



DHS - Department for Human Services

Types of checks required to be uploaded to InPlace

Working with Children Check

Aged Care Sector Check

NDIS Worker Check

(apply for all 3 at the same time for one price)

DHS COMPLIANCES GUIDE

How to apply for DHS checks

- GO TO THE DHS WEBSITE
- CLICK ON LINK
- screening.sa.gov.au

The screenshot shows the homepage of the Screening Unit website at screening.sa.gov.au. The page features six main navigation options, each with a blue circular icon and a brief description:

- Apply for a check**: Individuals can now submit their own application for a check.
- Check status of an application**: Check on the progress of your application for any of the checks offered by the Screening Unit.
- Organisation login**: Register an organisation, check the progress of an application, confirm the validity of a check, register an interest in an applicant.
- Working with children check**: Find out about the required check for people who work or volunteer with children.
- Check process**: The Screening Unit conducts different types of screening assessment dependent upon the work the employee or volunteer does.
- Frequently Asked Questions**: Find the answers to frequently asked questions about the new working with children check.

Complete the Form to initiate an application;

Click on the clearances that apply;

Click on both NDIS questions

The screenshot shows a web browser window with the URL dcscreening.sa.gov.au/SCRequestApplicationIndividual. The form contains the following fields and options:

- First Name***: Text input field.
- Last Name***: Text input field.
- Email***: Text input field.
- Confirm Email***: Text input field.
- Date of Birth***: Date picker (dd, yy, yyyy).
- Reference Number**: Text input field.
- Proposed Start Date**: Text input field.
- Continuation of Work**:
- Role Description***: Text area.
- Screening(s) Required***:
 - Aged Care Sector Employment
 - General Employment Probity
 - Vulnerable Person Related Employment
 - Working With Children Check
 - NDIS worker check

This section of the form includes the following elements:

- Working With Children Check**:
- NDIS worker check**:
- Applicant Type***: Dropdown menu with "Tertiary/Secondary Student" selected.
- NDIS worker check residency and work eligibility declarations**:
 - Text: "Please complete the following questions to help us decide if you are eligible to apply for an NDIS worker check in South Australia."
 - Question 1: "Do you reside, or intend to reside, in South Australia?" with a blue diamond icon.
 - Question 2: "Do you undertake NDIS work, or intend to undertake NDIS work, in South Australia?" with a blue diamond icon.
- NDIS Employer Endorsement**:
 - Text: "You require an NDIS provider or self-managed participant to verify they employ you, or intend to employ you, to be eligible to apply for an NDIS worker check."
 - Text: "The NDIS Employer ID is a number provided by the NDIS Quality and Safeguards Commission to the NDIS provider or self-managed participant when they request portal access with the NDIS Commission. Please ask your NDIS provider or self-managed participant for this number."

- Please note that you can only apply to renew clearances if they are within 6 months of expiry. As you will receive all the clearances for one price – please apply for all the clearances that you are able to apply for.
- You are required to have the Working with Children Check, Aged Care and NDIS Workers Check. If possible, please apply for all of them together so that you are only charged one fee.
- The Vulnerable Person & General Employment Probity checks are NOT required.

NDIS WORKER CHECK

When you tick NDIS Worker Check you will be asked to 'Add Employer'.

Please type in **4-3LLQ-260**

It will then appear as The Flinders University of South Australia.

Click on Add Employer

You can add multiple NDIS providers or self-managed participants who employ, or intend to employ, you to seek verification of your application provided you have their NDIS Employer ID number. Any one of these employers can verify your application. Repeat the above steps for each additional employer. Please enter the NDIS providers or self-managed participant's NDIS Employer ID number and click 'search'. Your employer's details will appear for you to check. Then simply click 'Add Employer' and your additional selected employer's will appear below.

NDIS
Employer Id

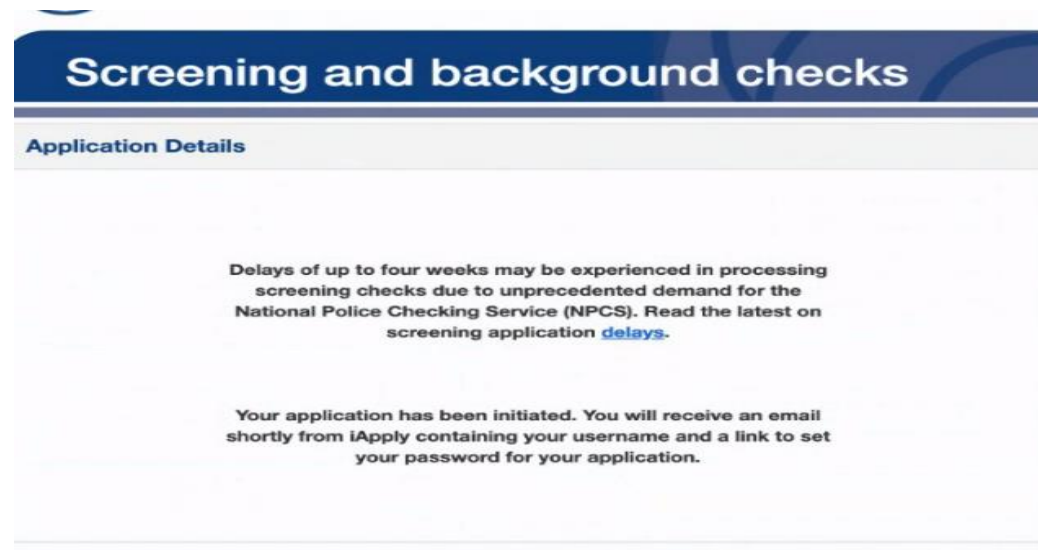
Search

| NDIS Employer ID | Name | Address |
|---------------------|--|--|
| 4-3LLQ-260 | The Flinders University of South Australia | University Drive, Bedford Park SA 5042 |

Add Employer

Clear Selected Employer List

At this stage you will have **initiated an application**.
You will then receive an email from DHS into your Flinders University Email mailbox.
Please follow the instructions and complete your online application.
You will need to upload 100 point check (passport/driving license and student id)



FAQ – Trouble shooting

International Student

OR Student Under Age 18

OR Student without Australian Passport/Driving Licence

- You will not be able to confirm your 100 point check online yourself unless you have an Australian Drivers Licence and a current Australian passport.
- You will only be able to use the 'print and seek' option.
 1. Print a copy of your fully paid online check application
 2. Show your original identity documents to an independent permitted verifier (see list below)
 3. Email the completed application and signed copies of your identity documents to the Screening Unit (DHSScreeningUnit@sa.gov.au)

My WWCC/Aged Care clearance expires in 9 months, but I need my NDIS check now, what should I do?

- Please apply for your NDIS now, you may need it for placement. Placement providers that work with NDIS clients will need you to have this.
- Renew your other screening documents when they are within 6 months of expiry.
- Remember to upload everything to InPlace.

EMPLOYMENT SCREENING – APPLICANT IDENTITY – PERMITTED VERIFIERS

(SCREENING UNIT, DEPARTMENT FOR COMMUNITIES AND SOCIAL INCLUSION, SA GOVERNMENT)

| | |
|---|---|
| Public Officials | Commissioner for Oaths (or Affidavits or Declarations) |
| | Justice of the Peace / Notary Public |
| | Ombudsman / Public Advocate |
| Parliamentarians and Councillors | Elected Member — Parliament of the Commonwealth of Australia or State Parliament or Territory Legislature |
| | Mayor / Deputy Mayor / Councillor in a local government authority |
| Courts and Law Enforcement | Justice / Judge / Magistrate / Master — any Australian court of law |
| | Registrar / Clerk / Sheriff / Bailiff — any Australian court of law |
| | Lawyer (however described) of any Australian jurisdiction |
| | Police officer (federal or state or territory police force) |
| Government Officials | Permanent employee of any department or authority of the federal government, state government, or local municipality |
| | Principal of or Student Counsellor in a school |
| | School Teacher or University Lecturer (only if employed full-time) |
| | Commissioned Officer (only if current) — Australian Defence Force |
| Community Leaders | In relation to an Applicant from an Aboriginal community in an isolated or remote location, an individual is a <i>Community Leader</i> if he or she: <ul style="list-style-type: none"> • Is a recognised Elder (by others in the community) • Serves as Chairman, Secretary, or CEO of an incorporated indigenous land council / community council / housing association • Is Coordinator of Aboriginal community development employment • Manages or works as the treating health professional in an Aboriginal medical service relevant to the Applicant • Is the Principal of or a Counsellor in a school in the community • Minister of Religion • Has worked for at least five years at Centrelink, or as an agent of Centrelink, or as other government employee. |
| | In relation to any Applicant, this can also be a person who performs the function of: <ul style="list-style-type: none"> • A religious leader registered to officiate at marriage ceremonies as a Marriage Celebrant |
| Medical and Allied Health Professionals | Person currently registered or licensed to practise as: <ul style="list-style-type: none"> • Medical Practitioner / Dentist / Veterinary Surgeon • Nurse / Psychologist • Physiotherapist / Chiropractor • Optometrist / Pharmacist |
| Non-Government Organisations | The responsible manager within the requesting organisation who is a senior person with responsibility for the applicant. |
| Other Occupations | Tax Agent / Patent Attorney / Accountant (certified or chartered) |
| | Member of the Institution of Engineers / Mining and Metallurgy Institute |