



ACT BRANCH

APPLICATION KIT

FOR APPOINTMENT AS ADULT LEADER

Procedures for Appointment of New Leaders

Dear Group Leader/Leader in Charge or Region Commissioner,

Please find attached information and forms for the appointment of new Leaders. You are advised to keep a copy of the application and training forms. A copy of the training plan should also be retained by the applicant.

The Application kit contains:

1. Forms to be completed by applicant with assistance of Group Leader/Leader in Charge or Region Commissioner and returned to the Branch Office.
 - Application for Appointment
 - Training Plan
 - Application for Police Check; return pages 1-2 only to Branch. Attach a photocopy of applicant's drivers licence or alternate ID with photograph
 - Prohibited Employment Declaration
 - 3 Referee Reports
 - Recommendation for Adult Membership, to be signed by the Group Leader or Leader in Charge and a Committee Member
2. Material for use by Group Leaders/Leader in Charge or Region Commissioners
 - Leader Application Checklist
 - Instructions for obtaining referee reports
 - Letters to referees and Referee Report Form. You will need to copy these forms and send them to the referee for completion. These two documents can be forwarded by email on request.

GLs should also ensure that they are familiar with current National and ACT Branch policies as they relate to the appointment of adult leaders. See below for training required by a Leader of Youth.

Training Course Application (Form LDR006) and ACT Branch Policies are available on the Scouts ACT Web site at www.act.scouts.asn.au.

Police Checks:

In response to increasing public concern about the suitability of adults working with children, checks of police records for all new leaders have been introduced. Because we are an organisation working with children, the AFP will show any offences committed in the last 85 years by that person, where the victim was a child. The results of the police checks will be opened by the Chair of the Appointments Committee and all results will be kept confidential, in a sealed envelope on the applicant's file.

Applicants are required to complete the AFP form in black ink and should provide a photocopy of their driver's licence or other photographic identification with a signature.

If you have any questions about the appointment procedures or comments about this kit, please contact the ACT Commissioner for your Region.

Procedure:

1. Completed Application for Appointment, Application for Police Check, Prohibited Employment Declaration and Training Plan, forwarded to Branch Office. Arrange for applicant to collect Wood Badge workbook from the Branch at an introductory night on the 2nd Tuesday or 4th Monday of each month, from 7.30pm.
2. Send out referee letters and report forms to 3 referees nominated on application form. On receipt of referee's reports, forward them to Branch Office together with completed Recommendation for Adult Membership.
3. Applicant attends Training Records Workshop.
4. Appointments Committee considers application.
5. Appointment by Branch Executive Committee as Adult Member of ACT Branch on recommendation of the Appointments Committee. Certificate of Adult Membership will be available to the Group Leader for collection from Branch Office, following the monthly BEC meeting.
6. In-service training completed. (Part 1 of Leader Assessment Workbook). This is a pre-requisite to attending Basic Sectional Techniques.
7. Applicant/GL submits training application forms (as required) to Office for Scouting Skills Day and Basic Sectional techniques. (Form available on Scouts ACT Web page //www.act.scouts.asn.au). Applications must be submitted at least 2 weeks prior to each course.
8. Applicant attends remaining Basic training courses.
9. Applicant submits completed Workbook, and returns it to Office for assessment by the Training Team. This will include the completed Recommendation for Adult Leadership form, signed by Group Leader and representative of the Group Committee.
10. Appointments Committee reconsiders application.
11. Leader Appointment approved by Branch Executive on recommendation of the Appointments Committee. A Certificate of Adult Leadership, woggle as well as appropriate Certificate III in Leadership Support/Business (Frontline Management) will be available to the Group Leader from Branch Office for presentation to the new Leader.



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 ACT Branch
 89 Kitchener Street
 GARRAN ACT 2605

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 Fax: 02 6260 5089

Email: development.officer@act.scouts.asn.au
www.act.scouts.asn.au

ABN 95 108 207 854

for new adventure!

