



[www.svpact.org.au](http://www.svpact.org.au)  
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PO Box 3699  
Weston Creek  
ACT 2611  
ABN 46 452 391 657

## **Volunteers Handbook**

### **WELCOME VOLUNTEERS**

You have taken the first step towards making a significant impact on the excellent education programs in the ACT region. Volunteers provide enrichment opportunities that enhance the education experience for students, while supporting teachers and staff.

As a former teacher, I, like many of you, know that as teachers we could always use an extra pair of hands. The School Volunteer Program ACT Incorporated (SVPACT) gives students that one-to-one experience that teachers cannot always provide. I know that in every community there are people doing extraordinary things. What they have in common is not just dedication, inspiration or sheer hard work; it is what they give to others which is most precious to all of us - time. While the gesture of the participating schools and volunteers is certainly extraordinary, it is by no means surprising. With guidance from the teachers, you will support what the students are learning in the classroom. Besides individual mentoring, the SVPACT volunteers help out in schools doing everything from assisting in reading, to Meccano building, and to mentoring students' work with gifted and talented programs.

This handbook will help you make the smooth transition into volunteering in ACT schools, providing you with an overview of the SVPACT and the variety of opportunities that you may wish to pursue. I congratulate you on your role in this worthwhile and rewarding program. The SVPACT continues to make a tremendous difference not just to our community, but most importantly, to the individual students that you will mentor.

**Pam Nicolson**  
**President**

### **INTRODUCTION**

The SVPACT is a registered voluntary organisation, which recognises the unique place of volunteers in schools. School volunteers are mentors, confidantes and communicators.

We provide one-to-one time with students in activities such as literacy (reading, writing, grammar etc.), numeracy (maths games), building with Meccano or Lego, craft and cooking.

### **HISTORY**

The School Volunteer Program ACT was formally launched in Canberra at North Ainslie Primary School in October 2005 by His Excellency, Major General Michael Jeffery, Governor-General of the Commonwealth of Australia. All members of the SVPACT contribute their services on a voluntary basis. SVPACT was established in partnership with the ACT Department of Education and Training and is supported by the ACT Branch of the Australian Education Union, and Rotary.

*IT TAKES A VILLAGE TO RAISE A CHILD*

## THE SCHOOL VOLUNTEER PROGRAM – ACT VOLUNTEER HANDBOOK

The main aims of this program are to provide one-to-one mentoring between volunteers and students in ACT schools for a minimum of one hour per week and to enhance community involvement in our local schools. Volunteers visit the school during school hours on a weekly basis, committing initially one hour a week for a full ten-week term. Individual volunteers work one-to-one with individual students, under the guidance and supervision of a teacher.

### AWARDS

Since the SVPACT commenced, the Committee and individual volunteers have received community recognition including Children's Week awards for excellence. The Committee and our participating members pride ourselves on our dedication to excellence in our service delivery of one-to-one mentoring to students in the ACT and surrounding region.

### HOW THE PROGRAM OPERATES

- Trained and screened (Criminal History Records Checks) volunteers visit the school during school hours on a weekly basis. The suggested initial time with a student is one hour each week, but this may increase after the volunteer has become accustomed to the environment and the student begins benefiting from the mentoring process.
- Often volunteers will be asked to work on school tasks with their student. However, many volunteers, in consultation with the class teacher, may choose to play board games, cards, reading, computing or Meccano as a positive way of interacting with the student.
- A time of day suitable to the volunteer and classroom teacher is designated for the session, and the school provides all learning resources.
- The volunteer and student may work in a classroom, the library or a designated space as determined by the teacher. The volunteer and the student will be under the supervision of the teacher.
- Individual students are selected through a referral process. The criteria may vary according to the individual needs of students. Some students may have a learning disability, poor self-esteem, lack of a mature role model, a temporary family setback, or poor school attendance. A parent/carer must give permission for the student to participate and the student must welcome the involvement of the volunteer. On rare occasions it may be necessary to terminate the student – volunteer relationship.
- Volunteer mentors do not work with students outside the school premises or outside school hours.



