

# Learner Background Checks - GUIDELINES



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

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

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

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

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

## National Police Check-

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

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

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

\* Please refer to page 9 of the Learner Information Handbook and individual course flyers for further information on work placement requirements.

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

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

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

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

\*Please refer to the link for more information on how to apply (WA): <https://workingwithchildren.wa.gov.au/>

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

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

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

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