Leader Application Checklist

Date:

Applicant's Name :

1. Home interview

2. Verification of person's identity (only one form of proof required)

- Passport
- Drivers Licence
- Credit card
- Other (please specify) _____

3. Completed Application for Appointment, Police Check with Drivers licence, Training Plan and PED to Branch Office.

4. Referee Reports: Date sent: _____ Date received: _____

Referee Reports: Date sent: _____ Date received: _____

Referee Reports: Date sent: _____ Date received: _____

5. Check with other Leaders in Section/Group and obtain approval of Group Committee

6. Complete Recommendation for Appointment as Adult Member





The Scout Association of Australia
Incorporated by Royal Charter

Scouts Australia – ACT Branch

89 Kitchener Street
GARRAN ACT 2605

Phone: 02 6282 5211
Fax: 02 6260 5089
Email: actscouts@actscouts.asn.au
Internet: <http://www.act.scouts.asn.au>

ABN 95 108 207 854

*Be Prepared...
for new adventure!*

APPLICATION FOR APPOINTMENT AS AN ADULT LEADER

DETAILS OF APPLICANT

TITLE:	SURNAME:	GIVEN NAMES:
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HOME ADDRESS:	POST CODE:	TELEPHONE:	E-MAIL:
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POSTAL ADDRESS:	POST CODE:
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OCCUPATION:	TELEPHONE(WORK):	MOBILE:	MALE/FEMALE:	D.O.B:
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SERVICE IN SCOUTING OR GUIDING (Give details. If not enough room please attach second sheet). Please complete details of any appointments held previously with the Scout Association and list dates:

Branch: _____ Group: _____ Section: _____

Dates: _____

SERVICE IN SIMILAR ORGANISATIONS AND/OR COMMUNITY ACTIVITIES:

APPOINTMENT SOUGHT (All appointments are reviewed after a period of three years)

GROUP:	SECTION:	POSITION:
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REFEREES - Name, address and telephone number of three adults to whom you have been known personally for more than two years and of whom inquiries may be made. Referees should not be:

- a relative (neither immediate family nor related by marriage) nor should the referees be related to each other in any way; or
- a uniformed member of the Group/District to which you are applying; or
- A member of the Group Committee of the Group to which you are applying.

NAME:	ADDRESS:	POSTCODE:	TELEPHONE:
NAME:	ADDRESS:	POSTCODE:	TELEPHONE:
NAME:	ADDRESS:	POSTCODE:	TELEPHONE:

Welcome to the Australian Capital Territory Branch of the Scout Association. Volunteers like yourself play a vital role in our organisation: in turn, we hope your work with us will be satisfying and rewarding.

The Scout Movement is the world's largest organisation dedicated to the education and training of young people. The general principles on which it operates are:

AIM	THE SCOUT PROMISE	THE SCOUT LAW
The Aim of the Scout Association of Australia is to encourage the physical, intellectual, emotional, social and spiritual development of young people so that they may take a constructive place in society as responsible citizens, and as members of their local, national and international communities.	On my honour I promise that I will do my best To do my duty to my God: and To the Queen of Australia To help other people, and To live by the Scout Law	A Scout is trustworthy A Scout is loyal A Scout is helpful A Scout is friendly A Scout is cheerful A Scout is considerate A Scout is thrifty A Scout is courageous A Scout is respectful A Scout cares for the environment
	OR On my honour I promise that I will do my best To do my duty to my God, and To Australia To help other people, and To live by the Scout Law	

PRINCIPLES

The Principles of Scouting, as defined by the Founder, are that Scouts should serve God, act in consideration of the needs of others and develop and use their abilities to the betterment of themselves and their families, and the community in which they live. The three Principles are represented by a code of conduct which characterises all members of the Movement, and are referred to as "Duty to God", "Duty to others" and "Duty to self".

METHOD

The Scout Association of Australia achieves its Aim through a system of progressive self education, known as the Scout Method, the principal elements of which are:

- Voluntary membership of a uniformed group which, guided by adults, is increasingly self-governing in its successive age groups.
- Commitment to a code of living as expressed in the Promise and Law, the meaning of which is expanded as the member grows towards maturity.
- The provision of a wide range of attractive, constructive and challenging activities, including opportunities for adventure and exploration both indoors and outdoors.
- The provision of opportunities for leadership and responsibility.
- Learning by doing.
- Encouragement of activity in small groups.
- An award scheme which encourages participation in its full range of activities and provides recognition of individual achievements.