### VOLUNTEER QUALIFICATIONS AND SKILLS

No formal qualifications are required. Volunteer mentors are men and women who:

- reach across generations;
- patiently encourage children and young people to do their best;
- want to offer a listening ear; and
- can be flexible and adaptable to the student – teacher environment.

**There are three key skills required to be a successful SVPACT volunteer:**

1. **PATIENCE** – It is important to be prepared to progress slowly and steadily, and be able to cope with possible lapses by the student.

- 2. EMPATHY** – Having an unbiased, friendly outlook towards young people is vital. Volunteers need to accept that children are sometimes embarrassed, tentative or can be overly assertive – just as some adults are.
- 3. LIFE EXPERIENCE** – Volunteers who can share their life experiences, challenges and skills with students, impart their wisdom, and an ability to provide a positive role model, are best suited to the SVPACT program.

The SVPACT wishes to recruit volunteers who display the qualities of social justice, integrity and appropriate behaviour towards students, teachers and other school staff.

**ARE YOU:**

- Wanting to be involved in fun, friendly and free training workshops accompanied by morning tea?
- Genuinely interested in helping children and young people?
- Flexible and able to cooperate with students, teachers and staff, and willing to learn from them?
- Able to commit to a volunteering activity for one hour per week?



**IF YOU ANSWERED YES  
THEN SVPACT IS FOR YOU!**

**SVPACT IN SCHOOLS**

Participating schools are expected to nominate a staff member as the SVPACT facilitator. Each school and SVPACT facilitator will ensure that space, equipment, activities and students are ready at the designated times when volunteers are to arrive. If a student is absent, or on excursion, the SVPACT facilitator will make every effort to advise the volunteer that the session will be cancelled. Similarly, the volunteer will advise the facilitator if he or she cannot attend at the scheduled time. A professional approach and respect ensures that students, as well as volunteers, gain the maximum benefit from the partnership. If you need more instructions in order to perform your volunteering activity with your student, just ask. Establish a method of communication with your SVPACT teacher facilitator or a member of the school's staff, either written or verbal. If you wish to change your volunteering activity with your student, either tell your SVPACT teacher facilitator or ask a member of staff.

**ISSUES OR STUDENT CONCERNS**

In cases of emergencies, or when you have concerns for student safety, please report immediately to your SVPACT teacher facilitator or a member of the teaching staff.

**INSURANCE**

The SVPACT provides public liability and personal accident insurance cover for all volunteers.

**SVPACT COMMITTEE**

The SVPACT aims to support its volunteers according to best management practice.

Working in partnership with school staff, SVPACT volunteers make an important contribution to the school community. The SVPACT Committee members are available to answer queries or assist in the implementation of the SVPACT delivery. The Committee consists of current and former principals, teachers, and volunteers with many years experience in community groups. The Committee organises regular training and networking opportunities for the SVPACT volunteers.

### **CONFIDENTIALITY**

In accordance with the ACT Department of Education and Training's *Working with Children and Young People - Code of Conduct for Volunteers* you must "...observe confidentiality in respect to all information gained through your participation as a volunteer.<sup>1</sup>" In terms of what you learn about your student, confidentiality between you and your assigned SVPACT teacher facilitator is paramount e.g. a casual comment may be misinterpreted and be devastating for a student, their family and the SVPACT program. If you have questions or concerns please talk with either your SVPACT teacher facilitator or a member of the SVPACT Committee (please refer to your individual contact details listed in the front of the handbook).

### **CHECK LIST**

**Some considerations prior to meeting with your teacher facilitator:**

- School sign-in procedures
- Relevant school contact details
- The layout of the school and parking
- School evacuation procedures and safety rules
- Relevant school policies
- What are your mentoring duties
- What to do if you are unavailable
- What to do if the student is absent
- How to work with a relief teacher.



### **MENTORING – MAKING A DIFFERENCE**

Be yourself! Accept that the students in the program you mentor may have backgrounds, vocabulary, manners and values different from you. By being yourself, by caring, by showing up and giving your time to mentor a student one-to-one you are making a difference!

