

EMILY'S STORY

A shy 15 year old struggling with school work, bullying and a dysfunctional home life, Emily was diagnosed with a mild learning disability. She was constantly ridiculed, became withdrawn, lacked confidence and resilience and had poor social skills.

Emily met with her volunteer mentor weekly, often going for long walks, sharing new experiences and learning about positivity.

Emily admitted early on that she doubted she would complete year 10. Her mentor encouraged her, was slowly able to instill in her a new found confidence, and give her hope. With assistance she enrolled in TAFE and completed Year 11 VCAL.

She has now chosen her Year 12 VCAL subjects, something she thought she would never achieve.

In her own words, *'my mentor helped me heaps, I didn't think that I could do so much, she's great'*

WHAT YOUNG PEOPLE SAY ABOUT MENTORING

“ 'My mentor is a nice person and is good to talk to. He has helped me set goals and stay out of trouble.'

“ 'We got to know each other really well. I feel like I wouldn't be in the place I am without her.'

“ 'I love it. It's a good idea, and it's fun.'

“ 'It's been really good, I have a lot of fun with my mentor and it's helped me get through year six.'

“ 'I have a better attitude and I'm getting on with my family now.'



The GEM Program is supported by the Victorian Government.

GEM PARTNERSHIPS

The GEM program works in various partnerships to help build communities and strengthen relationships.

GEM partners include local primary and secondary schools, learning and employment networks, TAFE, community organisations and local businesses, statutory bodies and Victoria Police

Together we collaborate to make a difference in the lives of the young people in our program.

THE GEM PROGRAM SUPPORTS:

- One on one mentoring
- Group mentoring activities
- Ongoing Professional Development for mentors
- Group celebrations including Youth Week, Volunteer Week and Mental Health Week
- 'Fun day' activities to promote positive mental and physical health



GET INVOLVED

For more information on how you can get involved in mentoring, contact GEM staff:

03 5153 9300 **OR**
gemprogram@workways.com.au

Workways Australia Ltd • ACN 141 659 734

PO Box 331 / 280 Main Street, Bairnsdale VIC 3875

P: 1800 631 196 • **W:** www.workways.com.au



Gippsland Engaged
MENTORING



COMMUNITY MEMBERS
SUPPORTING OUR YOUTH
TO A BRIGHTER MORE
CONFIDENT FUTURE

A PROGRAM OF

WW WORKWAYS

Mentoring aims to provide a structured and trusting relationship that brings young people together with caring individuals who offer guidance, support and encouragement. ”

Youth mentoring has been shown to be one of the most effective ways of supporting young people, and can have positive effects in changing behaviour and building confidence in young people who might otherwise lose their way.

The young people involved are identified by their schools as being 'at risk', or as needing a 'significant other' in their lives who can listen to their concerns and assist them to develop confidence.

THE AIMS OF THE PROGRAM ARE:

- Increased self esteem and confidence
- Improvements in relationships with peers and family
- Reduce feelings of isolation and support a sense of belonging
- Feeling connected to the community
- School retention & attendance



BECOMING A MENTOR

Mentors come from all walks of life. They bring an enormous variety of life experiences with them to the mentoring program which makes this experience a rich one for the young people who are involved in the program.

WHAT DO I HAVE TO OFFER AS A MENTOR?

- Do you enjoy being around young people?
- Do you have an ability to listen, support and encourage a young person even though their backgrounds may be different from your own?
- Do you enjoy sports, arts & crafts, literature, motor sports, painting, having a coffee or going out for lunch or any other hobbies that you would like to share with someone?
- Are you still working, retired, or a stay-at-home parent, single or married?
- Do you have time to spare for one hour a week for a minimum of 6 months?

If you can answer yes to these questions then you have everything we need, and so much to offer to a young person!

HOW DO I BECOME A MENTOR?

You will need to:

- Complete a mentor application form
- Attend a selection interview
- Consent to a Working with Children's Check and National Police Check
- Complete the training course
- Undertake reference checks

Finally, as an accredited mentor, you can begin the rewarding work of helping our young people become successful citizens of the future.



INTERVIEW WITH A MENTOR

WHY DID YOU DECIDE TO BE A MENTOR?

'I wanted to make a difference in a young person's life. I remember what it was like to be young and how it wasn't always easy, and it would have been great to have someone to talk to who wasn't going to tell me what to do or judge me for the decisions I made.'

WHAT HAVE YOU LEARNT BY BEING A MENTOR?

'I have learnt to really listen and put myself into somebody else's shoes. It hasn't always been easy - sometimes you feel you do not have the skills needed to help a young person. What I have found is that they do not want anyone to fix things for them - they just want somebody to spend time with them and listen.'