CODE OF CONDUCT FOR ADULTS

This Code of Conduct is expected of all adults, uniformed and non-uniformed, who work within the Scout Association, recognising that at all times they should act responsibly and exercise a "duty of care" to Youth Members.

1. Adults in Scouting respect the dignity of themselves and others.
2. Adults in Scouting demonstrate a high degree of individual responsibility, recognising that at all times their words and actions are an example to other members of the Movement.
3. Adults in Scouting act at all times in accordance with Scouting principles, thereby setting a suitable example for all.
4. Adults in Scouting do not use the Movement to promote their own beliefs, behaviours or practices where these are not compatible with Scouting principles.
5. Adults in Scouting act with consideration and good judgement in all interpersonal relationships, both inside and outside Scouting.
6. Adults in Scouting respect everyone's right to personal privacy at all times. They take special care where sleeping, changing of clothing, bathing and ablutions is associated with any Scouting activity.
7. Adults in Scouting avoid unaccompanied and unobserved activities with Youth Members wherever possible. Remember, "in sight - out of hearing".
8. Adults in Scouting, for their own protection, should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying Youth Members. It is recognised that in certain circumstances, it may be necessary for a Leader or adult, whilst acting responsibly and exercising their "duty of care", to be alone with a Youth Member.

9. Adults in Scouting realise that bullying, physical or verbal abuse, neglect or any other type of abuse, is unacceptable conduct by any member of the Movement.

MUTUAL AGREEMENT

As a volunteer there are some things you have a right to expect from the Scout Association and its leaders. You have the right to:

- a personal interview and placement in suitable position, with consideration given to your personal preferences and abilities;
- training necessary to undertake the position and to add to your knowledge and skills;
- clearly defined lines of responsibility and communication, with sound guidance and direction from someone experienced and well informed about the Scout Movement;
- information in advance about the organisation, its policies, objectives, programs, and new developments;
- receive meaningful recognition for your service and contribution;
- be included in planning and evaluating the program in which you are involved;
- be offered a variety of leadership roles and experiences where practical;
- be heard by a person in authority if you have any queries, complaints or suggestions; and
- receive feedback on your performance.

In turn, the Scout Association expects that you will:

- accept the Scout Promise and the Scout Law, the aims, principles, methods, Code of Conduct and any other rules and policies of the Association;
- accept a duty of care for the welfare, safety, health and happiness of young people while they are your responsibility;
- allow Youth Members in your care to take responsibility for their own program according to their age and ability;
- treat Youth Members with respect and assist in their personal development as individuals;
- recognise the importance of and encourage the spiritual development of Youth Members;
- strive to have open and honest relationships with other adult Leader and Youth Members;
- seek and accept honest feedback on performance;
- serve as a goodwill ambassador for the Association in the community at large;
- accept that the Association may sometimes have to reassign duties or even ask volunteers to leave, and that the final decision in such matters rests with the Association;
- discuss any queries, complaints or suggestions with the appropriate person in authority, so that these matters can be dealt with quickly and effectively;
- adhere to the Association's policies in regard to drugs, smoking and alcohol and ensure that your duty of care to Youth Members is met in these areas;
- be prepared to meet the challenges of helping young people deal with issues such as sex education, child abuse and substance abuse and other relevant community concerns;
- undertake the training necessary for the position sought and complete training to Wood Badge level and continue to keep up-to-date with specialist training courses, refresher courses and program review courses.

RESPONSIBILITY OF ADULTS IN THE SCOUT MOVEMENT

The primary responsibility of adults in the Scout Movement is the welfare and progress of Youth Members. The single most important function of the appointment process is to ensure as far as possible that unsuitable adults are not given authority or control over children and young persons.

Our program and our ethic requires us to provide an environment in which children and young people feel valued and secure and can grow as individuals, developing a sense of self worth, personal integrity and increasing competence through the acquisition of skills and achievements. Any adult behaviour which is not supportive of this developmental process is inappropriate.

