



Course Proposal Package

Included:

- **How to apply for a casual tutor position with SGSCC**
- **Application for employment as a casual tutor**
- **Job Description – Casual Tutor**
- **Job Description – Accredited Tutor/Accredited Trainer and Assessor** *(for applicants applying for a position as a trainer of nationally accredited courses)*
- **Prohibited Employment Declaration and Consent to Employment Screening forms**
- **SGSCC Profile**
- **Course Proposal Application**
- **Prohibited Employment Declaration and Consent to Employment Screening forms and explanatory notes(2)**

Please note:

As part of the employment process, applicants are asked to comply with the Commission for Children and Young People Act 2005. This requires the interviewer sighting two (2) forms of identification and your completion of the Prohibited Employment Declaration and the Consent to Employment Screening forms, which are included in this package.

Please sign these forms and return them with your course proposal.



How to apply for a casual tutor position with SGSCC



St George and Sutherland Community College is an Equal Employment Opportunity employer, committed to diversity in the workplace and Occupational Health and Safety. SGSCC offers casual tutor opportunities on the basis of merit. The applicant considered to be the most capable of doing the job is selected. To decide this we look at qualifications, experience, skills, and personal qualities relevant to the position.

The essential qualifications must be met if you are to fulfil the duties and responsibilities of the position. The desirable skills will assist you in the application.

Writing the application

What you write and how you answer each of the questions will determine whether you can pass on to the next step – the interview.

Qualifications

Include copies of any relevant qualifications, certificates or licences you have. Do not send originals, but bring them along should you be granted an interview.

If any of your qualifications are from overseas, include copies of all relevant qualifications in ENGLISH translation.

Field of Expertise

SGSCC works closely with the local community in providing relevant courses and training. Applicants must have direct experience in their area of expertise.

General Program (Leisure) Courses or other Non-Accredited Courses

This means that you must demonstrate expertise in the designated area.

If you gained any of these skills or knowledge through voluntary or unpaid work, include them in your application.

Accredited Courses

This could mean that you are employed or were employed for the length of service specified in the area of expertise. You should also demonstrate a range of experience and be familiar with present technologies, processes and/or educational developments in that industry.

If you gained any of these skills or knowledge through voluntary or unpaid work, include them in your application.

Resume

You should also include a copy of your resume with your application.

Referees



In your application you are required to give the names of two referees. It is important that you choose your referees carefully, and equally important that your referees know you are applying for a job. Your referees will usually be asked about your past employment and work performance relevant to the criteria.

Sending your application

You should send your application back to the College in a large envelope or in the reply-paid envelope which can be provided.

The interview

If you are asked to attend an interview, someone will contact you and tell you when and where the interview will be. You may be asked to bring a portfolio, or samples of your works to the interview.

Becoming a casual tutor

If you are offered a position as a casual tutor you will usually be told over the phone. We would like to know your decision as quickly as possible. If you accept, two (2) contracts will be sent to you. One should be signed by you and returned – the other is for your records.

CHECKLIST

HAVE YOU INCLUDED

- The name of the teaching area you wish to apply for
- Your name and address
- A daytime contact number and address

HAVE YOU ATTACHED

- A completed and signed application
- An up-to-date resume
- Copies of your qualifications (where necessary)
- The names and numbers of two referees

HAVE YOU

- Kept a copy of your application

HAVE YOU SIGNED:

- Child Protection Forms

ST GEORGE & SUTHERLAND COMMUNITY COLLEGE

Application for employment as a casual tutor

NOTE

You must complete a separate application for each teaching area

Position details

Teaching Area

Personal details

Last Name:	First Name:
Address:	Post Code:
Home phone:	Work phone:
Mobile No:	Email address:

Current employment status

Current employer:	
Length of time in current employment	
Position held:	
Previous employer:	
Length of time in previous employment	
Position held:	

Your qualifications

(Should you be successful in your application, you will be required to provide proof of your qualifications)

Technical / Academic qualifications (eg: Bachelor of Adult Education, TESOL, Graduate Diploma Adult Education or recognised specialist qualifications)

Year	Qualification

Teaching qualifications (eg: Certificate IV in Training and Assessment – TAA40104)

Year	Qualification

Industry experience

Dates	Experience/Estimated Hours
From	to



From	to	
From	to	
From	to	
From	to	

Referees

Please provide the name and contact details of **two** referees (*most recent work supervisor or character referee*)

Name of 1 st referee		
Contact details	Work No:	Mobile:
Name of 2 nd referee		
Contact details	Work No.	Mobile:

IMPORTANT INFORMATION

Please ensure you return this form with your RESUME, together with any support material.