IS IT HARD BEING A MENTOR?

'It can be challenging. Especially when you first meet your young person and you're not sure what to say to them or what activities you could do together. Once you get over that it is one of the most rewarding things I have been a part of.'

WHAT WAS THE MOST REWARDING PART OF THIS EXPERIENCE?

'Definitely watching my mentee grow in confidence in themselves and become their friend not just their mentor.'



Thank you for expressing interest in the Gippsland Engaged Mentoring (GEM) Program.

Please find enclosed more information regarding the GEM program. The following steps outline the process taken to become a mentor. Please note that this process may take some time and we will keep you updated as we achieve each milestone.

1. Complete the application form and police check form, including the provision of two recent referees and return to:

GEM Program Co-ordinator
Workways
PO BOX 331
Bairnsdale VIC 3875
2. Meet with the Program staff at a local café for an informal interview.
3. Attend a mentor training session.
4. Pass a *Fit2Work* check (which we pay for) and *Working with Children Check* (online application <http://www.workingwithchildren.vic.gov.au/>).
5. Provide a copy of your drivers' licence and Working With Children Check card.
6. Satisfactorily pass reference checks.
7. Attend a review meeting with GEM Program staff, before being accepted into the program.
8. We will then seek to match you with a suitable mentee.
9. Attend a match meeting with the Program Coordinator and School Liaison to meet your mentee and sign a Match Agreement.
10. Begin mentoring!

If you have any queries or concerns regarding any of these steps, please contact us at the Workways office.

Jan Lucas & Susan Adair

Program Coordinators

Gippsland Engaged Mentoring (GEM) program

gemprogram@workways.com.au

(03) 5153 9300

0419 802 772 / 0456 947 898

The GEM Program
is supported by the
Victorian Government.



FREQUENTLY ASKED QUESTIONS

How often am I expected to meet with the young person and for how long?

Our mentors are asked to commit one hour, one day per week, to spend with their mentee. Mentors meet with their young person at a scheduled time each week, arranged to suit both the mentor and the school timetable of the student. Mentoring usually occurs only during school times, and does not take place outside of school hours, on weekends, or during school holidays unless prior arrangements have been made or you are participating in a planned after school activity. We do ask for a minimum of 6 months commitment from our mentors; however we do understand that circumstances change.

Do I need to have any qualifications of specific experience?

Our mentors come from all walks of life, from young professionals to sea-change retirees. We value the individual life experience of each of our mentors. We do not have a 'tick-a-box' list of qualifications, training or life experiences that our mentors must have to participate in the program. Each applicant is assessed individually. You will need a Working with Children and National Police Check. We will assist you with this as part of the selection process.

What sort of activities can I do with my young person?

This is up to you and your mentee! Activities may include cooking a meal, going for a walk, working on a hobby project together, or simply having a coffee and chat. Allowing your young person decide what you would like to do can help empower them and make them feel that they are getting the most out of your meetings. Mentees may want you to help them achieve a specific goal, like setting up a resume to get an after-school job, or they may just enjoy your company!

We have mentoring in both Primary and Secondary schools, with participants on the program range from 10 – 24 years old. The most common age for participants is between 12 – 15 years old.

What age are the participants in the program?

What happens if I have a holiday booked or meetings come up?

No Problem - We remember that mentors are volunteers, and value the commitment and time that they give to the program. We understand that things come up. As long as you notify the school and your young person that you are unable to make a session, or that you give advance warning if you intend to take a few weeks for holidays, this is fine.

Am I able to take the student on activities outside of school hours (eg. Weekends)?

This will depend on the young person. One-on-one mentoring always takes place at a scheduled time/day each week, to be determined at the time of the match. For school-based young people, this is **always** during school hours. For mentees no longer attending school, alternate times can be arranged. However, there are circumstances in which mentors have made a special request to meet with their mentee outside of their scheduled meeting time (eg. on a weekend, to attend a particular event). In this circumstance you would need to discuss this with the Program Coordinator or school liaison prior to the event, as special permission **may** need obtained from the school and young person's parent/guardian first.

Do I need to have access to a car?

Not necessarily, but this may limit potential activities that you can do with your mentee. Alternatively, you may wish to be involved in group activities, which take place at a set place each week.

In most cases, mentors take their mentees away from school grounds, our out locally, for mentoring sessions. If you do wish to drive mentees, you must have a current full Drivers License and full comprehensive car insurance. Motorcycles are not acceptable for transporting mentees.

Do I get to meet the young person's family?

