

## **SCHEDULE B: PRE-EMPLOYMENT CHECKS**

*This Schedule is pursuant to the [Recruitment of Staff procedure](#).*

### **NATIONAL POLICE RECORD CHECK GUIDE**

#### **Purpose**

The purpose of a National Police Record Check (NPRC) is to ensure appointees to nominated positions do not have a police record that may affect their ability to perform the inherent requirements of the position and/or adversely affect the University's reputation if it is subsequently disclosed.

#### **Positions which require NPRC**

All members of the Executive and the Senior Management Group (SMG), and some other senior Academic and senior manager positions (particularly senior finance roles) require a NPRC to be completed.

Where the Head of Organisational Unit is unsure as to whether a NPRC is required they should seek advice from the Executive Director, Human Resources Division (HRD).

#### **Process**

If a NPRC is required for a position, the requirement is added to the Position Description prior to advertising the position.

After the selection interview HRD will ask the preferred candidate to complete a NPRC form that can be obtained via the Victoria Police website and return it to HRD. In some instances the form may be included with the letter of offer of employment or the request may be made separately.

HRD may arrange payment and submit the completed form together with the cheque to Victoria Police. Victoria Police will send the National Police Certificate to the candidate.

HRD will contact the candidate approximately three weeks after the application is made to Victoria Police to arrange to sight the National Police Certificate and enter this in DeakinPeople. The original Certificate is retained by the candidate.

In some circumstances the candidate may undertake the check independently and provide the National Police Certificate to the University, particularly if they are new to Australia and the check is from another country. The Department of Home Affairs also require a NPRC as part of the visa application process for some visa types.

### **FIT AND PROPER PERSON DECLARATION**

#### **Purpose**

Under section 25A of the [TEQSA Act](#) it is a condition of the University's registration that 'each person who makes or participates in making decisions that affect the whole, or a substantial part, of the provider's affairs, must be a fit and proper person. A Fit and Proper Person Declaration (FPPD) is an appropriate measure to substantiate the claim that an individual is a Fit and Proper Person.

#### **Determining whether a check is required**

A FPPD will be undertaken for all members of the Executive, a Head of School (or equivalent), or Executive Director of a Division (or equivalent), as well as other staff selected where it is deemed that they make decisions that affect all, or a significant part of, the organisation. Where there is doubt as to whether a Fit and Proper Person Declaration is required for a position, the Executive Director, HRD or nominee, in conjunction with the relevant Head of Organisational Unit, will determine whether a Declaration is required.

### **Process**

If it is determined that a FPPD is required for a position, the requirement will be added to the Position Description prior to advertising to fill the position.

After the selection interview HRD will provide and ask the preferred candidate to complete a FPPD form. In some instances the form may be included with the letter of offer of employment or the request may be made separately.

### **When a Declaration is Subsequently Found to be False**

Knowingly making a false claim in a FPPD is a breach of the [Code of Conduct](#). The Staff Discipline policy would be followed in such an event.

## **WORKING WITH CHILDREN CHECK GUIDELINES**

### **Purpose**

The Victorian Government has introduced [Child Safe Standards](#) to improve the way organisations providing services for children (people under 18 years of age) prevent and respond to child abuse that may occur within their organisation.

The Child Safe Standards are compulsory for all organisations providing services to children, including universities.

### **Determining whether a check is required**

All new staff and current staff members moving into roles designated as requiring a WWC Check, are required to obtain a pre-employment WWC Check.

Staff are responsible for the costs to obtain and renew their WWC Check. The University will not reimburse for any associated costs.

Further information in relation to WWC Checks can be found in the [Working with Children Check Guidelines](#).

## **WHEN THE RESULTS OF A PRE-EMPLOYMENT CHECK ARE NOT SATISFACTORY**

Any offer of employment that is contingent upon the completion of a satisfactory NPRC, FPPD or WWC Check may be revoked if the check is not satisfactory. This will be determined by the Executive Director, HRD and the candidate will be informed in writing by the Executive Director, HRD. If the candidate has commenced employment, employment may be terminated.