Address any correspondence to:

The Principal
 St George & Sutherland Community College
 PO Box 404
 JANNALI NSW 2226

Thank you for applying

Office Use Only

Date of Interview: *Notes:*



Job Description

JOB TITLE:	Casual Tutor
COURSES:	General (Leisure); Non-accredited Computer; Business; Management; Language, Literacy and Numeracy
WRITTEN BY:	Don Sinclair, Cheryl Cooper
DATE:	March 2007
Reports to:	Relevant Department Manager



Brief description of job role:

As a registered training organisation the College relies on the expertise of its tutors to provide a professional service to our clients.

As a tutor you are responsible for the professional design and delivery of your course, and your own professional presentation and development.

Responsibilities and Duties:

- Delivery of appropriate and approved courses
- Preparation of lesson plans
- Preparation of resources (eg: handouts, overhead transparencies)
- Maintain course resources (eg: workbooks)
- Liaise with College staff (when appropriate)
- Distribute and collect participant evaluations
- Observe the Occupational Health and Safety policy of the College
- Ensure the observance of appropriate safety, health, welfare, security and good housekeeping standards
- Initiate emergency/accident procedures in appropriate situations
- Report any incidents or accidents that occur
- Ensure participants give due care to the resources and facilities, and participate in maintaining an environment free from danger or abuse
- Comply with the requirements and regulations of appropriate legislation
- Advise and assist course participants in making them aware of the facilities the College provides
- Maintain professional development in your chosen field of expertise
- Attend tutor meetings (when requested)
- Report participant grievances using the College's documented grievance procedure
- Attend relevant workshops and professional development programs offered by the College
- Maintain an understanding of, and capacity to implement EEO, OHS, ethical practice, commitment to the principles of cultural diversity and other legislative requirements

Performance Review

Continued employment is based on satisfactory reviews and evaluation.



Remuneration

Casual tutors are employed under the guidelines of a Certified Agreement.

Desirable teaching qualifications and experience

General & non-accredited Business/Computer Programs

Although it is desirable for these tutors to hold qualifications in teaching adults and/or the course of study to be taught, applicants without qualifications who can demonstrate sufficient knowledge, experience and communication skills to conduct a course may be employed.

Tutors must be able to demonstrate the experience and expertise necessary to enable delivery of training, and to ensure course outcomes are met.

Literacy Programs

Suitability criteria will include relevant expertise and experience in the field of study, degree or recognised teaching qualification and course/subject suitability.

In the case of specific computer (software) applications:

- ✓ Having taught similar software applications to a comparable level in other courses with other training organisations
- ✓ Having completed computer training relevant to application to be taught
- ✓ Having demonstrated relevant experience in the particular software application
- ✓ Possessing qualifications relevant to the content or subject matter of the software application

Desirable skills

- Excellent communication skills

Employment Screening

Child Protection Legislation requires successful applicants to be subject to employment screening, including a criminal record check prior to be offered employment. Applications will not be considered without the necessary documentation being signed and returned to the College.

Arrival

You are required to arrive to the classroom at least 10 minutes prior to commencement of training and ensure that the room is set up in such a way that is conducive to effective adult learning. Please do not leave classes unattended.

Dress Code

All trainers are required to wear appropriate business attire whilst presenting training courses or at any time when representing SGSCC for any other purpose.

Confidentiality

All participant details are confidential and remain the property of SGSCC.

ST GEORGE & SUTHERLAND COMMUNITY COLLEGE



Job Description

JOB TITLE: **Accredited Tutor and Accredited Trainer/Assessor in TAA 40104 Package**

DEPARTMENT: Vocational Education and Training

WRITTEN BY: Georgina Weinberg (VET & Business Manager)

DATE: March 2007

Reports to: VET & Business Manager



Brief description of job role:

As a registered training organisation the College relies on the expertise of its trainers and assessors to provide a professional service to our clients.

As a trainer/assessor you are responsible for the professional design and delivery of your training program, assessment tasks and your own professional presentation and development.

