

CHILD PROTECTION REQUIREMENTS FOR Non- NSW PROFESSIONAL EXPERIENCE PLACEMENTS (March 2011)

All students must complete the forms included in the subject material, irrespective of the country, state or territory in which you reside. If however you intend doing your professional experience in any state OTHER than NSW you will be required to have a criminal check of some kind. The following guidelines should be of assistance. If you already have documentary evidence to show that you have completed these requirements for an employer, then you may submit certified copies of the documentation.

Students need to send a *Certified copy* of their clearance (whatever form it takes) to the Professional Experience Office to be placed on their CSU PE file.

STATE-BASED REQUIREMENTS

❖ **Victorian placements** Students need to obtain a booklet, either from participating (large Victorian) PO or they are available by applying for one online
<https://submit.justice.vic.gov.au/CA25691800094F30/WWCCAppRequest?OpenForm>

Students take the completed form plus ID material in person to a Victorian Post Office for processing – they send it away and the applicant is sent a card in the mail that they carry with them. This means that when a student enters a school they should be able to produce the WWC card. The school can then enter the reference number into a website and check immediately whether the student has been cleared or not.

DE students who do live in Victoria need to ring the 1300 number and find their nearest Post Office that processes the checks. Essentially, it is only the major Post Office in town and not the little agencies that process these.

If a student is *not a resident of Victoria* they need a different form – [see attached](#)

Be warned –the guidelines are very strict and will be adhered to so read everything carefully and check out the website, which is very informative...

<http://www.justice.vic.gov.au/workingwithchildren>

Remember the process takes a few weeks, so do not leave it until the last minute.

❖ **ACT – Students going into government schools for professional experience will need to obtain** and complete a series of forms from ACT Department of Education and Training. Currently there is no cost for the check to be conducted. The forms are not available electronically. Further information can be obtained by contacting Workforce Management on telephone 62055000.

The postal address is:

ACT Department of Education & Training
GPO Box 158
Canberra. ACT 2601

The offices are located at:

ACT Department of Education & Training
220 Northbourne Ave
Braddon. ACT 2612

Students who are undertaking professional experience in an **ACT Catholic school** need to obtain a Child-Related Employment Declaration form from the Catholic Education Office
Website http://www.ceo.cg.catholic.edu.au/publications/forms/prohibited_dec_act.pdf

Take this form to the school where you will be doing the professional experience with at least two forms of identification eg driver's licence, Medicare card.

- ❖ **Queensland - undergo a Working With Children Check** and obtain a blue card or suitability card for child related employment. This application is made through the *Commission for Children and Young People and Child Guardian*. The blue card application form and schedule of fees is available on the Commission's website or by calling the Blue Card Contact Centre, Monday to Friday between 8.00am – 5.00pm on 1800 113 611 or 32475145.

<http://www.cycpcg.qld.gov.au/employment/index.html>

Part of the form needs to be completed by a member of CSU staff. You should send the form to the Professional Experience Co-ordinator on your home campus ([Check website for contact details](#)). For DE students this will be Bathurst campus.

Please allow at least 6-8 weeks for the process to be finalised.

- ❖ **Western Australia.**

Any preservice teacher wishing to undertake a professional experience in WA must have Police check. All the details can be found at the site below – there is a downloadable form. You liaise directly with WA Dept of Education

<http://www.eddept.wa.edu.au/hrrecruitment/html/forms.htm>

- ❖ **Tasmania**

It is a requirement of the Department of Education, Tasmania that a safety screening assessment is undertaken by the following persons before having contact with children:

- child care staff;
- home-based child carers (including carers registered through a family day care scheme);
- volunteers and students, who are seeking employment or placement at licensed/registered
- child care services; regular visitors to licensed/registered child care services;
- licence applicants; and
- members of the management body.

The persons listed above are required to complete a [Safety Screening Application Form](#) and be assessed as being suitable to have contact with children by the Department's Investigations Unit. Click on the **Good Character Check Form** link.

- ❖ **South Australia**

After August 2010 it will become possible for individuals to apply to AS Department of Families and Community Services paying via Australia Post. Until then if you want to undertake a SA placement, CSU will have to apply on your behalf – allow plenty of time for this process to be finalised.

The relevant web page for DFC can be found at

<http://www.dfc.sa.gov.au/pub/tabId/238/itemId/1613/moduleId/1060/default.aspx> .

- ❖ **Northern Territory**

If you wish to undertake a professional experience in a NT school, you must have a criminal check before you go.

- New application form
- New process of validation – 100 points
- Application fee.

The new application form and explanatory notes is on the Screening Assessment for Employment NT (SAFE NT) website www.pfes.nt.gov.au – click the ***Criminal History Check*** Application button at the bottom of the page.

You will need to take a copy of the clearance to the school for the Principal on request.