The Department for Human Services (DHS) has established an online application process for working with children checks which existing and prospective Education Department Water Safety instructors will be able to use. DHS will not process applications where a request for an application does not come to the Water Safety Team first.

- Instructors will need to complete the **Request for an Application Form** and forward it (email) to the Water Safety Team (EducationSwimAquatics@sa.gov.au)
- All the information must be accurate and completed.
- The Water Safety Team will determine whether the department or the applicant will be required to pay for the check.
- DHS will then email information direct to the applicant who will need to complete further information for the check to occur.
- The applicant will have three options in completing this information:

  Option 1 – online verification
  By far the simplest and quickest is for the applicant to provide online verification (must have a current passport, travel document, birth certificate or Australian Citizenship papers **AND** a current Australian driver's licence to access this option.)

  Option 2 – online with verification by a Verifying Officer
  The applicant produces documents to an organisation's Verifying Officer who can then complete the process online. All Instructors in Charge will be Verifying Officers for this process.

The applicant will need to choose the most appropriate option based on the identity documentation they hold.

Further Information about the online system

- The online system has been tested using a variety of electronic devices including desktop computers, smart phones, tablets and laptops; which have all worked. The size of the screen may affect the ease in which the applicant will be able to enter the required information.
- The applicant will receive an email from the DHS Screening Unit, providing them with a

secure login, user name and password for their own account.

- As soon as the applicant logs into the system using these details, they will be asked to create their own unique password. This ensures the information they provide online remains confidential. The applicant can then proceed to complete their application form online.

Payment

- Upon receipt of the 'Request for an application form' the Water Safety Team will determine who will pay for the screening.
- The Water Safety Team will only pay for the screening where all essential qualifications are current and supplied to the Team.
- The essential qualifications are listed on the Education website: https://www.education.sa.gov.au/teaching/projects-and-programs/water-safety
- Where the Water Safety Team will meet the cost the applicant does not have to do anything regarding payment.
- Where the applicant is required to meet the cost, payment can be made via the Commonwealth Bank's BPOINT banking system. BPOINT accepts VISA or MASTERCARD and free to use. If the applicant does not have a VISA or MASTERCARD a prepaid (often reloadable) credit card can be purchased, and are readily available from many merchants including Australia Post. The DHS Screening Unit does not accept cash payments.
- Queries about the payment method should be directed to the Water Safety Team on 8416 5920 or email EducationSwimAquatics@sa.gov.au .

Online application process "I am not a robot" check

- The online process includes one or both of the following checking mechanisms to ensure the applicant is not a robot.
  - o Security Check tick box, and/or
  - o A simple test where the applicant is required to match words and pictures.

Signatures

- A signature is not required to complete a consent and declaration online. By clicking YES on your consent and declaration, you are indicating that the information you have provided is true and accurate. The action of submitting your completed application form electronically takes the place of a signature.

Clearance Notification

- A clearance letter via mail will continue to be issued for the foreseeable future. The Water Safety Team will also be advised by email.
- During the process the Water Safety Team will not be able to view the specific content of each screening application but will be able to view the status of all applications (i.e. Whether they have been started, verified, paid for etc.