Responsibilities and Duties:

- Delivery and assessment of appropriate accredited programs (following the current compliance requirements outlined under the Australian Quality Training Framework [AQTF] and the training package or accredited curriculum being delivered or assessed against)
- Preparation of lesson plans
- Preparation of resources (eg: handouts, overhead transparencies, assessment tasks)
- Maintain course resources (eg: workbooks)
- Liaise with College staff (when appropriate)
- The accurate maintenance of necessary course administration material including the submission of: Competency assessment records, rolls, pay claims, course session plans, course notes, assessment tasks and resources for accredited programs
- Distribution and collection of participant evaluations
- Observe the Occupational Health and Safety policy of the College
- Ensure the observance of appropriate safety, health, welfare, security, confidentiality and good housekeeping standards
- Initiate emergency/accident procedures in appropriate situations
- Report any incidents or accidents that occur
- Ensure clients give due care to the resources and facilities and participate in maintaining an environment free from danger or abuse
- Comply with the requirements and regulations of appropriate legislation
- Advise and assist course participants in making them aware of the facilities the College provides
- Maintain professional development in your chosen field of expertise
- Attend trainer/tutor meetings
- Report participant grievances using the documented grievance procedure
- Attend relevant workshops, validation sessions and professional development programs offered by the College or the ACE sector



- Understanding of and capacity to implement EEO, OHS, ethical practice, commitment to the principles of cultural diversity and other legislative requirements

Performance Review

Continued employment is based on satisfactory yearly reviews and course evaluations.

Remuneration

Sessional staff are employed under the guidelines of a Certified Agreement.

Essential qualifications and experience

All teaching/training staff of accredited programs will be required to hold BSZ40198 - Certificate IV in Assessment and Workplace Training or TAA40104 -Certificate IV in Training and Assessment or equivalent according to the requirements of the qualification being taught. They are also expected to maintain relevant industry experience. VET accredited tutors may be also asked to demonstrate their skills in a short presentation before approval as a tutor. VET accredited program tutors are also expected to undergo staff development training as required (subject to changing national criteria) to keep up to date in their field(s) of expertise and to continuously improve performance.

Employment Screening

Child Protection Legislation requires successful applicants to be subject to employment screening, including a criminal record check prior to be offered employment. Applications will not be considered without the necessary documentation being signed and returned to the College.

Arrival

You are required to arrive to the classroom at least 10 minutes prior to commencement of training and ensure that the room is set up in such a way that is conducive to effective adult learning. Please do not leave classes unattended.

Dress Code

All trainers are required to wear appropriate business attire whilst presenting training courses or at any time when representing SGSCC for any other purpose.

Confidentiality

All participants details are confidential and remain the property of SGSCC.



St George and Sutherland Community College

COLLEGE PROFILE

St George & Sutherland Community College (SGSCC) is a not-for-profit community-based adult education organisation operating under the auspices of the NSW Board of Adult & Community Education. It has been in operation in various forms since the 1930s.

The College is one of the biggest in NSW and covers a large part of southern Sydney, operating in over 40 venues, offering over 400 courses, servicing up to 20,000 students a year in day, evening and weekend courses. The College is open to students aged from 14 to 104.

SGSCC offers specialised services in the areas of business, accredited vocational, computer, leisure and hobby, adult migrant English, literacy and programs for people with a disability.



SGSCC Course Proposal Application

Course	
Name of Trainer	

Brochure description (*in 50 words or less – what outcomes can be expected?*)

.....

.....

.....

.....

Maximum Number of Students (preferred)		
		(eg: 8, 10, 15)
<p>Course Details</p> <p><i>As a guide:</i></p> <ul style="list-style-type: none"> ▪ <i>courses running for a full College term are 2 hours per week for 8 weeks = 16 hours</i> ▪ <i>courses running at night are usually 7pm to 9pm (times are dependent on venue)</i> ▪ <i>courses running on weekends can be concurrent days/times (depending on structure)</i> 	No. of sessions	
	No. of hours per session	
	Day/ Evening/Weekend (specify day of week)	
	Times	
Preferred venue for course		
<i>eg: Jannali, Oatley, Engadine, Hurstville, Port Hacking</i>		
What are participants required to bring?		
What resources or equipment is required for this course?		



<p style="text-align: center;">Please detail any ADDITIONAL costs (in addition to course fee) that: (a) participants may need to incur; or (b) that the College may need to acquire for the course to function properly</p>	Item	
	Cost	

Course Outline

On submission of a course proposal, applicants are required to provide a course outline, providing objectives, content, strategies and resources for the proposed course.
(See attached)

Lesson Plan (Session Plans)

A lesson plan is an essential piece of equipment for the tutor. It serves to guide the session in correct sequence and ensures that all relevant material is covered during the lesson. It is expected that tutors will prepare lesson plans for the course being delivered.