Not usually. Your mentoring relationship is with the young person – not their families, parents, guardians or friends. You may be introduced to the mentee's family if the parent asks to meet you prior to the match, or you happen to meet them while you are mentoring, however mentors are expected to remain strictly separate from being involved in the young person's home life.

Are the mentees able to visit my home?

No, nor are you allowed to visit the young person's home.

What if my mentee and I just don't get along?

Sometimes people just don't 'click'. If this happens, it's ok!

The first couple of months of any new relationship are about forming a rapport. If you or the young person find that the match is not working, either party can cancel the match. If this happens, we aim to find a new mentor for the young person and a new mentee for the mentor.

What sort of support to I receive once my mentoring commences?

If you require advice or support on any matters during your mentoring experience you can contact the Program Coordinators, or the school liaison at any time. We also run additional information and training sessions and activities throughout the year that you will be invited to attend. This will also allow you to meet other mentors involved in the program.



Gippsland Engaged
MENTORING
Mentor Application Form

To register to become a volunteer mentor please fill out this form and return to:

GEM Program Coordinator
PO Box 331, Bairnsdale VICTORIA 3875

or via email to:

gemprogram@workways.com.au

Name				Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address					
Town		Postcode			
Postal Address (if different from above)					
Phone	(home)		(mobile)		
	(work)				
email					

Do you identify as Aboriginal or Torres Strait Islander? Yes ☐ No ☐ Prefer not to say ☐

Are you proficient in any languages other than English? Yes ☐ No ☐

(I yes please provide details)

Do you have any medical conditions that may arise and require assistance whilst mentoring?
E.g. Diabetes, Epilepsy? Yes ☐ No ☐

If yes, please provide a brief explanation. (This will remain confidential)

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1. Do you hold a current Drivers Licence? Yes ☐ No ☐

2. Do you have a current Working with Children's Check? Yes ☐ No ☐

If you answered 'yes' to Question 1 or 2 please attach documentary evidence to this application.

The GEM Program requires all volunteer mentors to have a Working with Children's Check and a current National Police Criminal History Check. If you are not a current WWCC card holder, we can assist you with the online application process (<http://www.workingwithchildren.vic.gov.au/>). Any information disclosed through these checks will remain confidential.

Why do you want to become a mentor?

- | | |
|---|---|
| <input type="checkbox"/> Give back to the community | <input type="checkbox"/> Study in a related field |
| <input type="checkbox"/> Gain new skills | <input type="checkbox"/> Meet new people |
| <input type="checkbox"/> Advance career prospects | <input type="checkbox"/> Help young people |
| <input type="checkbox"/> Make a difference | <input type="checkbox"/> Other |

If other, please provide details:

The GEM Program provides mentoring to young people aged 10 - 24. Please indicate your preference to the following:

1. I would prefer to mentor a young person in:

Primary School ☐ High School ☐ No longer attending school ☐ No preference ☐

2. I would prefer to participate in:

☐ One-on-one mentoring ☐ Group Mentoring ☐ No preference

3. I would prefer to mentor:

- ☐ Young people at risk of disengaging from the education system
☐ Young people at risk of engaging with, or who've had connection to, the Juvenile Justice system
☐ No preference

4. Please nominate the town/s in which you prefer to mentor a young person:

☐ Bairnsdale ☐ Lakes Entrance ☐ Orbost ☐ Swifts Creek
☐ Other (please specify)

5. Availability – Please specify days and times of the week that suit you best at this stage.

- | | | |
|--------------------------|-----------|-----------------------|
| <input type="checkbox"/> | Monday | mornings / afternoons |
| <input type="checkbox"/> | Tuesday | mornings / afternoons |
| <input type="checkbox"/> | Wednesday | mornings / afternoons |
| <input type="checkbox"/> | Thursday | mornings / afternoons |
| <input type="checkbox"/> | Friday | mornings / afternoons |
| <input type="checkbox"/> | Saturday | mornings / afternoons |
| <input type="checkbox"/> | Sunday | mornings / afternoons |

Current Lifestyle

- ☐ Retired
 ☐ Employed Full-time
 ☐ Employed Part-Time/Casual
☐ Looking for Work
 ☐ Other (please specify) _____

Current Work Details (if applicable)

Name of organisation: _____

Work Phone No: _____ (If applicable)

Previous Experience

Please list any community involvement, professional skills/development or courses you have had which may enhance your role as a mentor e.g. Scout/Guides Leader, Teacher's Aide and other mentoring experiences (work mentoring)

Type of Experience	Year
_____	_____
_____	_____
_____	_____
_____	_____

Please tick any of the following activities in which you are interested:

