



Veritas Training Group Productivity Place Program

Prospective and Engaged Personnel Notification

PERSONNEL & WORKING WITH CHILDREN (15 - 19)

Veritas Training Group is proud to support and foster a workplace culture committed to child safety.

All personnel involved with coming into contact with children during any role they perform under the PPP initiative must be assessed as to their suitability to work with children.

DEEWR requires all approved RTO PPP personnel to undergo a National Police Check for Working with Children. This is in addition to any State/Territory legislation requirements.

Legislation requirements prior to engaging personnel

Working with Children

NSW	Commission for Children and Young People Act 1998 (NSW) www.kids.nsw.gov.au/director/check.cfm or (02) 9286 7219
QLD	Blue Card: Commission for Children and Young People Act 1998 (QLD) (RTO obligations) www.ccyvpcg.qld.gov.au or 1800 113 611
WA	Working with Children (Criminal Record Checking) Act 2004 (WA) (RTO Obligations) www.checkwwc.wa.gov or (08) 6217 8100 or 1800 883 979
VIC	Working with Children Act 2005 (VIC) (RTO Obligations) www.justice.vic.gov.au/workingwithchildren or 1300 652 879

National Police Check for Working with Children criminalrecords-clientservices@afp.gov.au (02) 6206 3333 & fax (02) 6287 0269

APPROVED RTO PERSONNEL DEFINITIONS

- Direct personnel & contracted personnel with any contact
- Volunteers in the support of the program
- All other personnel within the RTO whom may come into contact with children

NON - APPROVED RTO PERSONNEL DEFINITIONS

Where a National Police Check for Working with Children reveals any convictions or pending charges, the approved RTO must not, without written authorisation from DEEWR engage that person. This includes personnel as defined above under approved personnel.

RTO ASSESSMENT - PERSONNEL CIRCUMSTANTIAL EXCEPTIONS

It is a requirement and obligation of the RTO to maintain a copy of your National Police Check for Working with Children on your personnel file; in addition to providing a copy to DEEWR within 3 months of a person's engagement.

In some instances, where you have undertaken compliance with a State or Territory National Police Check for Working with Children, you are not required to undertake a new check, as long as:

- The National Police Check for Working with Children is relevant to the State; and
- You have retained the original copy and provide a certified copy to the RTO; and
- The original check is less than 1 yr old; and
- You consent to the results of the check being provided to DEEWR

In this instance, you will be considered to have met the Working with Children clearance requirements.



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NATIONAL POLICE CHECKS	
Cost	The national police check is \$32.73. As this is a legislative requirement, personnel must cover their own costs.
Applications	Currently, forms can not be downloaded as the current one on the AFP website is not current. Veritas Training Group has the required form to provide to you. The current version is: Criminal Records CR200 WWC
Enquiries	Contact The Australian Federal Police on (02) 6202 3333 or they prefer emails to be forward to criminalrecords-clientservices@afp.gov.au . All emails should include reference to the National Police Check DEEWR in regard to Working with Children.
ENGAGING PERSONNEL (WITHOUT A NATIONAL POLICE CHECK)	
Personnel are permitted to be engaged as long as the meet the following obligations. An "Interim Working with Children Declaration" is permitted to be signed by personnel, whilst an application is submitted and processed, providing personnel: <ul style="list-style-type: none">• Have lodged an application for a National Police Check for Working with Children; and• Personnel understand that they may be contracted to provide services within PPP and that they may only be engaged if the satisfy these requirements and any legislative requirement; and• The person understands, that the outcome report will be furnished to DEEWR within 3 months; and• The Interim Working with Children Declaration has been signed and provided to the RTO Veritas Training Group retains a copy of all records on a personnel's personal file. An outcome report for a National Police Check for Working with Children is expected to be returned within a 15 day period. Where this report is not provided to the RTO, we are permitted to directly seek and escalate a request for the report. In the event of unexpected delays occurring, and the report is not returned within a 3 month period, the engaged personnel, may be terminated, and may not be permitted to provide services until the report indicates they have no convictions or pending charges that would exclude them from providing services to the RTO.	
ADVERSE REPORTS	
When an adverse report is returned from the Australian Federal Police, a RTO is to follow DEEWR requirements and meet the obligations outlined in the: <ul style="list-style-type: none">• Procedures following an adverse criminal record and character check.	
CONSENT TO COLLECTING AND PROVIDING INFORMATION	
By completing your details in this section, you agree that you have been provided with information regarding the requirements of Working with Children and that you consent to our Organisation collecting and furnishing the outcome result to DEEWR, as part of an assessment process to verify your suitability for Working with Children, as engaged personnel. Applicant Name _____ Signature _____ Date _____ Witnessed _____ Position _____ Signature _____ Date _____	

ABN: 30 113 349 296 Head Office: PO Box 95 OXFENFORD QLD 4210 RTO: 31358
Web: www.veritas.edu.au Ph: (07) 5563 1124 Fax: (07) 5563 1134 email: info@veritas.edu.au