### **ADMINISTRATIVE ARRANGEMENTS**

All SVPACT volunteers are required to undergo a '**criminal history record check**' (police check), at no cost to the volunteer, as part of the registration process. In accordance with the ACT Department of Education and Training's requirements, volunteers are required to sign the **Attendance Register** on arrival and departure from the school and wear their identifying **SVPACT badge** while at the school. Check with your SVPACT facilitator for the school's requirements.

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<sup>1</sup> ACT Department of Education and Training – Working with Children and Young People - Code of Conduct for Volunteers - [http://www.det.act.gov.au/\\_data/assets/pdf\\_file/0007/19519/Working\\_With\\_Children\\_and\\_Young\\_People\\_Volunteering.pdf](http://www.det.act.gov.au/_data/assets/pdf_file/0007/19519/Working_With_Children_and_Young_People_Volunteering.pdf)

Volunteers are required to adhere to the ACT Department of Education and Training's *Code of Conduct for Volunteers*.

[http://www.det.act.gov.au/publications\\_and\\_policies/policy\\_a-z](http://www.det.act.gov.au/publications_and_policies/policy_a-z)

A member of the SVPACT Committee will introduce the new volunteer to the relevant staff members and give a tour of the school.

### **THANKS**

Always remember that you are appreciated! Sometimes we get caught up in the day-to-day operations of the SVPACT and may forget to say *thank you*. You are certainly appreciated and we value the time that you give.

Further information or assistance SVPACT committee members are available to answer queries or assist in the implementation of the SVPACT delivery. The Committee consists of current and former principals, teachers, and volunteers with many years experience in community groups.



**The Committee welcomes your ideas and feedback on all aspects of the program.**

### **QUESTIONS TO CONSIDER PRIOR TO BECOMING AN SVPACT VOLUNTEER**

To help you with your school placement, please consider the following questions:

- Would you prefer to work with early childhood schools (Preschool to Year 2), upper primary schools (Years 3-6), high schools (Years 7-10) or colleges (Years 11-12)?
- What days or hours would you prefer?
- How much time do you want to commit to volunteering?
- What are you looking for in your volunteering experience?
- Which suburbs would you like to work in and would you consider working outside those areas?

Editor: **Tony Merritt**  
BEd, BAEd and Diploma of Professional Writing  
(Professional Editing and Proofreading)

So you want to be a volunteer? Please:

- Complete the attached application form;
- Complete the mentoring undertaking;
- Complete the National Police Check Application form (SVPACT will lodge and pay this cost);
- Return all forms to  
SVPACT Inc,  
PO Box 3699  
Weston Creek ACT 2611

Major Sponsor of SVPACT Inc.



Teachers Mutual Bank



P O Box 3699  
Weston Creek ACT 2611  
Tel. 0405732837  
[secretary@svpact.org.au](mailto:secretary@svpact.org.au)  
[www.svpact.org.au](http://www.svpact.org.au)

*“Mentors Caring for Young People”*

## CONFIDENTIAL APPLICATION FORM

I wish to be a student mentor under the School Volunteer Program ACT.

My preferred school is: .....

Surname: ..... Given Name: .....

Preferred name for badge: Mr/Mrs/Miss/Ms/Other .....

Address: .....

..... Postcode: .....

How long have you been at this address? .....

Previous address if less than two years: .....

Telephone: ..... Mobile: ..... Birth date: ...../...../.....

Email address:.....

Emergency contact name and telephone number: .....

Background / Interests / Hobbies / Skills / Experience:

.....  
.....  
.....  
.....

***I hereby declare that the information in this mentor application is correct, to the best of my knowledge.***

***Applicant’s Signature:*** ..... ***Date:***.....

**Referee details – please complete:** Please give us the contact details of TWO people, of good standing, who have known you for more than 2 years, other than family members. Thank you.