Bicycle Riding <input type="checkbox"/>	Cars <input type="checkbox"/>	Mechanics <input type="checkbox"/>	Knitting or sewing <input type="checkbox"/>
Motor bike riding <input type="checkbox"/>	Skate boarding <input type="checkbox"/>	Listening to music <input type="checkbox"/>	Arts and crafts <input type="checkbox"/>
Canoeing/kayaking <input type="checkbox"/>	Golf <input type="checkbox"/>	Board games/cards <input type="checkbox"/>	Shopping <input type="checkbox"/>
Sailing & boating <input type="checkbox"/>	Surfing <input type="checkbox"/>	Going to the gym <input type="checkbox"/>	Animals <input type="checkbox"/>
Swimming <input type="checkbox"/>	Woodwork <input type="checkbox"/>	Watching movies <input type="checkbox"/>	Horse riding <input type="checkbox"/>
Fishing <input type="checkbox"/>	Computer games <input type="checkbox"/>	Cooking <input type="checkbox"/>	Farming <input type="checkbox"/>
Bush walking <input type="checkbox"/>	Computer building/coding <input type="checkbox"/>	Playing a musical instrument <input type="checkbox"/>	Gardening / environmental work <input type="checkbox"/>

Other Interests:

Please list any other interests/hobbies/community volunteering in which you already participate.

Referees

Please provide contact details of two people who could provide a personal or professional reference for you. These referees should have known you for more than **two years**; and **not** be a family member.

Referee 1 Name: _____
Address: _____
Phone (Day): _____
Email address: _____
Relationship to you (please tick): ☐ Friend ☐ Employer
☐ Other (please provide details) _____

Referee 2 Name: _____
Address: _____
Phone (Day): _____
Email address: _____
Relationship to you (please tick): ☐ Friend ☐ Employer
☐ Other (please provide details) _____

Please acknowledge your compliance with the following two requirements of the GEM Program.

- ☐ I acknowledge that I am required to undertake a National Police Criminal History Check
- ☐ I acknowledge that any vehicle I may use to transport a young person is comprehensively insured

If I am successful in being selected to be a mentor with the GEM Program, I agree to:

(Please tick)

- ☐ Commit to a minimum of 6 months for a successful evaluation of the program
- ☐ Allocate time and attend mentor training sessions on specified dates
- ☐ Fully participate in the mentor process
- ☐ Participate in the mentor network as appropriate
- ☐ Be contactable by phone during mentoring matches
- ☐ Comply with all relevant Workways Policies and Procedures
- ☐ Only use a roadworthy, registered and comprehensively insured vehicle to transport my mentee

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

Signed: _____

Dated: ____ / ____ / ____

SECTION 1: PERSONAL INFORMATION - Use **BLOCK LETTERS** and **black ink** to complete this form. Mark check boxes with an (X)

Given Name	<input type="text"/>	Middle Name	<input type="text"/>
Surname	<input type="text"/>		
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown		Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/>

Place of Birth (Required)

[illegible]

Current Residential Address (Required)

Unit No.	<input type="text"/>	Street No.	<input type="text"/>	Street	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	State	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Country	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Details

If more room is required, list on separate sheet, sign and send the sheet with this application form. Additional sheet included? ☐ Yes ☐ No

Previous names (if applicable)

Given Name															Middle Name													
Surname																											Type: <input type="checkbox"/> Maiden <input type="checkbox"/> Previous	

5 Year Previous Address[illegible]

5 Year Previous Address

Unit No.	<input type="text"/>	Street No.	<input type="text"/>	Street	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	State	<input type="text"/>	<input type="text"/>	<input type="text"/>
																		Country	<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Details

Phone								Private									Business									Mobile
Email																										

Documents

Aust. Driver's Licence No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	State/Territory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Firearms Licence No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	State/Territory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Passport No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Passport Country	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Passport Type	<input type="checkbox"/> Private <input type="checkbox"/> Government <input type="checkbox"/> UN Refugee																

SECTION 2: PROOF OF IDENTITY

When applying for a national police history check it is necessary for you to verify your identity in line with Australia's National Identity Security Strategy. To achieve this, you must at a minimum:

- provide four (4) documents
- all four (4) documents cannot be drawn from a single category
- it is strongly recommended to try and use a document from each category

In combination, your documents must include your full name, date of birth, and a photograph

Commencement of identity documents

- full **Australian birth certificate** (not an extract or birth card)
- current **Australian passport** (not expired)
- Australian visa** current at time of entry to Australia as a resident or tourist
- ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enroll in services
- certificate of identity** issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- document of identity** issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- certificate of **evidence of resident status**.

