Introduction

The South Australian schooling sectors require students working with young people (under the age of 18 years) as part of their studies to clear a criminal history check before they are placed in a school or community organisation. Details of the process for obtaining a criminal history check follow:

Process for obtaining a criminal history check

The process for obtaining a criminal history check is managed by the Department for Communities and Social Inclusion’ (‘DSI’ – formerly Department for Families and Communities) Screening and Licensing Branch.

STEP 1

Open the DSI website:


Under the heading “In this Section” (located on the right-hand side of screen), open Lodgment at Australia Post.

Open and read the following documents:

- Informed Consent Form Guidelines (alternative)
- Australia Post Informed Consent Form (alternative to be completed by applicant)
STEP 2

To assist with this process, the answers to specific questions have been outlined below:

COMPLETE PAGES 1-3

SECTION C – 100 Point Identification Check

Take your completed form and sufficient relevant original identification to satisfy the 100 point identification check (refer to Informed Consent Form) to the Student Building, Level 3 – Careers & Employer Liaison Centre, where either a Widening Participation Project Officer OR administrative staff will verify your identification as per Section C of the form.

DETAILS OF THE VERIFYING OFFICER (PAGE 4)

- Name: <to be completed by staff member>
- Position Title: <to be completed by staff member>
- Organisation: Flinders University
- Business Address: GPO Box 2100
- Suburb: Adelaide State: SA Postcode: 5001
- Telephone: (08) 8201 2832
- Email: inspire@flinders.edu.au

SECTION D – Employment Information

- Name of Requesting Organisation (page 5) – Flinders University
- The Requesting Organisation is (page 5) – Non-Government
- The Applicant is (page 5) – Student
- Title and Nature of the Applicant’s Role (page 5) – Peer Mentor
- Applicant’s Role Involves (page 5) – Working with Children
- Details of Requesting Officer (page 5) – TICK IF SAME AS VERIFYING OFFICER

OR

<to be completed by staff member>
Flinders University
GPO Box 2100
Adelaide SA 5001
Ph: 8201 2832
Email: inspire@flinders.edu.au
STEP 3

PAYMENT PROCESS

- Pay and lodge your completed application at any Australia Post outlet within South Australia with bill-paying facilities.
- Australia Post will collect and lodge your application with DFC.

PLEASE BE AWARE THAT THERE IS AN ADDITIONAL ADMIN FEE OF $5 FOR USING AUSTRALIA POST. **THE TOTAL COST IS NOW $42.40 ($37.40 + $5 admin = $42.40).**

Once cleared, you will be sent a clearance letter from DSI. An email notifying of your clearance will be sent to the Requesting Officer (Student Access Unit/Inspire) so that this may be noted on your records.

If you have any questions about the process for obtaining a criminal history check, please contact a member of staff from the **Student Access Unit** on **(08) 8201 2832** or email your enquiry to: **inspire@flinders.edu.au**