1. Name: .....  
Telephone – Office Hours: .....  
Position/Relationship to you: .....

2. Name:.....  
Telephone - Office Hours: .....  
Position/Relationship to you:.....

**CONFIDENTIALITY CLAUSE**

**Please read and complete.**

I, \_\_\_\_\_, understand that as a volunteer working at \_\_\_\_\_, I have the responsibility to respect and maintain the confidential nature of activities within the school. Where necessary, I will pass on issues of concern to the School Volunteer Program Coordinator at the school or the School Principal.

I agree to keep any information relating to students, parents, teachers and the school management system confidential.

I realise that if I break this Confidentiality Clause, once I have signed it, I am breaking Privacy Regulations relating to schools, and breaking the Code of Ethics required by the Department of Education & Training ACT, for persons working within the school setting.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

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PLEASE NOTE:

**PRIVACY ACT:**

The use of all information obtained adheres to the guidelines stipulated in the Privacy Amendment Act 2000.

Any personal data collected will be treated as confidential, in line with the principles of the Privacy Amendment Act 2000.

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Australian Capital Territory  
EDUCATION AND TRAINING

WORKING WITH CHILDREN AND YOUNG PEOPLE - VOLUNTEERING

## Code of Conduct for Volunteers

Print on reverse of the Insurance Arrangements for Volunteers Information Sheet and distribute annually.

Volunteers have a special place in schools and assist in many ways. This may include interaction with individuals and small groups of students in a range of different activities.

**To assist schools in providing a safe environment and a positive educational climate, volunteers are asked to comply with the *Code of Conduct for Volunteers*. This code of conduct has been formulated to clarify the type of conduct that is expected of volunteers when participating in programs and activities in ACT Government schools.**

- Observe similar standards of behaviour and ethical conduct to that required of staff. For example you are expected to act within the law, be honest and fair, respect other people (including students), and work to the best standard of your ability.
- Appreciate that teachers have a special duty of care for students, that can not be delegated or transferred to others. Appreciate also that the principal is the spokesperson for the school.
- Appreciate that students have rights and aspirations. Treat students with dignity and respect.
- Observe confidentiality in respect of all information gained through your participation as a volunteer. All information held by schools should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, volunteers should not discuss nor disclose personal information about students, staff or students' parents/carers to others.
- Accept and follow directions from the principal/supervisor and seek guidance through clarification where you may be uncertain of tasks or requirements. You may need to familiarise yourself with the department's policies and guidelines on particular issues.
- Observe safe work practices which avoid unnecessary risks, apply reasonable instructions given by supervisors and report to the supervising staff and school administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to your supervisor including incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of the resources of the school/department.



# VOLUNTEER'S NOMINATION FORM

Print on reverse of the Information for Volunteers Completing the Volunteer Nomination Form

## ACT Government schools welcome volunteers and value the support they provide to the students and educational programs

Please read these statements and provide all information required before signing the form. Please ask the principal of the school or contact Workplace & Legal Support on 620 59149 if you have any questions.

1. The duty of care owed to students in ACT Government schools requires that all persons working with students, including volunteers, promote a safe environment and a positive educational climate. Volunteers are asked to comply with the *Code of Conduct for Volunteers*.
2. To assist schools in providing a safe environment, any person with serious convictions, circumstances or reasons that might preclude them from working with or near children and young people **MUST** discuss these issues with the principal or Workplace & Legal Support officers before signing this document. *See reverse of sheet for a description of relevant charges and convictions.*
3. Volunteers who support educational programs will be covered by defined personal accident insurance. Arrangements have been put in place to protect volunteers where a volunteer may accidentally incur legal liability for third party injury and/or damage to third party property. To validate any possible claim, volunteers must sign the *Daily Sign In Form* identifying the date, the start and finish time for each visit. This form will be available on each school visit.