Primary use in the community documents

- current **Australian drivers licence**, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
- Australian marriage certificate** issued by a state or territory (church or celebrant-issued certificates are not accepted)
- current **passport** issued by a country other than Australia with a valid entry stamp or visa
- current **proof of age** or **photo identity card** issued by an Australian Government agency in the name of the applicant, with a signature and photo
- current **shooters** or **firearms licence** showing a signature and photo (not minor or junior permit or licence)
- for persons under 18 years of age with no other Primary Use in Community Documents, a current **student identification card** with a signature or photo.

Secondary use in the community documents

- certificate of identity** issued by DFAT
- document of identity** issued by DFAT
- convention travel document secondary** (United Nations) issued by DFAT
- foreign government issued documents** (for example, drivers licence)
- Medicare card**
- enrolment with the Australian Electoral Commission**
- security guard or crowd control photo licence**
- evidence of right to an Australian government benefit (Centrelink or Veterans' Affairs)**
- consular photo identity card** issued by DFAT
- photo identity card** issued to an officer by a police force
- photo identity card** issued by the Australian Defence Force.
- photo identity card** issued by the Australian Government or a state or territory government
- Aviation Security Identification Card**
- Maritime Security Identification card**
- credit reference check**
- Australian secondary student photo identity document**
- certified **academic transcript** from an Australian university
- trusted referees report**
- bank card**
- credit card**

Please note that it is an Australian Criminal Intelligence Commission (ACIC) requirement of fit2work to link identity documents to you as an individual as a part of the application process. To do so, it may be necessary to require additional documents to be uploaded as well as make all enquiries necessary to satisfy this requirement.

fit2work is required, and will report any suspicion of identity fraud detected on the platform to the relevant Australian Police Service and the ACIC.

Applications must be made by the individual for whom the check is sought, or somebody authorised to make the application on the applicant's behalf (e.g. parent, legal guardian or authorised agent). The link between identity documents and the applicant must still be satisfied by fit2work.

Applicants are only required to provide identity documents for their primary name, not for any previously known names.

If identity documents are provided using a former name (e.g. maiden name) evidence of the name change must be provided **in addition** to the minimum four (4) identity documents.

If you have a legitimate reason prohibiting you from meeting these verification of identity requirements, **special provisions** can be used to verify your identity.

If this applies to you please go to <https://www.fit2work.com.au/Documents/General/IdRequirements.pdf>, or [click here](#).



STAFF-IN-CONFIDENCE (WHEN COMPLETED)
NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
(ACCREDITED ORGANISATION - CUSTOMERS)



SECTION 3: ACCREDITED ORGANISATION DETAILS

Accredited Organisation Equifax Australasia Workforce Solutions Pty Limited t/a fit2work.com.au
ABN: 86 080 799 720

SECTION 4: AUTHORISATION TO DISCLOSE PERSONAL INFORMATION

Is the result of the national police history check to be forwarded/disclosed only to the accredited agency named in Section 3 above? ☐ Yes ☒ No
If No: I authorise the result of the national police history check to be forwarded/disclosed to the following employer/organisation:

Employer/Organisation Workways Australia Limited
ABN: 50957582595

SECTION 5: PURPOSE OF THE NATIONAL POLICE HISTORY CHECK

Provide details of relevant position/entitlement, place of work and whether you have contact with vulnerable groups. e.g. Client Services Officer in a call centre, Janitor at a school, Nurse in aged care facility with direct care of disabled & aged persons or Flight Attendant with direct care of children). />

Purpose/Description of Duties Volunteer mentor for 'at risk' youth.