We have a duty of care to keep Youth Members safe and protect them from physical and emotional harm. In adventurous activities this duty is exercised through sensible risk management and in our program activities this duty is exercised through a respectful, caring, empathetic and friendly relationship with young people. In the selection and evaluation of adult Leaders their personal standards, character and ability to develop this relationship is much more important than any technical or practical skills or experience.

An adult Leader's peers and supervisor have a duty to ensure that our code of conduct is complied with. In any situation of doubt the Youth Member's safety and protection must be the deciding factor. No suspect situation may be allowed to continue in deference to the adult's "rights".

Punishment

Adult Leaders do not have any right or authority to punish Youth Members. We do not stand in place of parents.

Any physical blow or force is assault and is a criminal offence as is any physical restraint, confinement, or interference with a Youth Member's clothing.

Discipline should be maintained through positive reinforcement (rewarding good behaviour). It should be the bad behaviour which is criticised not the person. Sanctions can be by loss of privilege or exclusion for a short time from some enjoyable activity. Penalties should be avoided.

Touching

There can be good touching and bad touching just as there is good and bad language. A handshake is always acceptable, a hug often is, and a cuddle is usually unacceptable. Touch which gives offence or causes unease is not acceptable. A mature well balanced adult will have no difficulty in determining what is acceptable; young Leaders may need some guidance.

Relationships

The Scout Association affirms a duty to its Youth Members for their welfare and development. Adult Leaders accept a responsibility to the Association to care for Youth Members and deliver the program. Adult Leaders do enjoy Scouting and they do benefit from the training and experience it brings, but they stand on the other side of a dividing line where on one side Youth Members are entitled to benefits and protection and on the other, adults are part of the delivery process. The correct relationship between an adult Leader and a Youth Member is that of instructor, guide, dispassionate friend and protector, very much like a teacher/pupil relationship. It is a position of integrity, trust and maturity. Circumstances do arise where there is little age difference between a young Leader and a senior Youth Member and a quite natural amorous relationship can develop. In such a circumstance the adult Leader concerned should withdraw from the Section because the proper adult to youth relationship cannot be maintained.

Language

The Scouting ethic requires that we do not use bad language in our association with any members. There is nothing "adult" about frightening a Cub by swearing at him/her or trying to be "one of the boys" by using foul expletives with Venturers. Language should be acceptable to the reasonable onlooker and appropriate to the development of good citizenship.

Cultural

Scouting is a world wide, multicultural movement. We welcome people to membership irrespective of race, culture, creed or wealth. Youth Members are strongly influenced by the behaviour of adult Leaders. We need to be sensitive to the traditions and beliefs of various cultures and avoid words or actions which "put down" any culture or peoples.

Harassment

Harassment is ongoing niggling, disparagement or belittling of individuals and, for instance, includes a group of Youth Members excluding one from an activity or game. At its least extreme it breaks down the positive and protective environment we seek to develop and at its worst it is emotionally harmful. It is contrary to our objective of individual growth and development.

General Conduct - Adult Leaders should not:

- Sleep in the same tent or confined quarters as Youth Members.
- Show favouritism for particular Youth Members.
- Invite one Youth Member alone to your home.
- Have private talks with individual Youth Members away from the presence of other Scouts or adults.
- Go on a hike or activity with one Youth Member alone.
- Demonstrate first aid on a Youth Member.
- Assist Youth Members with personal hygiene or dressing except where health or disability requires it and then only in the presence of another adult.

General Duty

Each adult Leader's responsibility goes beyond the confines of his or her specific appointment or their own Youth Members. Situations of inappropriate adult conduct or abuse can only be terminated by the intervention of another adult.

CONDITIONS FOR ACCEPTANCE OF RECRUITS OVER 18 YEARS OF AGE

PART A - Release and indemnity:

I am aware that the Association is not responsible for any injuries or damage to property which may occur in circumstances where the Association has not been negligent. I am aware that it is also a condition of joining the Association and participating in its activities that I release and indemnify the Association in

respect to any injury or damage in any circumstances where the Association is not indemnified by a policy of insurance.