Family Name:	Given Name:	Reason for nominating as a volunteer in this school:
Home Address: (Street)		<input type="checkbox"/> Parent/carer/relative of student
(Suburb)		<input type="checkbox"/> Close link to a student
(State - Postcode)		<input type="checkbox"/> Assist with specific program <i>Name of Program</i>
Contact Details: (Home Phone)		<input type="checkbox"/> Assist with a specific organisation <i>Name of Organisation</i>
(Work phone)		
(Mobile phone)		

I agree to comply with the Code of Conduct for Volunteers. Yes / No

I am aware that I need to sign in the start time and finish time of each visit and report any incidents or injuries to the principal/delegate or supervising teacher. Yes / No

I have had NO relevant or serious charges or convictions against me that may preclude me from working with or near students OR I have confirmed with the principal/department that any charges against me will not preclude me from working with students. (This includes serious traffic offences) *Please read reverse before completing this section.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**We hope your time spent as a volunteer is enjoyable and rewarding. Thank you.**

This information is collected as a lawful administrative function of the ACT Department of Education and Training.

The department may be required to provide names and addresses of volunteers to the ACT Insurance Authority for insurance purposes. This information will not be used or disclosed without your consent for any purpose other than in relation to your role as a volunteer in ACT Government schools except in circumstances provided for in the *Privacy Act 1988* (Commonwealth)

## Information for Volunteers Completing the Volunteer Nomination Form

### Why complete the Volunteer Nomination Form?

The Department of Education and Training supports actions which enable students to work and learn in a safe well organised environment which promotes a positive educational climate. All persons working with students are required to affirm that they have a personal history with no incidents, charges or criminal convictions that may preclude them from working with students. As a volunteer you are not obliged to reveal details of these events. However, if you do not complete all sections of the Volunteer Nomination Form the department may decline your offer to work with students. The acceptance of the services of a volunteer and the termination of the arrangement is entirely within the discretion of the principal.

### Do I have to disclose details of my personal history?

Volunteers may work with students when there is a personal history that includes minor incidents that do not bear any relevance to their work with children and young people. Minor incidents and individual traffic violations do not need to be revealed. To decide whether more serious incidents, charges, criminal convictions (including serious traffic offences), or other matters are relevant, you MUST discuss these with the principal or an officer from Workplace & Legal Support section (Phone: 620 59149) before completing this section of the form.

### What charges or convictions are relevant?

The *Commonwealth Spent Convictions Scheme* and the *ACT Spent Convictions Act 2000* legislation limit the disclosure of certain offences once the person completes a period of crime-free behaviour. However, under the *ACT Spent Convictions Act 2000*, this does not apply to any person to be appointed, employed or otherwise engaged to instruct, supervise or work with students. This means the department is entitled to request all information about convictions in relation to all persons working with children and young people.

### Will I be able to work with students if I disclose a conviction?

The disclosing of a conviction may not prevent volunteers from working with students. Many persons have convictions for minor offences, often having occurred a number of years in the past, or for minor traffic offences. Convictions relating to more serious offences will be assessed on a case by case basis but may not necessarily preclude a person from working with students. Offences that may preclude a person from working with students include a history of:

- drug related offences;
- violence related offences; or
- serious traffic offences (where the volunteer is required to transport students by car).

However, as previously mentioned each case will be assessed on an individual basis, with consideration given to the seriousness of the offence and the time elapsed since the offence. Volunteers will be afforded the opportunity to discuss disclosed charges and/or convictions with the principal or officers from Workplace & Legal Support.

Persons who have been convicted of the following kinds of offences would only be accepted as volunteers in exceptional cases:

- a sexual offence; or
- other offence if the victim was under 18 at the time the offence was committed.

### **What will happen to information I disclose?**

Any information you provide will be treated by the department in accordance with our obligations under the *Privacy Act 1988*. This information will not be used or disclosed for any other purpose other than in the assessment of your suitability to work with children and young people as a volunteer, except in circumstances provided for the *Privacy Act 1988*.

**The ACT Department of Education and Training appreciates your assistance in helping us to ensure, as far as is possible, that schools provide a safe, well organised environment for students.**



# Australian Federal Police National Police Check (NPC) Application Form

Please complete this form by referring to the *Application Completion Guide*.

Office use only

## 1. Purpose of NPC

Enter the relevant code number from the table at **Section 1: Purpose of NPC** on the **Application completion Guide** (e.g. Fire fighting/prevention = Code No 15)

Code Number:

**If a code is not specified this application will be processed as a Standard Disclosure (Code 30).**

If the purpose is not listed or you are unsure please ring the AFP Criminal Records Help Desk on 02 6202 3333 for assistance.