SECTION 6: CONSENT TO OBTAIN PERSONAL INFORMATION

National Police History Check

I, _____ hereby:
 Given Names (Current) _____ Family Name(Current) _____

1. acknowledge that I have read the General Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;
2. understand that the national police history check for which I am applying may be in a category for which exclusions from Spent Convictions legislation may apply;
3. have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
4. acknowledge that the provision of false or misleading information is a serious offence;
5. acknowledge that the Accredited Organisation named in Section 3 of this form is collecting information in this Form to provide to the Australian Criminal Intelligence Commission (ACIC) and the Australian police agencies;
6. consent to:
 - i. the Australian Criminal Intelligence Commission (ACIC) disclosing personal information about me to the Australian police agencies;
 - ii. the Australian police agencies disclosing to the Australian Criminal Intelligence Commission (ACIC), from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned;
 - iii. the Australian Criminal Intelligence Commission (ACIC) providing the information disclosed by the Australian police agencies to the Accredited Organisation named in Section 3 of this form, in accordance with the laws of the Commonwealth; and
 - iv. where applicable, the Accredited Organisation named in Section 3 of this form disclosing to the employer/organisation named in Section 4 of this form personal information about me to assess my suitability in relation to my employment/entitlement; and
7. acknowledge that any information provided by me on this Form, relates specifically to the purpose identified in Section 5 of this form;
8. acknowledge that any information provided by the Australian police agencies or the Australian Criminal Intelligence Commission (ACIC), relates specifically to the purpose identified in Section 5 of this form;
9. Acknowledge that any information sent, by mail or electronically, in relation to this form, including any identity documents, is sent at my own risk and I am aware of the consequences of these methods of lodgement;
10. acknowledge that personal information that I provide in this Form may be disclosed to the Accredited Organisation named in Section 3 of this form (including contractors or related bodies corporate) located in Australia or overseas for administrative purposes;
11. acknowledge that it is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences;
12. understand that I may dispute the Police History Information contained within my National Police History Check by contacting the Accredited Organisation in the first instance;
13. acknowledge that the Accredited Organisation is Equifax Australasia Workforce Solutions Pty Limited t/a fit2work.com.au and the Privacy Officer can be contacted on 1300 525 525 or via mail to Equifax Australasia Workforce Solutions Pty Limited Privacy Officer, 119 Cecil St South Melbourne VIC 3025; and
14. understand that the ACIC Privacy Officer can be contacted on (02) 6268 7000 or privacy@ACIC.gov.au or GPO Box 1573 Canberra City ACT 2601.

Note: The information you provide on this form, and which the Australian Criminal Intelligence Commission (ACIC) provides to the Accredited Organisation named in Section 3 of this form, on receipt of the form, will be used only for the purpose stated above unless statutory obligations require otherwise.

Applicant's Signature: _____ **Date:** ____ / ____ / ____

Parent/Guardian Consent - If you are under 18 years of age provide consent below from a parent /guardian.

Parent/Guardian Signature _____ Date: ____ / ____ / ____ Parent/Guardian name printed in full _____

Office Use

Check Urgency: ☐ Normal ☐ Urgent Type of Check: ☐ Employee ☐ Volunteer

Vulnerable People check ☐ Yes ☐ No

(Select YES for Vulnerable People clearance if the applicant's employment or volunteer role involves care for children, aged persons, persons with a physical or intellectual disability or mental illness)

Applicant Role: _____ Other Info: _____

Department: _____ Supervisor: _____

GENERAL INFORMATION

GENERAL INFORMATION

This Form is used as part of the assessment process to determine whether a person is suitable for employment or other engagement for work or other entitlements. Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability. You may be required to complete another consent form in the future in relation to employment in other positions.

NATIONAL POLICE HISTORY CHECK

A national police history check is an integral part of the assessment of your suitability. You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the Form. Information extracted from this Form will be forwarded to the Australian Criminal Intelligence Commission (ACIC) and other Australian police agencies¹ for checking action. By signing this Form you are consenting to these agencies accessing their records to obtain and disclose police history information that relates to you to:

- a) the Accredited Agency named in Section 3 above; and
- b) where applicable the employer/organisation named in Section 4 above.

Police history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

SPENT CONVICTIONS SCHEMES

The following information is provided as general guidance and is not exhaustive. The aim of Spent Convictions legislation² 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. Spent convictions of specific offences will be released where the check is required for certain purposes regardless of how old the convictions are. Each Australian police agency will apply the relevant Spent Convictions legislation/information release policy prior to disclosure. If further information or clarification is required please contact the individual police agencies directly for further information about their release policies and any legislation that affects them.

Commonwealth

Part VIIC of the Crimes Act 1914 (Cth) deals with aspects of the collection, use and disclosure of old conviction information. The main element of this law is a "Spent Convictions Scheme". The aim of the Scheme is to prevent discrimination on the basis of certain previous convictions, once a waiting period (usually 10 years) has passed and provided the individual has not re-offended during this period. The Scheme also covers situations where an individual has had a conviction "quashed" or has been "pardoned".

A "spent conviction" is a conviction of a Commonwealth, Territory, State or foreign offence that satisfies all of the following conditions:

- i). it is 10 years since the date of the conviction (or 5 years for juvenile offenders); AND
- ii). the individual was not sentenced to imprisonment or was not sentenced to imprisonment for more than 30 months; AND
- iii). the individual has not re-offended during the 10 years (5 years for juvenile offenders) waiting period; AND
- iv). a statutory or prescribed exclusion does not apply. (A full list of exclusions is available from the Office of the Australian Information Commissioner).