In consideration of being permitted to:

- (a) join the Association;
- (b) participate in activities organised by or for the Association; and/or
- (c) use the equipment and facilities provided by or for the Association;

I hereby:

- (a) for myself, my heirs and assigns release and forever discharge; and
- (b) agree to be liable for and to indemnify;

the Association, its officers, leaders, employees, agents and contractors, whether voluntary or paid workers (the "beneficiaries"), jointly and severally from and against any loss, damage or liability and all actions, suits, claims, costs and demands arising out of or concerning any accident, illness, injury, death, loss or damage to persons or property which occurs to me or to any other person:

- during or as a result of my participation in any activity or function connected with the Association;
- when travelling to or from any such activity.

This release and indemnity does not extend to any loss, damage, liability, action, suit claim, cost or demand to the extent that the beneficiaries may claim indemnity under any insurance policy held by the Association, and the relevant insurer has agreed or been ordered to provide indemnity.

PART B - Authority to obtain necessary medical treatment

I authorise the beneficiaries to obtain any medical assistance which in the opinion of the beneficiary I require, including hospital accommodation, in the event that I suffer any accident or illness and am unable to consent to such treatment on my own behalf.

In the event that medical expenses are incurred which the beneficiaries cannot claim under any policy of insurance, I agree to pay for those expenses.

I apply for appointment as an adult Leader in the Scout Association.

I agree to abide by all policies and rules now in force or which may be issued by The Scout Association of Australia, or the Australian Capital Territory Branch of the Association, and to return my Certificate of Adult Leadership and any other Scout property when I cease to perform the functions for which the Certificate of Adult Leadership is issued or when called upon to do so by competent authority.

I authorise the Association to make any inquiries about my character, background and suitability for appointment as an adult Leader.

I acknowledge that I have read and understood and that I agree to the terms of the

- Mutual Agreement,
- Responsibility of Adults in the Scout Movement, and the
- Release, indemnity and authority to obtain necessary medical treatment.

which form part of this application.

SIGNATURE OF APPLICANT

DATE

Noted by Group Leader

Date: _____



SCOUTS AUSTRALIA (ACT)

PROHIBITED EMPLOYMENT DECLARATION

A requirement of the NSW Government under the
Child Protection (Prohibited Employment) Act 1998

With the exception of cases where an order from the Industrial Relations Commission or the Administrative Decisions Tribunal declares that the Act does not apply to a particular person, the Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) to apply for, undertake or remain in, child-related employment whether paid or unpaid (this includes volunteers, who for the purposes of the Act are classed as unpaid employees).

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment for 12 months or more, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW.

Child-related employment means any employment that primarily involves direct contact with children where that contact is not directly supervised. Section 1 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment (including volunteers):

- in clubs, associations or movements (including those of a cultural, recreational or sporting nature) having a significant child membership
- at overnight camps for children
- involving the provision of child protection services
- in pre-schools, kindergartens and child care centres (including residential child care centres)
- in schools or other educational institutions (not including universities)
- in detention centres (within the meaning of the Children (Detention Centres) Act 1987)
- in refuges used by children
- in any religious organisation
- in wards of public or private hospitals in which children are patients
- in any entertainment venues where the clientele is primarily children
- as a babysitter or childminder that is arranged by a commercial agency
- involving fostering or other childcare
- involving regular provision of taxi services for the transport of children with a disability
- involving the private tuition of children
- involving the direct provision of health services
- involving the provision of counselling or other support services for children
- on school buses

Under this Act:

- 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 employment to declare whether they are a prohibited person or not.
- all child-related employees **must** inform their employers if they are a "prohibited person" (someone who has been convicted of a serious sex offence) or remove themselves from child-related employment
- penalties are imposed for non-compliance.

I am aware that I am ineligible to apply for, undertake or remain in child-related employment, either paid and unpaid, if I have been convicted of a "serious sex offence" as defined in the Child Protection (Prohibited Employment) Act 1998. I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

I declare that I am not a person prohibited by the Act from seeking, undertaking, or remaining in child related employment.