The use of a lesson plan will:

- Give participants a clear idea of what they will be doing
- Clearly outlines the methods and activities you will use
- Provide a record of the training
- Be useful if another trainer needs to take over
- Provides a starting point if you need to train another participant

The key features of a lesson plan are:

- A lesson title
- Lesson learning outcomes clearly stated (what will they learn)
- Total lesson time
- List of new terms
- Potential problems to be aware of
- A need for the student to know (relevance)
- Review notes from the previous lesson
- Content of lesson
- Method of presentation (training technique to be used)
- Participant activities
- Resources (aids) required for the lesson
- Appropriate timing for each segment
- Key questions to be asked
- A link forward to the next session



Course Outline

Please provide an outline of the course (dot points are sufficient)

- Notes: Objectives the learning outcomes or what participants can expect to achieve - these should be stated in specific and measurable terms
Content list the actual topics covered
Strategies how will you deliver the content? (eg: brief lecture, brainstorming, small group discussion, hands-on learning)
Resources what materials and equipment will be required? (eg: overhead projectors, whiteboard, handouts, video)

Session	Objectives	Content	Strategies	Resources
1				
2				
3				



4				
5				
6				
7				
8				



Note to Applicants

Please return the following documentation to the College:

- **Application for employment as a casual tutor (together with resume and supporting material)**
- **Prohibited Employment Declaration and Consent to Employment Screening forms**
- **Course Proposal Application**



St George & Sutherland Community College

127-129 Sutherland Road
PO Box 404
Jannali NSW 2226

ABN: 89 753 440 576

Tel: (02) 9528 3344

Fax: (02) 9589 0517

email: enquiries@sgscc.nsw.edu.au www.sgscc.nsw.edu.au

To: All Prospective Employees & Contractors

In July 2000 new legislation was introduced in New South Wales that affects all people working with children (under 18 years of age). Since that time the legislation has undergone further changes which are now reflected in the *Commission for Children and Young People Act 2005*.

The Working with Children Check Guidelines for Employers from the NSW Commission for Children and Young People stipulated that all employees, paid and unpaid such as volunteers working with children and young people, must abide by certain guidelines.

To this end SGSCC, being an **educational facility that may have children or young people 18 years or under in classes** implemented child protection guidelines.

All prospective employees and contractors must complete the Prohibited Employment Declaration and the Consent to Employment Screening Application.

As part of your employment/contract with SGSCC and legal obligations to the Department of Education and Training, the **Working With Children Background Check Consent and Prohibited Employment Declaration** are to be returned to the Personnel Office on completion. Attached for your information is a brief explanation on The Working with Children Check.

Thank you for your co-operation.

Yours sincerely

Patricia Carroll
Principal

The Working with Children Check

In July 2000 new legislation was introduced in New South Wales that affects all people working with children (under 18 years of age). Since that time the legislation has undergone further changes which are now reflected in the *Commission for Children and Young People Act 2005*.

What is the Working With Children Check?

The Working with Children Check is about looking at a person's suitability to work with children. Checking the background of prospective employees/contractors will help reduce the risk of abuse by individuals entrusted with the care of children. This will mean that, as far as possible, people who may pose a risk to children are not employed in roles where they have direct, unsupervised contact with children. A 'prohibited person' is a person convicted of a serious sex offence. The new legislation means that such a person is not allowed to work, or continue to work, with children.

What does this checking involve?

There will be a national criminal record check for preferred applicants for paid positions primarily working with children. It is a check for child abuse, child pornography, sexual activity or acts of indecency. It also includes a check on relevant Apprehended Violence Orders and a check of completed relevant disciplinary proceedings. SGSCC will use an Approved Screening Agency for the checking of all employees. There are strict provisions to protect the privacy of people being checked and it is an offence for any person to inappropriately obtain or tell another person about information gathered during the checking process.

Where does the Working With Children check apply?

Employers must do the Working with Children Check for people in 'child-related' employment. It covers employment in a range of areas including childcare centres, educational facilities, detention centres, hospitals, refuges, commercial child-minding agencies, club and associations and religious organisations.

As an **educational facility with people under 18 years of age attending our courses**, SGSCC must comply with the Act by asking all new or prospective employees and contractors to complete a Prohibited Employment Declaration and a Consent to Employment Screening Form and to bring with them at interview documentation which supports their identity. Completion of the Consent to Employment Screening Form allows us to do annual screening checks for the duration of each employee's employment, to comply with Department of Education and Training's legal requirements.