The law affects Commonwealth authorities in the following ways:

- i). a person with a conviction protected by Part VIIC does not have to disclose that conviction to any person, including a Commonwealth authority, unless an exclusion applies;
- ii). Commonwealth authorities are prohibited from accessing, disclosing or taking into account spent convictions of Commonwealth offences.

Part VIIC and Crimes Regulations 1990 provide for "statutory" or "regulatory" exclusions that will prevent certain Commonwealth convictions from being spent in certain circumstances.

Queensland

Under Queensland's Criminal Law (Rehabilitation of Offenders) Act 1986 a conviction automatically becomes spent upon completion of the prescribed (rehabilitation) period. This period is:

- (i) 10 years for indictable offences where the offender was an adult at the time of conviction; and
 - (ii) 5 years for other (summary offences or where the offender was a juvenile).
- Where a person is convicted of a subsequent offence (an offence other than a simple or regulatory offence) during the rehabilitation period, the period runs from the date of the subsequent conviction.

Convictions where the offender is sentenced to more than 30 months imprisonment (whether or not that sentence is suspended) are excluded from the regime.

Once the rehabilitation period has expired, it is lawful for a person to deny (including under oath) that the person has been convicted of the offence, and the conviction must be disregarded for occupational licensing purposes (subject to certain exceptions, see below). It is unlawful for any person to disclose the conviction unless:

- (i) the convicted person consents;
- (ii) the Minister has granted a permit authorising disclosure (where there is a legitimate and sufficient purpose for disclosing);
- (iii) the disclosure is subject to an exemption.

Victoria Police

For the purposes of employment, voluntary work or occupational licensing/registration, police may restrict the release of a person's police record according to the Victoria Police "Information Release Policy". If you have a police record the "Information Release Policy" may take into account the age of the police record and the purpose for which the information is being released. If 10 years have elapsed since you were last found guilty of an offence, police will, in most instances, advise that you have no disclosable court outcomes. However, a record over 10 years may be released if:

- (i) it includes a term of imprisonment longer than 30 months;
- (ii) it includes a serious, violent or sexual offence and the check is for the purpose of working with children, elderly people or disabled people;
- (iii) it is in the interests of crime prevention or public safety.

Findings of guilt without conviction and good behaviour bonds may be released. Recent charges or outstanding matters under investigation that have not yet gone to court may also be released.

New South Wales

In New South Wales the Criminal Records Act 1991 (NSW) governs the effect of a person's conviction for a relatively minor offence if the person completes a period of crime-free behaviour, and makes provision with respect to quashed convictions and pardons.

A "quashed" conviction is a conviction that has been set aside by the Court. A "pardon" means a free and absolute pardon that has been granted to a person because he/she was wrongly convicted of a Commonwealth, Territory, State or foreign offence.

In relation to NSW convictions, a conviction generally becomes a "spent conviction" if a person has had a 10 year crime-free period from the date of the conviction. However, certain convictions may not become spent. These include:

- (i) where a prison sentence of more than 6 months has been imposed (periodic or home detention is not considered a prison sentence);
- (ii) convictions against companies and other corporate bodies; (iii) sexual offences pursuant to the Criminal Records Act 1991; and
- (iv) convictions prescribed by the Regulations

¹Australian Federal Police, The New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police Service, Northern Territory Police Force.

²Applicable spent conviction legislation, as amended from time to time.

BACKGROUND EMPLOYMENT CHECKS

GENERAL INFORMATION (continued)

Tasmania

Under the Annulled Convictions Act 2003 (Tas) a conviction is annulled upon completion of the prescribed period of good behaviour. This period is:

- (i) 10 years where the offender was an adult at the time of conviction; or
- (ii) 5 years where the offender was a juvenile at the time of conviction.

A person is taken to be of good behaviour for the required period if, during that period, he or she is not convicted of an offence punishable by a term of imprisonment. If the person is so convicted, the qualifying period (for the original offence) starts to run from the date of the subsequent conviction. A subsequent traffic conviction is only taken into account for prior traffic offences (except more serious traffic offences which cause injury or death).

Only "minor" convictions can become annulled. A minor conviction is a conviction other than one for which a sentence of imprisonment of more than 6 months is imposed, a conviction for a sexual offence or a prescribed conviction. A minor conviction is also annulled if the offence ceases to be an offence.

Once an offence is annulled the convicted person is not required to disclose any information concerning the spent conviction. Any question concerning criminal history is taken only to apply to unspent convictions, and references in Acts or statutory instruments to convictions or character or fitness do not include spent convictions. An annulled conviction or the non-disclosure of the annulled conviction is not grounds for refusing the person any appointment, post, status or privilege or revoking any appointment, post, status or privilege.