Full name: _____
(block letters)

Membership number: _____
(current Scouting Members)

Signature: _____

Date: _____

Seek legal advice if you are unsure of your status as a prohibited person



Australian Federal Police National Police Check (NPC) Application Form

Please complete this form by referring to the *Application Completion Guide*.

Office use only

1. Purpose of NPC

Enter the relevant code number from the table at **Section 1: Purpose of NPC** on the **Application completion Guide** (e.g. Fire fighting/prevention = Code No 15)

Code Number:

19

If a code is not specified this application will be processed as a Standard Disclosure (Code 30).

If the purpose is not listed or you are unsure please ring the AFP Criminal Records Help Desk on 02 6202 3333 for assistance.

2. Applicant Details

Use **BLOCK LETTERS** and **black ink**. Mark check boxes with a cross (X).

Current Family Name			
All Given Names			
Date of Birth (DD/MM/YYYY)	/ /	Gender: Male	<input type="checkbox"/>
		Female:	<input type="checkbox"/>

Previous or Other Names by which you are known or have been formerly known must be listed below (eg. maiden, deed poll).

If more room is required, list on separate sheet, sign and send with this application form. Additional information sheet included

Family Name: (include all name changes and maiden name)	Given Names	Date of Birth
		/ /
		/ /
Place of Birth Town		State
Country		
Telephone Numbers: Home	Work	Mobile
Australian Drivers Licence Number	Issuing State:	<input type="checkbox"/> Copy Attached

Current Residential Address – Complete in FULL

Unit No.	Street No.	Street Name / Street Type
Suburb/City		Post Code
State	Country	Residency From
		/ /

Previous Residential Address – Complete in FULL

Unit No.	Street No.	Street Name / Street Type
Suburb/City		Post Code
State	Country	Residency From
		/ /

3. Employer/Organisation Details (For use by AFP Account holders only)

Organisation/employer name	Client Code:	Client Reference Number
SCOUTS AUSTRALIA ACT BRANCH	1757	

4. Mailing Address for Police Certificate

The National Police Certificate will be posted to the account holder listed at Section 3 of this application.

5. Fingerprints Please note that a fingerprint check is only required under very limited circumstances. Please ensure that you are actually required to have a fingerprint check conducted *before* going to the expense of this level of check by checking with the organisation/department requesting the check.

Is a fingerprint check required? Yes No If yes, fingerprints must be submitted with this form. In addition choose only one of the below statements. For information on fingerprint checks see Section 5: Fingerprint Checks on the *Application Completion Guide*.

I have attached:

(a) fingerprints taken by another police jurisdiction OR

(b) fingerprints taken by the AFP and not charged when taken OR

(c) fingerprints taken by the AFP and charged when taken - receipt of payment must be supplied with this form

6. Consent

- i. I acknowledge I have read the *Application Completion Guide* for this application form (pages 3 – 6) and I am aware exclusions from spent convictions legislation may apply to some categories of NPCs.
- ii. The personal information I have provided on this form (including fingerprints if supplied) relates to me and is correct.
- iii. I acknowledge the details contained on this form, including fingerprints where relevant, will be forwarded to the AFP, CrimTrac, and/or the Police Services of the States or Territories of the Commonwealth of Australia.
- iv. I consent to the AFP and any other Australian police force extracting details of any convictions, findings of guilt or pending court proceedings relating to me, including in relation to any traffic offence, and providing that information to me or to the Employer/Organisation named in Section 3 above, as approved or to another person agency as named in Section 4.
- v. I acknowledge the information provided on this form will not be used without my prior consent for any other purpose, unless otherwise authorised by law.
- vi. I acknowledge that any information provided on this form or disclosed by the police as a result of the records check may be taken into account by the organisation mentioned in (3) above or any organisation to whom I present the results of the records check in assessing my suitability to receive the entitlement.

Applicant's Signature

Date / /

If you are under 18 years of age please provide consent below from a parent/guardian.