New and prospective employees will also need to present two forms of identification (*one document from each of the following two lists*). All documents should be originals. At least one of the documents should show the applicant's signature and preferably their current address. If it is not possible for a person to provide a document from both lists, consideration will be given to alternative proof of identification. *Note: SGSCC also requires all prospective employees to nominate at least two referees with full contact details. These should be detailed on the application or resume.*

List 1:

- Full birth certificate (showing parental details)
- An Australian Passport or current overseas passport
- Current drivers licence issued within Australia
- Current consular photo identity card issued by the Dept. of Foreign Affairs and Trade

List 2:

- Current Medicare Card or Concession Card (Pensioner, Veteran Affairs etc.)
- Current credit card or account card from a bank
- Current household account (eg. telephone, gas, electricity, council rates)
- An electoral enrolment card
- Armed services discharge document up to two years old
- Current student identity card or statement of enrolment up to two years old

If you have any queries about the above requirements please ring the College's Personnel Office.

Prohibited Employment Declaration

The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration Act 2000)* to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as: an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it has been committed in New South Wales; or an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

Note: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult: involving intentionally wounding or causing grievous bodily harm to a child; or of attempting, or of conspiracy or incitement, to commit such an offence.

Under *Commission for Children and Young People Act 1998*:

- it is an offence for a prohibited person to apply for, undertake or remain in child-related employment
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare whether they are a prohibited person or not
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment
- penalties are imposed for non compliance.

Declaration

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*. I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*. I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child-related employment. I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

Name (Block letters)		
Aliases (previous/other names)		
Date of Birth		
Signature		Date
Contact Email		
Job Title and Location		

Note: Seek independent legal advice if you are unsure of your status as a prohibited person.

This form should be returned to your Manager/Principal or Personnel Department as appropriate.

(see over for explanation of Child-related Employment)

Child-related employment is employment in the work settings listed below; and that primarily involves contact with children; and that involves direct contact with children; and where that contact is not directly supervised by a person having the capacity to direct the employee in the course of the employment.

- In pre-schools, kindergartens and child care centres
- As a babysitter or childminder that is arranged by a commercial agency
- Involving the private tuition of children
- In schools or other educational institutions (not being universities)
- On school buses
- Involving regular provision of taxi services for the transport of children with a disability
- Involving the provision of child protection services
- Involving fostering or other child care
- In refuges used by children
- In detention centres
- Involving the provision of counselling or other support services for children
- Involving the direct provision of child health services
- In wards of public or private hospitals in which children are patients
- In clubs, associations, movements, societies, institutions or other bodies (including bodies of a cultural, recreational or sporting nature) having a significant child membership or involvement
- In entertainment venues where the clientele is primarily children
- At overnight camps for children
- In any religious organisation

Working With Children Background Check Consent

Personal Details	
<i>First Name</i>	
<i>Middle Name</i>	
SURNAME	
<i>Previous Names / Aliases</i>	
Gender (Please tick)	<input type="checkbox"/> Female <input type="checkbox"/> Male
<i>Date of Birth</i>	
<i>Place of Birth</i>	City, state and country
<i>Identifying document type (eg. driver's licence/passport)</i>	<i>Document Number</i>
Address	<i>Postcode</i>
<i>Telephone</i>	
<i>Job Title and Location</i>	

I certify that the above information is accurate and I understand that if I have provided false or misleading information it may result in a decision not to employ me or, if already employed, may lead to my dismissal.

I am aware that if I am considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. a national criminal record check for charges and/or convictions (including spent convictions) for:
 - Any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
 - Any child-related personal violence offence;
 - Any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence; Punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- May have not been heard or finalised by a court; or are proven but have not led to a conviction; or have been dismissed, withdrawn or discharged by a court

2. a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and

3. a check for relevant employment proceedings involving an act of violence committed in the course of employment and in the presence of children or reportable conduct. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), any child-related personal violence offence, or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.

I understand that a conviction for a serious sex offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) or child-related personal violence offence (including but not limited to, intentionally wounding or causing grievous bodily harm to a child) will automatically prohibit me from child-related employment. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a Registrable person under the Child Protection (Registrable Offenders) Act 2000, I am prohibited from child-related employment.

(continued over page)

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk. I acknowledge that:

- The above information and any information obtained during the Working With Children background check may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working With Children Check;
- The Commission for Children and Young People or any Approved Screening Agency may share the information obtained during the Working With Children background check with each other to support further estimates of risk arising from additional Working with Children background checks;
- The outcome of an estimate of risk conducted with information obtained through the Working With Children Check by the Approved Screening Agency may be provided to my current or prospective employers or an employer-related body (where applicable) only for background checking purposes;
- Details of my relevant records will not be released to my current or prospective employers;
- Any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- The information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

I further consent to annual screening for the duration of my employment with St George & Sutherland Community College.

Name:

Signature:

Date:

Office use only

Name of employer contact:

Date of Request:

Employee's Department: