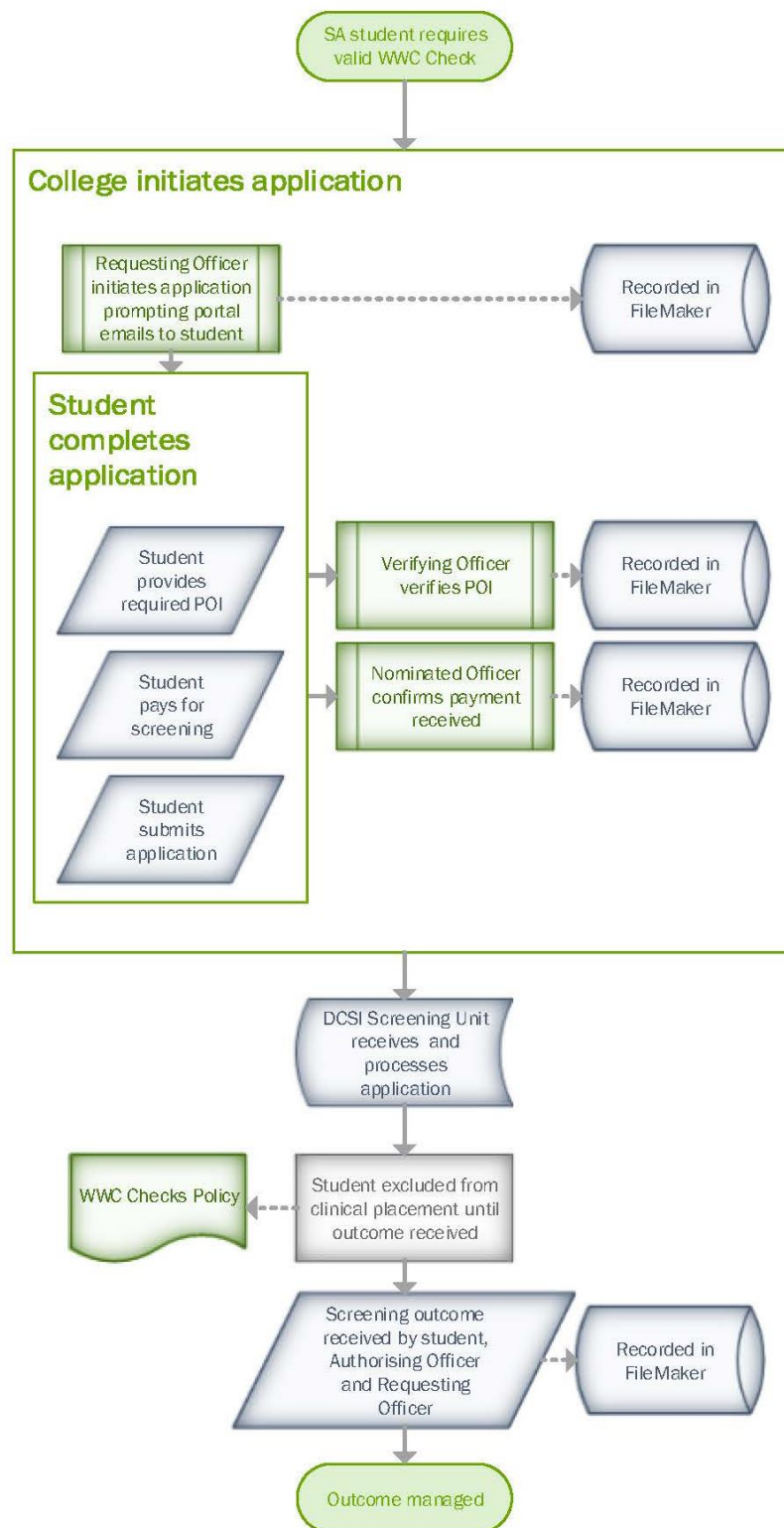


Figure 1 WWC Checks - Student Application - SA

## Applications in Progress

Students who require a WWC Check must be granted a DCSI Screening Child-related Employment Clearance **and** have the clearance validated by the College **before** they can commence work integrated learning / clinical practicum components as part of their studies. Having lodged an application for screening clearance (without yet having received clearance) is not sufficient under the current legislation.

Students that require a current WWC check and have not received their clearance **and** had it validated by the College must be excluded from work integrated learning / clinical practicum components and this can impact any assessable attendance/participation requirements resulting in a fail grade.

