

GUIDANCE NOTE

Title: **DCSI Screening Guidelines – Applicants Process**

Authorised by: **HR Manager**

No.: **HR-GUIDANCE NOTE-46-A**

Issue Date: **Sept 2017**

Last Reviewed: **Sept 2017**

Next Review Date: **Sept 2020**



Page Number: 1 of 5

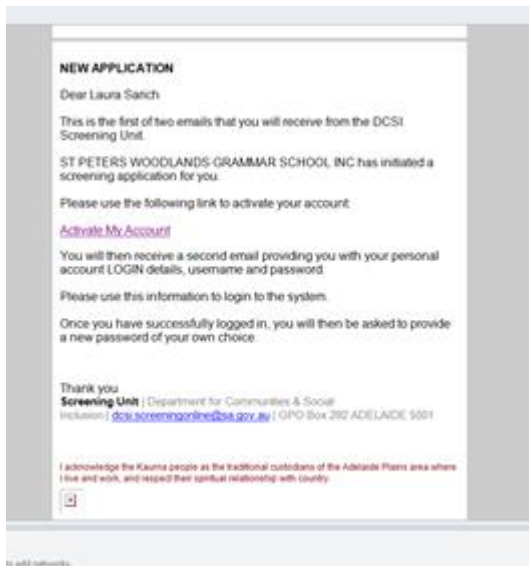
DCSI Screening – Process for Applicant

These guidelines have been created to explain the DCSI Screening Check process in more detail for Applicants.

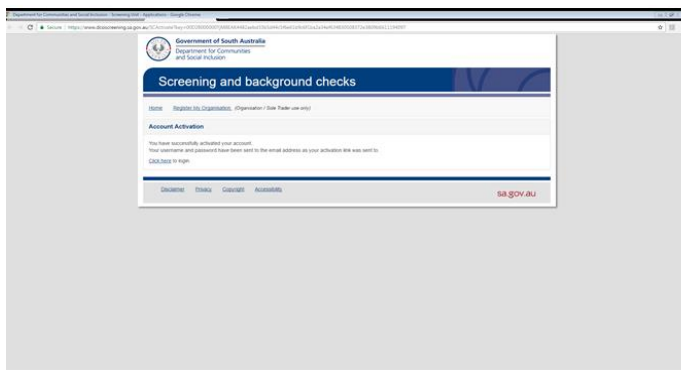
1 APPLICANT PROCESS

Work through the process steps below to complete your DCSI Screening Check:

1. The applicant will receive an email from the DCSI Screening Unit.



2. The applicant will need to activate their account as instructed in the email.
3. Click on the link and it will open the page below. An email will then be sent with a username and password to log in with.



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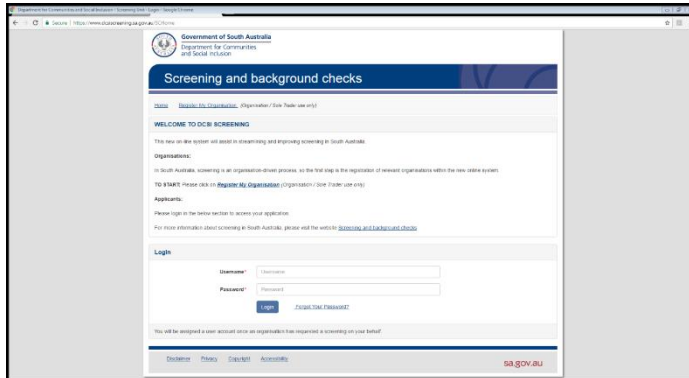
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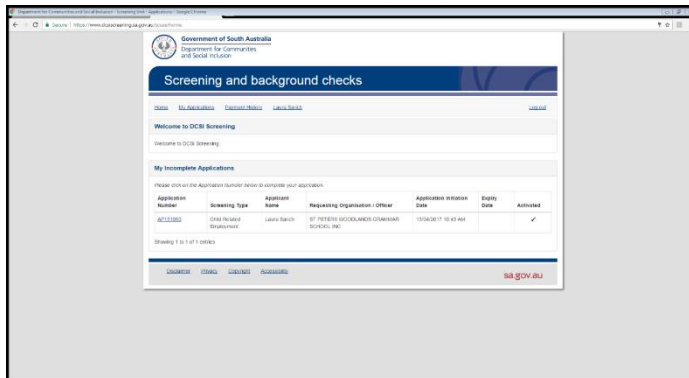
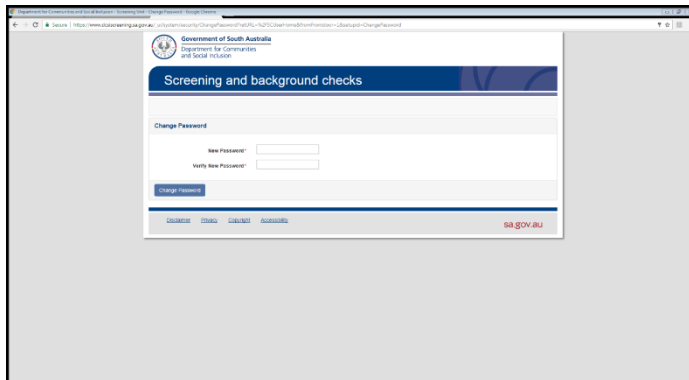


Page Number: 2 of 5

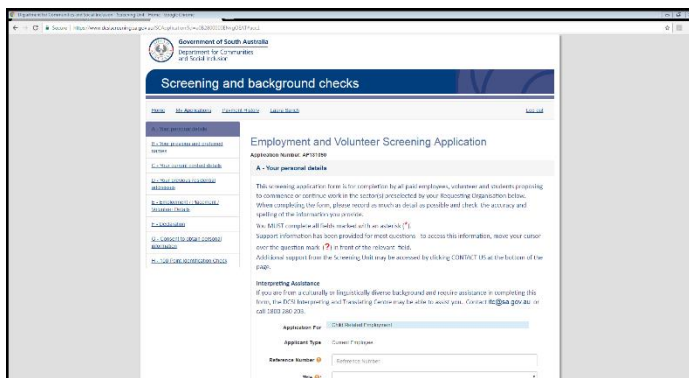
- Log in with username and password provided.



- You will be prompted to change your password after first log in.



- Select and commence the application



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Page Number: 3 of 5

Application for: **Child Related Employment**

Application Type: **Current Employee**

Reference Number:

Title:

Current First Name:

No Middle Name:

Current Middle Name(s):

Current Last Name:

Gender: Male Female Other

Date of Birth:

Country of Birth:

State of Birth:

Travels to work: Yes No

Do you identify as Aboriginal or Torres Strait Islander: Yes No

Next >

7. The reference number can either be an employee number, driver's licence number or just leave it blank.
8. Continue through the application ensuring all fields are completed and all questions answered.
9. At the end you will be asked for a 100 point ID Verification check.

Government of South Australia
Department for Communities and Social Inclusion

Screening and background checks

Home My Applications Current Status Links Help

A. Your personal details
B. Your previous and proposed roles
C. Your current contact details
D. Your current contact details
E. Employment / Volunteer / Volunteer Details
F. Identification
G. Declaration to complete screening
H. Your current contact details

Employment and Volunteer Screening Application
Application Number: 461299

100 Point Identification Check

Screening cannot proceed until the applicant's identity has been formally verified using a passport. Check: <https://www.sa.gov.au/education-services/early-learning-and-primary-education/early-learning-and-primary-education/100-point-identification-check>

The verifying officer must personally sign original copies of the form.

Verification Method:

- Verify Identity Online Now
- Requesting Organisation
- Print and Scan Verification

DISCLAIMER CONTACTS CONTACTS Accessibility sa.gov.au

10. Clicking the link will bring up this page below.

Screening Checks

Home Screening process About Us Fees News FAQs Contact Us

Screening process

- 1. Identity check
- 2. 100 point check
- 3. Documentation Verification Service

Identity check

Applicants must provide proof of their identity when applying for screening with the DCSI Screening Unit.

How to apply

- 1. Book online
- 2. Book using phone or in person
- 3. Book using phone or in person
- 4. Book using phone or in person

100 point check

Applicants must provide proof of their identity when applying for screening with the DCSI Screening Unit.

Documentation Verification Service

Applicants must provide proof of their identity when applying for screening with the DCSI Screening Unit.

11. For online verification (recommended), click on link 'Documentation Verification Service' and the below screen will open with a video explaining how the DCSI Checks your identity with the agencies who originally provided the identity document ie: Driver's Licence, Passport etc.

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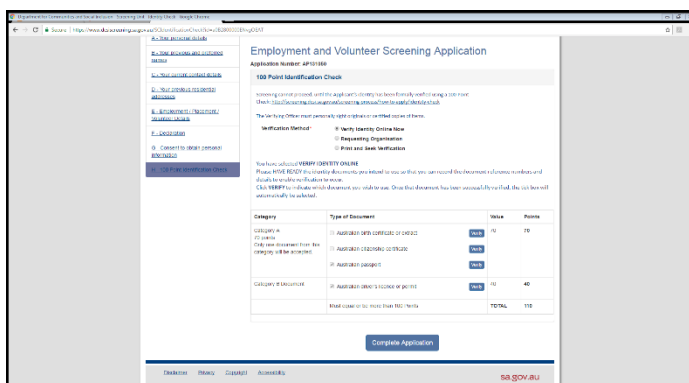
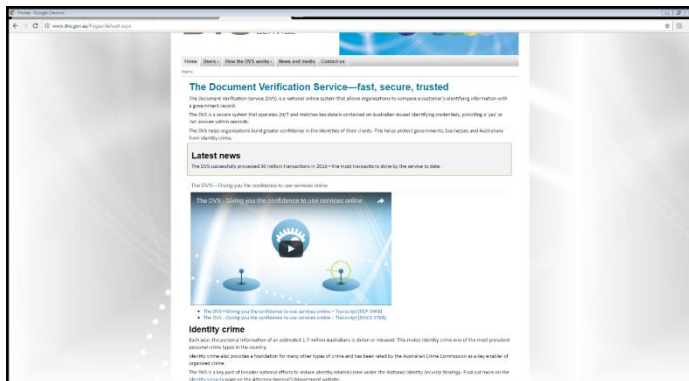
Issue Date: **Sept 2017**

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Page Number: **4 of 5**



12. Select the Documents you would like to use for verification, click 'Verify' on each one and once verified, click Complete Application.
13. Once the Screening Check has been completed, SPW will receive email notification that the screening is complete along with the outcome.
14. A clearance letter, printed on green security paper will still be posted to the applicant through Australia Post. This letter should be kept in a safe place and will remain valid for three years from the date of issue and can be used from one organisation to another.

2 FURTHER INFORMATION

Further information regarding this Guidance Note is available from any member of the HR Team.

Relevant Legislation

Children's Protection Act 1993

Related Policies

HR-46 POLICY Volunteers

Child Protection Policy

Privacy Policy

Bullying and Harassment Policy

Camps and Outdoor Education Policy

Emergency Evacuation Policy

Critical Incident Policy

Behavior Policy


WHS-44 POLICY Workplace Health & Safety

WHS-05 POLICY First Aid Injury Illness & Medications

Related Procedures & Standard Operating Procedures

HR-46-01 Processing and Administration of Volunteers

HR-46-02 Using Volunteers

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Page Number: 5 of 5	

HR-46-03 DCSI Screening Process

Related Forms & Checklists

FORM Volunteer Agreement

Related Safe Work Practices & Guidance Notes

HR-GUIDANCE NOTE-46-A DCSI Screening Guidelines – Applicants Process

HR-GUIDANCE NOTE-46-B DCSI Screening Guidelines – Requesting Officer Process

Related Other Documentation

BOOKLET Information Booklet – Volunteers

HR MANAGER <i>(Signature)</i>	DATE