- (i) a person is not required to disclose the existence of the conviction;
- (ii) questions relating to convictions and a person's criminal record will be taken only to apply to unspent convictions;
- (iii) it is unlawful for another person to disclose the existence of a spent conviction except as authorised by the Act;
- (iv) spent convictions are not to be taken account in making decisions about the convicted person's character or fitness.

South Australia

Release of information on a National Police Check is governed by the South Australian Spent Convictions Act 2009. It is an offence to release information regarding the convictions of a person if those convictions are deemed to be 'spent' under the Act.

A spent conviction is one that cannot be disclosed or taken into consideration for any purpose. Eligible convictions become spent following a 10-year conviction and proven offence-free period for adults, and a 5-year conviction and proven offence-free period for juveniles.

The Act defines a conviction as:

- i). a formal finding of guilt by a Court;
- ii). a finding by a Court that an offence has been proved.

Certain convictions can never be spent. These include but are not limited to:

- i). convictions of sex offences;
- ii). convictions where a sentence is imposed of more than 12 months imprisonment for an adult, or 24 months imprisonment for a juvenile.

Schedule 1 of the Act sets out a number of exceptions to the rule where spent convictions can be released. Some examples of this include:

- i). the care of children;
- ii). the care of vulnerable people (including the aged and persons with a disability, illness or impairment);
- iii). activities associated with statutory character tests for licensing

Interstate offences are released in accordance with that State or Territory's spent conviction / rehabilitation legislation and policy. Intelligence-type information is not released.

Western Australia

Under the provisions of Section 7(1) of the Spent Convictions Act 1988 (WA) only "lesser convictions" can be spent by Western Australia Police, after a time period of 10 years plus any term of imprisonment that may have been imposed. A lesser conviction is one for which imprisonment of 12 months or less, or a fine of less than \$15,000 was imposed.

All other convictions, such as "serious convictions" applicable under Section 6 of the Act can only be spent by applying to the District Court. At the time of sentencing, the Court may make a "spent conviction order" under the Sentencing Act 1995 (WA) that the conviction is a spent conviction for the purposes of the Spent Convictions Act 1988 (WA).

Australian Capital Territory

Generally, under the Spent Convictions Act 2000 (ACT), a conviction becomes spent automatically at the completion of the prescribed (crime-free) period. This period is:

- (i) 10 years for convictions recorded as an adult; or
- (ii) 5 years for convictions recorded as a juvenile.

The period begins to run from the date a sentence of imprisonment is completed, or, where no sentence of imprisonment is imposed, from the date of conviction. A person must not be subject to a control order or convicted of an offence punishable by imprisonment during this period. If a person is convicted of an offence, which was committed in the crime-free period, but the conviction is not incurred until after the crime-free period, the spent conviction may be revived and will not become spent again until the offender has achieved the relevant crime-free period in respect of the later offence.

The effect of conviction becoming spent is that:

- (i) the convicted person is not required to disclose any information concerning the spent conviction;
- (ii) any question concerning criminal history is taken only to apply to unspent convictions;
- (iii) references in Acts or statutory instruments to convictions or character or fitness does not include spent convictions, and it is an offence to disclose information regarding spent convictions;
- (iv) it is unlawful for a person who has access to a person's criminal record held by a public authority to disclose a spent conviction;
- (v) it is unlawful for a person to fraudulently or dishonestly obtain information about a spent conviction from records kept by a public authority.

Northern Territory

Under the Criminal Records (Spent Convictions) Act 1992 (NT), a conviction becomes spent automatically (in the case of an adult or juvenile offender convicted in a Juvenile Court) and by application to the Police Commissioner (in the case of a juvenile convicted in an adult court) upon completion of the prescribed period. The prescribed period is:

- (i) 10 years for offences committed while an adult; and
- (ii) 5 years for offences committed as a juvenile

The period starts on completion of any sentence of imprisonment. A subsequent traffic conviction is only taken into account for prior traffic offences (except more serious traffic offences which cause injury or death). Once a conviction becomes spent:

- (i) a person is not required to disclose the existence of the conviction;
- (ii) questions relating to convictions and a person's criminal record will be taken only to apply to unspent convictions;
- (iii) it is unlawful for another person to disclose the existence of a spent conviction except as authorised by the Act;
- (iv) spent convictions are not to be taken account in making decisions about the convicted person's character or fitness.

PROVISION OF FALSE OR MISLEADING INFORMATION

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

It is a serious offence to provide false or misleading information