Parent/Guardian Signature

Date / /

Parent/Guardian name printed in full

Application Completion Guide

BLOCK LETTERS MUST BE USED WHEN COMPLETING THIS APPLICATION MANUALLY

Section 1: Purpose of NPC

Applicants must choose **one purpose only** from the following list. Identify the relevant code and insert in the appropriate box on page 1 of the NPC form.

If the purpose for your NPC is not listed or you are unsure please ring the Criminal Records Help Desk on 02 6202 3333 between 9am and 5pm (Australian Eastern Standard Time).

Code number	Working in the Australian Capital Territory (ACT)	Offences recorded in the ACT that will be released (<i>Spent Convictions Act 2000</i>)
10	Aged Care provider/worker	All offences
11	Brothel or Escort Agency Owner/Operator/Interested party	All offences
12	Child Care provider/worker	All offences
13	Disabled Care provider/worker or Hospital Employment	All offences
14	Explosives/fireworks permit (where an ASIO check is required)	Unspent offences
15	Fire fighting/prevention	Unspent offences and Arson or Attempted Arson offences
16	Firearms Licence/permit	All offences
17	Interactive Gambling Licence/Casino Employee	All offences
18	Judge/Magistrate/Justice of the Peace/ Police Officer/Prison Officer	All offences
19	Child/Aged/Disabled Care provider/worker	All offences
20	Working in a School	All offences
21	Teacher/teacher's aide	All offences
30	Pre employment/standard disclosure, Security Guard	Unspent offences

	Commonwealth purpose/employment	Offences recorded in the Commonwealth that will be released (<i>Part VIIC Crimes Act 1914</i>)
22	Aged Care staff/volunteers	Unspent offences and offences against the person
23	Aged Care Key Personnel	Unspent offences
24	Australian Securities and Investments Commission (ASIC) employee/consultant	All offences
25	Australian Securities and Investments Commission (ASIC) Financial Services Licensing Requirements	Unspent offences
26	AUSTRAC employee/consultant	All offences
27	Care of intellectually disabled persons	Unspent offences and offences against the person
28	Care, instruction or supervision of children	Unspent offences a) a sexual offence; or (b) any other offence against the person if the victim of the offence was under 18 at the time the offence was committed
29	CASA ASSC	Unspent offences
30	Commonwealth department employee	Unspent offences
31	Employee with access to secret or top secret information	All offences
32	Immigration Detention Centre Employment	Unspent offences and offences involving violence
33	Immigration/Citizenship ** Please note that fingerprints are not required by the Department of Immigration and Citizenship (DIAC) unless you are otherwise advised by them	All offences
34	Law enforcement/Intelligence or Security agency employee/consultant (NB NOT private Security Guards)	All offences
35	Overseas employment/visa	Unspent offences
36	Superannuation Trustee/Custodian/Investment manager or Responsible officer of a body corporate that is a trustee, investment manager or custodian of a superannuation entity	Unspent offences and offences in respect of dishonest conduct
37	Care, instruction or supervision of children/ Care of intellectually disabled persons/ Aged Care staff/volunteers	Unspent offences, offences against the person and i) a sexual offence; or (ii) any other offence against the person if the victim of the offence was under 18 at the time the offence was committed
	Other	
30	Pre employment/standard disclosure	Unspent offences

Section 2: Applicant details

Please ensure ALL applicant details are provided including all current and previous names, telephone contact numbers, drivers licence details etc.

If there is insufficient room, please attach a separate sheet, ensuring that it is signed and dated.

Section 3: Employer/Organisation details

This section relates to AFP account holders only and should not be used unless previously advised.

Section 4: Mailing Address of Police Certificate

The National Police Certificate will be mailed to the organisation listed at Section 3.

Section 5: Fingerprint Checks are only required where there is a legislative requirement for such a check to be conducted. The employer or organisation requiring the NPC will advise you if this is necessary.

These fingerprints must be included with pages 1 and 2 of this form at the time of submission.

An additional cost and processing time is associated with this service. Details are available on the AFP website or use the link – http://www.afp.gov.au/business/national_police_checks.html

Fingerprints can be taken by your local police jurisdiction or the AFP. Where fingerprints are taken by the AFP and the AFP charges for this service a receipt must be obtained and supplied to Criminal Records with this application.

