



# Vocational Education and Training Service, a guide for working or volunteering

## Overview

This guide has been developed with the assistance of Skills Tasmania. The purpose of the document is to provide employees, contractors and volunteers involved in providing vocational education and training (VET) services with a guide to the new registration requirements for people wishing to work or volunteer with children in Tasmania.

Working with Vulnerable People Registration (often referred to as a working with children check) aims to reduce the potential for sexual, physical, psychological, emotional harm or neglect of children in Tasmania.

Registration requirements relating to working with children have been phased in over the past three years. Some vocational education and training providers, including TasTAFE, are already required to be registered. In addition, registration may be necessary to meet requirements for working in other employment sectors, such as to provide services to government schools or childcare centres.

Additional mandatory registration requirements for VET services delivered to children will apply from **1 August 2017**.

Registration applications can be commenced online at [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children).

## Who must apply for a Working with Vulnerable People Registration?

In addition to requirements for other child-related employment sectors, it is proposed that registration be required for persons working or volunteering for a child education service delivered by or through:

- an NVR registered training organisation as defined in the *National Vocational Education and Training Regulator Act 2011* of the Commonwealth; or
- an individual or organisation that provides vocational education and training services under the *Training and Workforce Development Act 2013*.

The child education service must be conducted specifically for, or provided only or mainly to children. If the service is provided to adults, or mainly to adults, then registration is not required.

The registration requirements apply to workers, employees, agents, volunteers, contractors and subcontractors of an organisation who have contact with children.

### Examples of roles or services where registration is **mandatory**:

- Trainers and assessors
- Mentors and tutors
- Non-teaching staff and volunteers who have contact with children

### Examples of roles where individual organisations may require registration:

- Managers, owners and office staff
- Employers or supervisors of apprentices or trainees
- Kitchen staff, gardeners and cleaners
- Bus drivers

### Examples of people who **should NOT** apply:

- Children under 16 years of age
- People dropping off or picking up children

## FAQs

### **Do I need to apply?**

If the child education service meets the above requirements and your role is listed in the mandatory registration list on the previous page – then yes, you need to register.

### **How long will it take to get my Working with Vulnerable People Registration?**

In general, a person receives the result within six weeks of completing the application process. For some there may be a longer wait, depending on their personal information. If registration is approved an email will be sent to registrants advising of their registration number and the expected timeline for delivery of the registration card.

### **Is a National Police Check the same as a Working with Vulnerable People Registration?**

A Working with Vulnerable People Registration involves a national police history check through the Australian Criminal Intelligence Commission. Unlike a national police check, the Registrar will continue to monitor an individual's record for relevant new information over the three year term of registration.

### **When can I apply?**

Registrations open from **20 April 2017** for Child Education Services (Vocational Education and Training).

## The Process

Part A: How do I apply?

Part B: What if I am registered as a volunteer and now need registration for employment?

Part C: What are the fees?

Part D: What is assessed in my application?

Part E: When will I receive my results?

Part F: Refusals and appeals

Part G: How will an organisation know if someone has applied for Registration?

Part H: How will an organisation know if registration is suspended or cancelled?

### Part A: How do I apply?

#### Step 1: Complete the online application form at:

[www.justice.tas.gov.au/working\\_with\\_children/application](http://www.justice.tas.gov.au/working_with_children/application)

Applicants who do not have internet access can telephone 1300 654 499 for advice about locations that offer free internet access to the public.

Please make sure the details you provide are exactly the same as the details on your identity documents. If you have submitted the form with a mistake, please restart the form to avoid the possibility of incurring additional cost and problems with the proof of identity requirements.

Once you have submitted the form, you will be able to print an application receipt. If you do not have a printer, write down your application number.

The application fee can be paid online by credit card or delayed and paid at Service Tasmania (see step 2).

#### Step 2: Present Proof of Identity at Service Tasmania

You must bring all three of these items for your application to proceed:

- application receipt or application number
- proof of identity
- payment (if you have not already paid online)

You must present in person at Service Tasmania (please read the [Fact Sheet: Interstate and Overseas Applicants](#) if applying from outside of Tasmania). You cannot submit proof of identity for someone else.

To find a Service Tasmania shop near you, visit [www.service.tas.gov.au/about/shops](http://www.service.tas.gov.au/about/shops)

For proof of identity requirements:

*See Fact Sheet: 'Proof of Identity' at the Working with Children Registration website:*

[www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

### Part B: What if I am registered as a volunteer and now need registration for employment?

Registration to Work with Vulnerable People is portable across all child related activities. For example, a person that volunteers in a religious activity and also drives a school bus is only required to register once. The registration type, however, needs to provide for both employment and volunteering.

If you currently hold a volunteer class registration and start paid employment in a child related activity, you are required to amend your 'Registration Type' so that it can be used for both employment and volunteering. You must also amend your registration information to include details of both the employment and volunteer bodies.

You can change your details online by following the steps below:

1. Go to the website [www.justice.tas.gov.au/working\\_with\\_children/change\\_details](http://www.justice.tas.gov.au/working_with_children/change_details)
2. Click the link [My Registration](#)
3. Enter your Application or Registration Number, Last Name and Date of Birth then click the 'Search' button
4. If you have previously provided both SMS and email details, you will be asked to select your preferred contact method to receive a 6 digit security code
5. Retrieve the code sent by SMS or email (this will expire 10 minutes after being sent)
6. Enter the 6 digit code and click the 'Verify' button
7. Next to the heading 'Registration Type' click **Update**
8. Change the 'Class of Registration' to Employment/Volunteer
9. Pay the fee to change class online or at Service Tasmania
10. Next to the heading 'Existing Employment and Volunteer Details' click **Update**
11. Click 'Add Employer' and enter your employment details
12. Click the 'Validate' button at the bottom of the page
13. If you have previously provided an email address, you will receive a PDF copy of your changes by email, please ensure the details you entered are correct
14. You should allow 21 days for a new card to be sent to you after payment has been made.

If you intend to use your Working with Vulnerable People Registration for volunteering and employment during the three years of registration you should advise this at the time of your initial application. Completing this detail on the application will save applicants from incurring additional costs at a later stage.

For example, a person that volunteers for the local junior football club as a coach but also expects to work as a bus driver should complete the online application for both Employment/Volunteer.

## **Part C: What are the fees?**

Employment/Volunteer \$107.10

Volunteer only \$18.36

Change of Class \$88.74

## **Part D: What is assessed in my application?**

Your records will be assessed to see if you have charges or convictions that indicate you pose a risk of harm to a child.

National criminal record information is routinely collected from sources in Australia (not overseas). This includes information about:

- Convictions for all criminal offences you may have
- All 'spent' convictions (convictions that do not need to be ordinarily declared)
- Any 'pending' charges (charges that have not yet been decided by a court)

- All 'non-conviction' charges (charges that have been finalised by a court but did not result in a conviction)

Information about your criminal record may also be obtained from authorised bodies in Tasmania and similar authorities in other states and territories such as:

- The Police
- The Office of the Director of Public Prosecutions
- The Department of Corrective Services
- The Department of the Attorney General
- The Department of Health and Human Services
- Courts.

## Ongoing monitoring

If an applicant is successful in securing registration, the Registrar will continue to monitor an individual's record for relevant new records over the three year term of registration.

Certain types of new records may trigger an additional risk assessment to be undertaken by the Registrar who may subsequently determine that, based upon the new information available, a registration will be cancelled, suspended or conditions issued.

*See Fact sheet: 'Risk Assessment Process' at the Working with Children Registration website:*  
[www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

## Part E: When will I receive my results?

You should allow six weeks to receive your results. After this period you can email [workingwithchildren@justice.tas.gov.au](mailto:workingwithchildren@justice.tas.gov.au) (with your application reference number). Information cannot be provided on your application before this time.

If successful, you will be posted a Working with Vulnerable People (Children) Registration Card. You will be contacted if there are any issues with your application.

## Usual cause of delays

For most people, delays may be caused by:

- the time it takes for information to be reported on a criminal history (2 to 5 weeks)
- having a common surname or date of birth
- sharing the same name as someone with a criminal history
- having records against your name.

## Same name as someone with a criminal record

If you have the same name as someone with a criminal record, your results may be delayed while your identity is matched using additional information such as date of birth details. This will delay your results but ensure your records are not mistakenly associated with those belonging to someone else.

## Records against your name

*See 'Part D: What is assessed in my application?' in this guide.*

## Part F: Refusals and Appeals

When you apply for Working with Vulnerable People Registration, there are three possible outcomes:

- registration to work with children (without conditions)
- registration to work with children (with conditions)
- refusal of application to work with children.

