FREQUENTLY ASKED QUESTIONS – CHECKS FOR CONVENORS

1. What clearances do Convenors need?

- **Working With Children's Check (WWCC)** - A Working With Children Check is a prerequisite for anyone in child-related work (paid or unpaid). Those cleared are subject to ongoing monitoring by the Office of the Children's Guardian, and relevant new records may lead to the clearance being revoked at any time. Under part 2, section 6 of the Child Protection (Working With Children) Act 2012, child-related work is defined as work in a specific, child-related role or face-to-face contact with children or access to client records in a child-related sector. A Youth Justice Conference Convenor is a designated child-related role.

- **National Criminal History Check (NCHC)** - As a deemed employee of Juvenile Justice, Convenors must undergo a National Criminal History Check prior commencing employment with Juvenile Justice. The check is processed via the Learning and Development Unit using the National Criminal History Checking Service Application Form and in accordance with GSE Rules 2014.

2. When do these checks have to be completed?

WWCC and NCHC checks must be completed prior to commencement of training for a new Convenor or the reappointment of a Convenor.

Hire managers must collect WWCC details from the individual/candidate at the conclusion of the selection process or during the Recognition of Current Competency process.

Hire managers must collect certified copies of identification totalling 100 Points and a completed National Criminal History Checking Service Application Form from the applicant.

Forward all the original paperwork via DX or express post (whichever is most appropriate) to the Recruitment Team at Yasmar Training Facility (DX11942J or PO Box 368 Haberfield NSW 2045).

3. How is a Convenor’s WWCC and NCHC verified?

Once an appointing manager has obtained relevant paperwork from a potential or renewing Convenor, it must be forwarded to the Recruitment Team at Yasmar for verification.

Scan and email them to: careers@djj.nsw.gov.au.

You must include:

- Working With Children Check number or application number *
- National Criminal History Checking Service Application form
- 100 Point Identity Check form and
- Certified copies of Convenor Identification documents

*You do not need to wait for the WWCC number, the application number (APP) can also be used by Recruitment to commence the verification process however this number must be sent for verification once received.

Once the WWCC or APP number has been submitted the recruitment team will notify the appointing manager of the verification outcome.

If the result of the WWCC is:

- Application in progress; OR
- Cleared

the Convenor can attend training (new Convenors)

**Note:** Convenors are NOT permitted to commence training or be reappointed until the recruitment team has notified the hire manager the outcome of both WWCC and NCHC checks.
4. What if a Convenor does not have a NSW Driver’s licence?

All Convenors must have a valid NSW Driver’s license to be appointed to office. If the Convenor has recently moved to NSW & is in the process of obtaining a licence, an interstate or overseas driver’s licence & other forms of identity may be accepted in the interim. For the WWCC, a Convenor can refer to the RMS website for the types of identity that may be accepted.

5. Can a Convenor apply for the checks from overseas/interstate?

**WWCC**
An application for WWCC can be applied for on-line whilst overseas/interstate. However proof of identity (and payment of the fee) can only take place in person in NSW – there is no alternative for people overseas.

**NCHC**
The NCHC form can been completed and scanned in electronically, provided any copies of the 100 points of identity have been certified by according to the list of Acceptable Referees/Certifiers (part of 100 Point identify Check document).

6. When do the checks have to be renewed?

WWCC and NCHC cover two different periods of clearance.

- **NCHC is valid for a period of three years** - measured from the date of the outcome the recruitment team sent via Careers
- **WWCC is valid for a period of five years** - the expiration date will be included in the verification email you will receive from Careers.

Each time a Convenor’s appointment is renewed the re-appointing manager must check the expiry dates of the Convenor’s WWCC and NCHC - The new appointment period must not exceed the expiry date of the first expiring check.

7. How do I check the status of a Convenor’s check?

The verification of a Convenor’s WWCC and NCHC must be kept at the relevant local Juvenile Justice office in the Convenor’s Appointment TRIM File - and updated accordingly. If you are unable to locate the information locally, contact the recruitment team for further assistance.

8. How much does a WWCC cost?

A Convenor is classified as a paid worker and as such is required to pay an $80 fee for a five year clearance.

This means the Convenor has to personally cover this cost when they apply for the WWCC. Juvenile Justice does not pay the WWCC fee for any of its employees.

9. What if the Convenor refuses to get a WWCC?

They cannot be appointed or reappointed.

Anyone who has started a new job in paid child-related work since the new system came into force on 15 June 2013, must have applied for working with children check clearance and have it verified prior to commencing with the Agency.

All NEW Juvenile Justice Employees, volunteers and students in child related roles MUST have their WWCC or APP clearance number submitted to the Recruitment Team at Yasmar Training Facility and have it verified before they are able to commence duty. Managers should note that it is an offence under the Child Protection (Working With Children) Act 2012 for Juvenile Justice to engage an individual in child related work without verifying this number.
10. Where can I get more information on checks for Convenors

For more information or assistance go to Juvenile Justice Intranet or contact the Juvenile Justice Recruitment Team on: 1800 355 562 or email: careers@djj.nsw.gov.au or go to kidsguardian.nsw.gov.au/check