## 2. Applicant Details

Return completed form to:  
SVPACT Inc., PO Box 3699 WESTON ACT 2611

If completing manually, use **BLOCK LETTERS** and **black ink**. Mark check boxes with a cross (X).

Current Family Name			
All Given Names			
Date of Birth (DD/MM/YYYY)	Gender: Male		Female
Previous or Other Names by which you are known or have been formerly known must be listed below (eg. maiden, deed poll). If more room is required, list on separate sheet, sign and send with this application form. Additional information sheet included			
Family Name: (include all name changes and maiden name)	Given Names	Date of Birth	
Place of Birth	Town	State	
Country			
Telephone Numbers: Home	Work	Mobile	
Australian Drivers Licence Number	Issuing State:	Copy Attached	
<u>Current Residential Address – Complete in FULL</u>			
Unit No.	Street No.	Street Name / Street Type	
Suburb/City			Post Code
State	Country	Date you started living at this address	
<u>Previous Residential Address – Complete in FULL</u>			
Unit No.	Street No.	Street Name / Street Type	
Suburb/City			Post Code
State	Country	Date you started living at this address	

## 3. This is a private (ie non-account) application, do not complete this section.

#### 4. Mailing Address for Police Certificate

Is the Police Certificate to be posted to your current residential address? Yes No

If NO: I authorise the Police Certificate to be forwarded to the following person/organisation:

Name			
Unit No.	Street No.	Street Name / Street Type	
Suburb/City			Post Code
State	Country		

**5. Fingerprints** Please note that a fingerprint check is only required under very limited circumstances. Please ensure that you are actually required to have a fingerprint check conducted *before* going to the expense of this level of check by checking with the organisation/department requesting the check.

Is a fingerprint check required? Yes No If yes, fingerprints must be submitted with this form. In addition choose only one of the below statements. For information on fingerprint checks see Section 5: Fingerprint Checks on the *Application Completion Guide*.

I have attached:

- (a) fingerprints taken by another police jurisdiction OR
- (b) fingerprints taken by the AFP and not charged when taken OR
- (c) fingerprints taken by the AFP and charged when taken - receipt of payment must be supplied with this form

#### 6. Consent

- i. I acknowledge I have read the *Application Completion Guide* for this application form (pages 3 – 6) and I am aware exclusions from spent convictions legislation may apply to some categories of NPCs.
- ii. The personal information I have provided on this form (including fingerprints if supplied) relates to me and is correct.
- iii. I acknowledge the details contained on this form, including fingerprints where relevant, will be forwarded to the AFP, CrimTrac, and/or the Police Services of the States or Territories of the Commonwealth of Australia.
- iv. I consent to the AFP and any other Australian police force extracting details of any convictions, findings of guilt or pending court proceedings relating to me, including in relation to any traffic offence, and providing that information to me or to the Employer/Organisation named in Section 3 above, as approved or to another person agency as named in Section 4.
- v. I acknowledge the information provided on this form will not be used without my prior consent for any other purpose, unless otherwise authorised by law.
- vi. I acknowledge that any information provided on this form or disclosed by the police as a result of the records check may be taken into account by the organisation mentioned in (3) above or any organisation to whom I present the results of the records check in assessing my suitability to receive the entitlement.
- vii. I acknowledge that only details contained in this application or on attachments signed by me will be checked and that should I subsequently require further names and/or details to be checked then I will be required to submit a further application and payment.

Applicant's Signature	<input type="text"/>	Date	/	/
<b>If you are under 18 years of age please provide consent below from a parent/guardian.</b>				
Parent/Guardian Signature	<input type="text"/>	Date	/	/
Parent/Guardian name printed in full				

PLEASE ENSURE THAT YOU HAVE ENCLOSED A COPY OF YOUR IDENTIFICATION AND THE CORRECT FEE WITH THIS APPLICATION

Return completed form to:  
SVPACT Inc., PO Box 3699 WESTON ACT 2611

## Application Completion Guide

### **BLOCK LETTERS MUST BE USED WHEN COMPLETING THIS APPLICATION MANUALLY**

#### **Section 1: Purpose of NPC**

Applicants must choose **one purpose only** from the following list. Identify the relevant code and insert in the appropriate box on page 1 of the NPC form.

If the purpose for your NPC is not listed or you are unsure please ring the Criminal Records Help Desk on 02 6202 3333 between 9am and 5pm (Australian Eastern Standard Time).

Code number	Working in the Australian Capital Territory (ACT)	Offences recorded in the ACT that will be released ( <i>Spent Convictions Act 2000</i> )
10	Aged Care provider/worker	All offences
11	Brothel or Escort Agency Owner/Operator/Interested party	All offences
12	Child Care provider/worker	All offences
13	Disabled Care provider/worker or Hospital Employment	All offences
14	Explosives/fireworks permit (where an ASIO check is required)	Unspent offences
15	Fire fighting/prevention	Unspent offences and Arson or Attempted Arson offences
16	Firearms Licence/permit	All offences
17	Interactive Gambling Licence/Casino Employee	All offences
18	Judge/Magistrate/Justice of the Peace/ Police Officer/Prison Officer	All offences
19	Child/Aged/Disabled Care provider/worker	All offences
20	Working in a School	All offences
21	Teacher/teacher's aide	All offences
30	Pre employment/standard disclosure, Security Guard	Unspent offences

	Commonwealth purpose/employment	Offences recorded in the Commonwealth that will be released ( <i>Part VIIC Crimes Act 1914</i> )
22	Aged Care staff/volunteers	Unspent offences and offences against the person
23	Aged Care Key Personnel	Unspent offences
24	Australian Securities and Investments Commission (ASIC) employee/consultant	All offences
25	Australian Securities and Investments Commission (ASIC) Financial Services Licensing Requirements	Unspent offences
26	AUSTRAC employee/consultant	All offences
27	Care of intellectually disabled persons	Unspent offences and offences against the person
28	Care, instruction or supervision of children	Unspent offences a) a sexual offence; or (b) any other offence against the person if the victim of the offence was under 18 at the time the offence was committed
29	CASA ASSC	Unspent offences
30	Commonwealth department employee	Unspent offences
31	Employee with access to secret or top secret information	All offences
32	Immigration Detention Centre Employment	Unspent offences and offences involving violence
33	Immigration/Citizenship ** <b>Please note that fingerprints are <u>not required</u> by the Department of Immigration and Citizenship (DIAC) unless you are otherwise advised by them</b>	All offences
34	Law enforcement/Intelligence or Security agency employee/consultant ( <b>NB NOT private Security Guards</b> )	All offences
35	Overseas employment/visa	Unspent offences
36	Superannuation Trustee/Custodian/Investment manager or Responsible officer of a body corporate that is a trustee, investment manager or custodian of a superannuation entity	Unspent offences and offences in respect of dishonest conduct
37	Care, instruction or supervision of children/ Care of intellectually disabled persons/ Aged Care staff/volunteers	Unspent offences, offences against the person and i) a sexual offence; or (ii) any other offence against the person if the victim of the offence was under 18 at the time the offence was committed
	<b>Other</b>	
30	Pre employment/standard disclosure	Unspent offences

## **Section 2: Applicant details**

Please ensure ALL applicant details are provided *including* all current and previous names. If there is insufficient room, please attach a separate sheet, ensuring that it is signed and dated.

## **Section 3: Employer/Organisation details**

This section relates to AFP account holders only.

## **Section 4: Mailing Address of Police Certificate**

If this section is completed by the applicant, the applicant is consenting to the Police Certificate being mailed to the person/organisation listed.

**Section 5: Fingerprint Checks** are only required where there is a legislative requirement for such a check to be conducted. The employer or organisation requiring the NPC will advise you if this is necessary.