### Being notified of a Possible Refusal

If there are concerns with your application, you will be informed in writing with reasons for the decision. This is called a 'Proposed Negative Notice'.

You will be invited to submit further information which may affect the final decision. In the meantime, you cannot work or volunteer in a child-related activity.

### Being notified of a Refusal

If your application is unsuccessful, you will be informed in writing with reasons for the decision.

If you are already in child-related work (or planning to be in such employment), your employer (or prospective employer) will be:

- notified that you have been refused a Working with Vulnerable People Registration
- instructed to remove you from child-related work.

**Reasons for your refusal will not be shared with your employer (or prospective employer).**

### Consequences of the Refusal

If a Working with Vulnerable People Registration is refused, it is a criminal offence to work in regulated child-related activities for five years (unless circumstances have changed that permit an earlier application). Serious penalties apply.

If you are already working with children, you must immediately remove yourself from this work.

### Applying for a Review of the Refusal

You can request a review of the refusal except if:

- you previously applied for Working with Vulnerable People Registration and were issued a Negative Notice
- less than five years has passed since your Working with Vulnerable People (Children)Registration was cancelled

This does not apply if there has been a change in any relevant information about you.

An application for a review must be lodged with the Magistrates Court (Administrative Appeals Division) within 28 days of refusal (if you miss this deadline, contact the Administrative Appeals Division which may grant an extension). For more information go to

[www.magistratescourt.tas.gov.au/divisions/administrative\\_appeals\\_division](http://www.magistratescourt.tas.gov.au/divisions/administrative_appeals_division)

## Part G: How will an organisation know if someone has applied for Registration?

While successful applicants receive a Working with Vulnerable People Registration Card, the only way to verify that a registration is current is to check the online system.

If someone with Working with Vulnerable People Registration commits a criminal offence, their Registration

may be cancelled, and their details removed from the online system.

It is then a criminal offence:

- for an individual to work in a child-related activity
- for an employer or volunteer body to engage an employee or volunteer for a child-related activity.

There is a two stage application process:

1. Complete the online form and print the application receipt
2. Take the application receipt to Service Tasmania with Evidence of Identity and Payment

It is only possible to track the progress of an application after applicants have completed the second stage (at Service Tasmania).

It is an offence for a person to commence in a regulated child related activity unless they have completed both stages of the application process.

To check if a person has completed both applications stages use [Verify Registration Status](http://www.justice.tas.gov.au/working_with_children) at [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children).

- Enter **Application number** and **Surname**
- If an applicant has completed both application stages the website will display the application status.
- **If both stages have not been completed there will be no search result.**
- **If an application has been refused there will be no search result.**

If this is the case you should raise this with your employee to ensure they complete both stages of the application process. If you have previously viewed the progress of an application and can no longer obtain a search result for that same applicant it may be that the applicant has been advised of a negative result. In this case you should discuss this with the applicant as they should not be engaged in a regulated activity until they either hold registration or the website provides evidence of an application being processed.

## **Part H: How will an organisation know if registration is suspended or cancelled?**

This is important information because if a person's registration is suspended or cancelled it is an offence for an employer or volunteer organisation to engage that person in a child related activity. Organisations will be advised of any important change to the status of a registrant when the organization details are correctly recorded against a card holder.

It is important that employers and volunteer bodies confirm that their correct contact details are recorded against all people that require registration to work or volunteer with vulnerable people for their organisation.

A person's Application/Card number and Surname is required to review a person's current registration status (including the organisations they have recorded on their registration)

You can then use [Verify Registration Status](http://www.justice.tas.gov.au/working_with_children) at [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children) to review registration details as below:

- Check the current details by selecting **View / Update Details**
- To add a new organisation click **Add Employer**
- Once you have entered the details the applicant will receive notification that a new organisation's details have been added to their record.

If you are an employer or volunteer organisation, you must not accept the Working with Vulnerable People Registration Card or any other paper 'evidence' as proof of registration.

You must use Verify Registration Status (above) to verify if someone holds registration.

## Further information

Visit the Department of Justice website [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children) or use the contact information below.



Working with Children Registration is also on Facebook. To connect, [login or sign up for Facebook](#) and search for Working with Children Registration.

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### For more information contact

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