If a valid screening clearance is not presented and validated by the College within the timeframes specified in the [Working with Children Checks Policy](#), the Quality & Compliance Department shall:

- Notify the Director, Student Services & Retention; and
- Record this occurrence in SIM as a communication log, Category: Blue Card/Working with children check.

For further guidance refer to [Instructions - Validating WWC Checks - SA](#), and, [Instructions - Monitoring WWC Checks - SA](#).

## Initiating an Application

When a SA student needs to apply for a **new** or **renewed** WWC Check, the College is responsible for initiating the application: students are unable to request DCSI Unit Screening on their own.

The College's Requesting Officer must commence the official application process via the [DCSI Screening Unit organisational portal](#) without delay. Once an application request has been initiated, a unique reference is provided by the DCSI Screening Unit, prefixed with 'AP' to indicate an application in progress. (Once a clearance is issued, this prefixed reference shall change to indicate that the application has been finalised.)

Once an application has been successfully initiated, students should receive two (2) emails from the DCSI Screening Unit requiring action:

- A notification with a link directing the student to go online and activate their account (they are required to do this within 72 hours of receiving the email).

- A second email, generated usually within 60 minutes of the account being activated by them, will provide them with their username and login details, which they can use to access the system and complete their application online.

Nominated Officers will continue to receive emails regarding the progress of applications. These are electronically generated by the online system.

## Providing Evidence and Payment for an Application

Once a student receives their electronic login details for the portal via email, the student must login, complete and submit their application form online ensuring all requirements are met including Proof of Identity (POI) verification and payment of fees. Staff and students may be referred to the DCSI Screening website's [Fees](#) page for current screening fees and charges.

There are three (3) options available to students as to how they have their identity verified. Students should choose the most appropriate option, based on the identity documents they hold and their individual circumstances. The options are:

1. Online verification using the Australian Government's [Documentation Verification Service](#). Applicants must have a current Australian driver's licence AND a current Australian passport (or alternatively, an Australian Birth Certificate/Citizenship Certificate) to use this option.
2. Applicant produces documents to one of the College's nominated 'Verifying Officers' who then completes the verification process online: [How to verify an applicant's identity](#). (Applicants shall make an appointment to facilitate this)
3. Applicant prints the application form and takes relevant documentation to an independent (external) 'Verifying Officer'. This option is available where [exceptional circumstances](#) can be demonstrated or the special provisions, outlined on the DCSI Screening website, apply. As of 1 December 2016, the College should contact the DCSI Screening Unit to obtain an application form for this purpose, and then submit it by post once completed. The name and **original** signature of the verifier must be on all paper application forms submitted to the DCSI Screening Unit.

In instances where students require assistance to complete their application that is beyond the expertise of College staff, students should be referred to the [DCSI Screening Unit](#).

## Receiving Clearance

Once the screening has been undertaken by the DCSI Screening Unit, the student, the College's Requesting Officer and the Authorising Officer shall be notified by email. The

Authorising Officer shall record only the required details of the outcome in the student's SMS file in the Admissions & Enrolment tab, WWC Checks section of SIM. Details of a highly confidential nature shall not be recorded in the SMS. For further guidance refer to [Instructions - Recording WWC Checks - SA](#).

Successful students will be issued with a letter of clearance, rather than a card. A clearance letter, printed on green security paper will be posted to the student through Australia Post. Clearance letters will continue to be issued direct to students for the foreseeable future.

Receiving clearance does not negate the College's responsibility to validate the clearance prior to the student's work integrated learning / clinical practicum components (e.g.: clinic placement). For further guidance see [Renewal of an Expiring/Expired Clearance](#) section and refer to [Instructions - Validating WWC Checks - SA](#).

The DCSI Screening Unit **does not issue replacements for lost, stolen or misplaced letters**. If a student has lost their clearance letter they may be required to lodge another screening application to obtain a new clearance. Please direct the student to contact the DCSI Screening Unit to discuss.

## Renewal of an Expiring/Expired Clearance

It is the College's responsibility to initiate renewal for each South Australian student. The Director, Student Services & Retention delegates this task to the Quality and Compliance Department. Each renewal application instance shall be recorded in SIM in the relevant student's file.

Renewal applications must be lodged **at least 30 days before expiry** to enable students to continue work integrated learning / clinical practicum components while the application is processed, unless the clearance has been suspended or cancelled earlier.

Renewal applications should be submitted when there are **less than six (6) months** remaining until expiry. Renewal applications will not be processed by the DCSI Screening Unit more than six (6) months prior to the current clearance expiry date.