**These fingerprints must be included with pages 1 and 2 of this form at the time of submission.**

An additional cost and processing time is associated with this service. Details are available on the AFP website or use the link – [http://www.afp.gov.au/business/national\\_police\\_checks.html](http://www.afp.gov.au/business/national_police_checks.html)

Fingerprints can be taken by your local police jurisdiction or the AFP. Where fingerprints are taken by the AFP and the AFP charges for this service a receipt must be obtained and supplied to Criminal Records with this application.

## **Section 6: Consent**

This section must be signed by the applicant. If a parent/guardian has signed in the consent section they consent to the AFP conducting a NPC on their son/daughter/ward.

## **Spent Convictions Legislation**

The aim of spent convictions legislation is to prevent discrimination on the basis of certain previous convictions. Spent convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt.

There are some offences excluded from being spent where the check is required for certain purposes as indicated in the table above – these offences will be released regardless of how old they are.

Where a record exists within an Australian police jurisdiction, relevant spent conviction legislation/policies governing the release of that information for that jurisdiction will be applied. As a result certain convictions will not be released provided this is in accordance with the relevant legislation/policies.

For Commonwealth records the AFP applies the provisions within *Part VIIC of the Crimes Act 1914* and for ACT records provisions within the ACT *Spent Convictions Act 2000* are applicable. If further information or clarification is required please contact the individual jurisdiction where the record is held.

## **Provision of False or Misleading Information**

You are asked to certify that the personal information you have provided on this form is correct. Where your check is for employment related purposes and the result is to be provided to your employer or other organisation, discovery of any false or misleading information may be reported by the AFP and may impact on the decision being undertaken by the employer or organisation.

The AFP provides information, with your consent, to the employer or organisation but takes no part in any subsequent assessment.

## **Disputed Record Enquiries**

If you believe the information provided on your police certificate is incorrect or inaccurate contact AFP Criminal Records to obtain a Disputed Record form (CR 1200). This form is also available from the AFP website.

Include any additional information or documents supporting your enquiry to enable the AFP to more accurately assess your application. In some instances the AFP may require comparison fingerprints to resolve some disputes. Applicants will be notified in such instances.

**The Privacy Commissioner** is responsible for ensuring the protection of private information relating to individuals. This includes investigating instances where information has been released improperly or incorrectly. An individual who believes the standards dealing with disclosure and use of old conviction information have been breached may apply to the Privacy Commissioner for an investigation of the matter. The phone number is 1300 363 992.

The following requirements must be met when submitting an AFP National Police Check (NPC).

## Completion Check List

Failure to meet the required standards will result in the form being returned for amendment.

- **Ensure Section 1 Purpose of NPC has been completed**
- **Payment of the required fee is to be in exact Australian Dollars only.**
- **Do NOT send cash.**
- **Applications with incorrect amounts of money will be returned.**
- Details are available on the AFP website or use the link –  
[http://www.afp.gov.au/business/national\\_police\\_checks.html](http://www.afp.gov.au/business/national_police_checks.html)
- **A copy of an Australian driver's licence or other acceptable identification (eg passport, certified full birth certificate, certified marriage certificate) must accompany the application. Do not send original documents.**
- Ensure all the necessary details have been completed and the form is **signed and dated.**
- If completing by hand please use **BLOCK LETTERS** and **black ink**.
- Mark the appropriate check boxes with a cross (X).
- All previous or other names by which you are known or have been formerly known, including maiden name, must be listed in full on the form or on an enclosed additional sheet.
- Any attachments with additional information must be signed by the applicant.
- The form must be submitted no more than three months after being signed by the applicant.
- If the applicant is under 18 years of age the form must be signed by a parent/guardian.
- Do not send the Application Completion Guide (pages 3 – 6 of this form) to the AFP. Please retain these for your reference.

If you are submitting your NPC directly to the AFP (rather than through your employer or organisation) the following is also required:

- Make the cheque or money order payable to the **Australian Federal Police.**
- Any cheques must be from an Australian bank or a bank that is affiliated with an Australian bank.
- Payment must be in Australian Dollars (ie \$AUD)
- Correct payment must be included with **all** applications.

Post all applications to:

**Australian Federal Police  
Criminal Records  
Locked Bag 8550  
CANBERRA ACT 2601**