

Learner Background Check Guidelines Fact Sheet



Purpose of this document: REACH for Training (REACH) has identified that background checks are mandatory for a learner undertaking work placement and employment within the Aged Care, Community Services, Disability and Child Care sectors. Industry organisations may not accept learners for work placement without these checks being cleared prior to commencement of work placement. Please note that a prior record disclosure may affect the learner's chances of being accepted by an industry organisation.

The table below represents the training packages offered by REACH and the relevant background checks to be processed.

The column 'Training Package Code' identifies each training package offered by REACH. E.g. (SIR) would relate to any retail qualification offered. To find this code please refer to the qualification title on the REACH website and course flyers.

Training Package Code	Training Package Title	National Police Check	Working with Children Check (WWCC) – NSW & WA only	Working with Vulnerable People Check (WWVP) – ACT only	Additional checks
<i>SIR-</i>	<i>E.g. (SIR) - SIR30216 Certificate III in Retail (code and certificate title is subject to change)</i>	<i>NOT REQUIRED</i>	<i>NOT REQUIRED</i>	<i>NOT REQUIRED</i>	<i>N/A</i>
CHC -	Ageing	Required	Not Required	Required	N/A
	Disability	Required	Required	Required	NDIS Worker Screening Check
CHC -	Early Childhood Education and Care	Required	Required	Required	N/A
CHC -	School Based Education Support	Required	Required	Required	N/A
CHC -	Community Services	Required	Required	Required	N/A
SHB – Hairdressing and Beauty Services SIR – Retail Services SIT – Hospitality, Commercial Cookery BSB – Business Services Short Course – Part Qualification and/or Unit of Competency delivery only		Not Required	Not Required	Not Required	N/A

**The above checks may vary per individual states; please contact your respective campus for further information.*

Working with Vulnerable People Check (WWVP)- Australian Capital Territory (ACT) only

The following information is relevant to any qualification listed in the table above that requires a Working with Vulnerable People Check:

- The learner is required to apply for their own WWVP check. For further information, please speak with one of our friendly Staff in our ACT office.
- If a learner does not hold a **valid** WWVP clearance prior to Induction Day they must supply proof of application to REACH administration by the course cooling off period.

*Please refer to the link for more information on how to apply: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-%28wwvp%29-registration

National Police Check-

The following information is relevant to any qualification listed in the table above that requires a National Police Check:

- A)** The learner is able to provide a copy of their **valid** police check (within 3 months; subject to discretion of work placement facility) during/ on enrolment.
- B)** The learner is able to obtain their own police check prior to the course cooling-off period if preferred- this is the first two weeks after course commencement.
 - In the case of any disclosable outcomes the learner may be required to secure their own work placement facility, within the cooling off period.
 - REACH can process police checks, on learner request, through Fit2Work Australia. To do this the learner must complete a Fit2Work application/consent form and supply REACH with the relevant ID documentation.
 - The cost of a Fit2Work police check processed by REACH for Training is below (this is subject to change):
 - **Employer Check:** \$43.90 (including GST)
 - **Volunteer Check:** \$24.10 (including GST)
 - If the learner chooses for their police check to be run by REACH, their payment will need to be processed by the end of the cooling- off period.

**Please refer to the link for more information on how to apply: <https://www.fit2work.com.au/individualCheck>*

Working with Children Check (WWCC)- New South Wales (NSW) and Western Australia (WA) only

The following information is relevant to any qualification listed in the table above that requires a Working with Children Check Clearance:

- The learner is required to supply a **valid** WWCC or apply for their own clearance- the application process will vary per individual state.
- Once the WWCC application has been completed it will need to be verified at the following locations - **New South Wales (NSW):** Service NSW, **Western Australia (WA):** Australia Post
- If a learner does not hold a valid WWCC clearance prior to Induction Day they must supply this to REACH administration by the course cooling off period.

**Please refer to the link for more information on how to apply (NSW): <https://www.service.nsw.gov.au/transaction/apply-working-children-check> (WA): <https://workingwithchildren.wa.gov.au/>*

NDIS Worker Screening Check

The following information is relevant to the CHC – Disability qualification listed in the table above that requires a NDIS Worker Screening Check:

- The learner is required to supply a **valid** NDIS Worker Screening Check or apply for their own clearance- the application process will vary per individual state.
- A fee is payable when applying for an NDIS Worker Screening Check. Workers must prove their identity for their application to proceed which will depend on the state or territory in which the application is made.
- If a learner does not hold a valid NDIS Worker Screening Check prior to Induction Day, they must supply this to REACH administration before they can commence work placement.

**Please refer to the link for more information on how to apply: <https://www.ndiscommission.gov.au/workers/worker-screening/where-apply-worker-screening>*