If a renewal application is processed for an **already expired** clearance or the student has failed to maintain the currency of their clearance (the clearance was not renewed and has expired) the student may not continue work integrated learning / clinical practicum components until such time as the new clearance is received **and** validated by the College. Refer to [Instructions - Monitoring WWC Checks - SA](#) and [Instructions - Reporting WWC Checks](#).

Any student wishing to clarify the currency of their clearance should be advised to contact the Quality & Compliance Department at [wwcchecks@endeavour.edu.au](mailto:wwcchecks@endeavour.edu.au). The contacted Officer shall use the online portal to conduct a search and confirm the status of the clearance, recording the outcome in the SMS and notifying Student Services Staff. Student Services shall confirm the outcome with the student (recording interaction in SIM).

**Definitions:**

**Authorised Officers** - This person is required to have a working knowledge of the screening applicant's prospective role and duties and has the high-level responsibility and authority to make recruitment and employment decisions in relation to the applicant.

The DCSI Screening Unit may liaise with the Authorised Officer in cases where potential risks have been identified during an assessment. Only the Authorised Officer will receive confidential screening assessments relating to students.

**Proof of Identity** - Refer to the DCSI Screening Unit's website's [Identity Check page](#) to determine applicable POI requirements. Note: 'Special Provisions' may apply to the following categories of applicant: Aboriginal and Torres Strait Islander residents of remoted or isolated locations; Immigrant or Foreign Visitors; and Applicants Under 18 years of Age.

**Requesting Officers** - This person is the primary contact in the organisation (the College) regarding administrative matters associated with screening applications. Requesting Officers will receive notification emails from the DCSI Screening Unit including when an applicant receives a general clearance.

**Site Administrators** - This person manages the Organisation's (the College's) registration on DCSI's on-line application system and is responsible for completing the organisation's initial registration and maintaining the currency of the registration.

**Verifying Officers** - This person is responsible for verifying the applicant's identification using the one hundred (100) point check.



Verifying Officers must meet the requirements set out in [Permitted Verifiers Information Sheet](#).

**WWC Check** - For the purpose of this procedure, any reference to 'WWC Check', 'Check', 'DCSI Screening Clearance', or 'Clearance', should be considered a reference to DCSI Child-related Employment Screening Clearance issued by the DCSI Screening Unit on behalf of the South Australian Government.

## Further Information:

- Related Policies:**
- [Working with Children Checks Policy](#)
  - [Academic Progression Policy](#)
  - [Admissions Policy - Undergraduate - HE](#)
  - [Admissions Policy - VET](#)
- Related Procedures:**
- [Working with Children Checks - Student Validation Procedure - SA](#)
  - [Working with Children Checks - Student Monitoring Procedure - SA](#)
- Related Documents:**
- [DCSI Screening Unit: Identity Check](#)
  - [Working with Children Checks \(WWC Checks\) FAQs \(Wellnation\) Clinic Handbook](#)
  - [International Enrolment FAQ - Appendix A](#)
  - [Inherent Course Requirements - Acupuncture](#)
  - [Inherent Course Requirements - Myotherapy](#)
  - [Inherent Course Requirements - Naturopathy](#)
  - [Inherent Course Requirements - Nutritional and Dietetic Medicine](#)
- Instructions:**
- [Instructions - Recording WWC Checks - SA](#)
  - [Instructions - Validating WWC Checks - SA](#)
  - [Instructions - Monitoring WWC Checks - SA](#)
  - [Instructions - Reporting WWC Checks](#)

<b>Procedure Author:</b>	HE Compliance Administrator
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<b>Responsibilities for Implementation:</b>	<ul style="list-style-type: none"> <li>• <i>Director of Education</i></li> <li>• <i>Director, Student Services &amp; Retention</i></li> <li>• <i>Associate Director - Clinical Services</i></li> <li>• <i>Student Services Staff</i></li> </ul>
<b>Key Stakeholders:</b>	<ul style="list-style-type: none"> <li>• <i>Director, Student Services &amp; Retention</i></li> <li>• <i>Director of Education</i></li> <li>• <i>Associate Director - Clinical Services</i></li> <li>• <i>National HE Compliance Manager</i></li> <li>• <i>National Manager Student Experience</i></li> <li>• <i>Educational Technologies Manager</i></li> <li>• <i>Student Records Coordinator</i></li> <li>• <i>Campus Managers and Coordinators</i></li> <li>• <i>Student Services Staff</i></li> </ul>