

The Department for Communities and Social Inclusion (DCSI) has established an online application process for child related employment screenings which existing and prospective DECD Swimming and Aquatics instructors will be able to use.

DCSI will not process applications where a request for an application does not come to the Swimming & Aquatics Unit first.

- Instructors will need to complete the **Request for an Application Form** and forward it (email) to the Swimming & Aquatics Unit ([DECDSwimAquatics@sa.gov.au](mailto:DECDSwimAquatics@sa.gov.au))
- All the information must be accurate and completed.
- The Swimming and Aquatics Unit will determine whether the Unit or the applicant will be required to pay for the screening.
- DCSI will then email information direct to the applicant who will then need to complete further information for the screening to then 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 (similar to previous process) who can then complete the process online. All Instructors in Charge will be Verifying Officers for this process.

Option 3 – Print the form and verify using an independent Verifying Officer.

The applicant must print their application form and then take this, together with their original identity documents, to an independent Verifying Officer. They then post in the completed application to the DCSI Screening Unit. Once your application has been received by DCSI and checked by their Screening Unit, the applicant's status within the online system will be updated (which the Swimming and Aquatics Unit will then be able to see).

**DCSI SCREENING UNIT**

**GPO Box 292**

**Adelaide 5001**

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 DCSI 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 Swimming and Aquatics Unit will determine whether the Unit or the applicant will pay for the screening.
- The Swimming and Aquatics Unit will only pay for the screening where all essential qualifications are current and supplied to the Unit. A copy of an instructor's eligibility for employment letter, or each of the other essential qualification certificates is required to accompany the **Request for an Application Form**.
- The essential qualifications are listed on the DECD website: <https://www.decd.sa.gov.au/teaching/projects-and-programs/swimming-and-aquatics>
- Where the Swimming & Aquatics 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 is 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 DCSI Screening Unit does not accept cash payments.
- Queries about the payment method should be directed to the Swimming and Aquatics Unit on 8226 1302 or email [DECDSwimAquatics@sa.gov.au](mailto:DECDSwimAquatics@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.
  - Security Check tick box, and/or
  - 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 to 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 Swimming & Aquatics Unit will also be advised by email.
- During the process the Swimming & Aquatics Unit 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.)