Police Check Procedure – Speech Pathology & Audiology

Procedure

- Students need to complete the Screening and Licensing Branch Informed Consent Form available online at the following link (http://www.dfc.sa.gov.au/pub/tabId/238/itemId/1613/moduleId/1060/Screening-and-Licensing-Branch.aspx)
- Students will need to provide to Speech Pathology & Audiology (Business Manager or appointed person) the following:
  - The original and completed Informed Consent Form
  - 100 Point ID Check (see below)
  - Payment of $36.30 (incl of GST) – Please bring the exact money where possible if paying by cash as we have extremely limited change facilities
- We will then verify that the ID is current, original and meets the criteria, process the form and send off all the information to the DFC.
- The cost of screening process is done on a cost recovery basis by DFC, and whereas DECS would invoice individual students, DFC will bulk invoice Flinders on a quarterly basis. Therefore this is why the payment process has changed to students paying Speech Pathology and Audiology directly.
- DFC will process the document and on the clearance of the Student, they will do both of the following:
  - Send a letter of confirmation to the Student confirming their clearance and this letter is to be kept safe and will be required to be produced when going on a placement.
  - Send an email to the Speech Pathology & Audiology to confirm the clearance of the Student. A copy of the email will be kept by the by us but this will not be sufficient for a placement organisation and therefore you will need your original letter for this.

Points to Note

- By signing the Informed Consent Form, you are providing your ‘informed consent’ which is that you are aware that the submission of your application will be forwarded to CrimTrac Agency and other Australian Police services.
- By signing the form, you are consenting to these agencies to access and disclose criminal history information that pertains to you from their records to DFC.
- You are also certifying that the personal information provided is accurate and correct. If it becomes apparent that you have provided false or misleading information, then you may be assessed as unsuitable for the position or role in question.
- There is a detailed guideline form to the Informed Consent Form online at: http://www.dfc.sa.gov.au/pub/tabId/238/itemId/1613/moduleId/1060/Screening-and-Licensing-Branch.aspx
100 Point Identification Check

- All documentation must be current and original
- Each of the documents provided should display the same name throughout.
- If the documents display a different name on different documents, then proof of a name change must also be provided such as a marriage certificate, deed poll or decree nisi. This must also be an original document.
- If all current documentation is in the same name, but at some point in the past you were known by a different name (e.g. all your documents are now in a married name) then you do NOT need to provide change of name documentation.
- No photocopies will be taken of documentation, but only the originals will be accepted.
- You need to reach 100 points through the following categories:

**Category A** (70 Points – Only one of the following is acceptable)

- Birth Certificate
- Citizenship Certificate
- International Travel Document (a current passport or an expired passport which has not been cancelled and was current within the preceding 2 years)

**Category B** (The 1st document is worth 40 Points and subsequent documents are worth 25 Points)

- Australian Drivers Licence
- Australian Licence or Permit
- Proof of Age Card
- Department of Veterans Card
- Centrelink Card
- Government Employee Identification Card
- Tertiary Student Identification Card

**Category C** (25 Points)

- Medicare Card
- Credit Card/Savings Account card (if there is more than 1 being used, they must be from different financial institutions)
- Utilities Notice (Water Rates, Electricity, Gas or Telephone Account)

There are further Category C documents outlined in the Informed Consent Forms Guidelines as referenced above.

Please remember that ONLY current and original documents will be accepted, and we will not accept any photocopies.