Section 6: Consent

This section must be signed by the applicant. If a parent/guardian has signed in the consent section they consent to the AFP conducting a NPC on their son/daughter/ward.

Spent Convictions Legislation

The aim of spent convictions legislation is to prevent discrimination on the basis of certain previous convictions. Spent convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt.

There are some offences excluded from being spent where the check is required for certain purposes as indicated in the table above – these offences will be released regardless of how old they are.

Where a record exists within an Australian police jurisdiction, relevant spent conviction legislation/policies governing the release of that information for that jurisdiction will be applied. As a result certain convictions will not be released provided this is in accordance with the relevant legislation/policies.

For Commonwealth records the AFP applies the provisions within *Part VIIC of the Crimes Act 1914* and for ACT records provisions within the *ACT Spent Convictions Act 2000* are applicable. If further information or clarification is required please contact the individual jurisdiction where the record is held.

Provision of False or Misleading Information

You are asked to certify that the personal information you have provided on this form is correct. Where your check is for employment related purposes and the result is to be provided to your employer or other organisation, discovery of any false or misleading information may be reported by the AFP and may impact on the decision being undertaken by the employer or organisation.

The AFP provides information, with your consent, to the employer or organisation but takes no part in any subsequent assessment.

Disputed Record Enquiries

If you believe the information provided on your police certificate is incorrect or inaccurate a Disputed Record form (CR 1200) is available from the AFP website. This form should be forwarded to the AFP through the agency or organisation with whom you have lodged your application for a National Police Check.

Include any additional information or documents supporting your enquiry to enable the AFP to more accurately assess your application. In some instances the AFP may require comparison fingerprints to resolve some disputes. Applicants will be notified in such instances.

The Privacy Commissioner is responsible for ensuring the protection of private information relating to individuals. This includes investigating instances where information has been released improperly or incorrectly. An individual who believes the standards dealing with disclosure and use of old conviction information have been breached may apply to the Privacy Commissioner for an investigation of the matter. The phone number is 1300 363 992.

The following requirements must be met when submitting an AFP National Police Check (NPC).

Account Customer - Completion Check List

Failure to meet the required standards will result in the form being returned for amendment.

- **Ensure Section 1 Purpose of NPC has been completed**
- **A copy of an Australian driver's licence or other acceptable identification (eg passport, certified full birth certificate, certified marriage certificate) must accompany the application unless you have been otherwise advised. Do not send original documents.**
- Ensure all the necessary details have been completed and the form is **signed and dated.**
- If completing by hand use **BLOCK LETTERS** and **black ink.**
- Mark the appropriate check boxes with a cross (X).
- All previous or other names by which you are known or have been formerly known, including maiden name, must be listed in full on the form or on an enclosed additional sheet.
- Any attachments with additional information must be signed by the applicant.
- The form must be submitted no more than three months after being signed by the applicant.
- If the applicant is under 18 years of age the form must be signed by a parent/guardian.
- Do not send the Application Completion Guide (pages 3 – 6 of this form) to the AFP. Please retain these for your reference.



Scouts Australia – ACT Branch

89 Kitchener Street
GARRAN ACT 2605

Phone: 02 6282 5211
Fax: 02 6260 5089
Email: actscouts@actscouts.asn.au
Internet: <http://www.act.scouts.asn.au>

ABN 95 108 207 854

*Be Prepared...
for new adventure!*

Training Plan

Applicant:	Section:
Group:	Position:

Agreed Dates for:

e-learning training, including Basic Core and Basic Sectional Techniques theory, to be completed by

Scouting Skills Day, held at Camp Cottermouth

Basic Sectional Techniques, held at Camp Cottermouth

Assessment Manual, for Appointment as an Adult Leader, will be completed by

The applicant's Personal Leader Adviser (PLA) will be:

Name: **Meeting Night:**

Group: **Phone No:**

I understand the training requirements that I will need to undertake. I will submit Training Application forms for the Scouting Skills Day and Basic Sectional Techniques - Practical, and will complete training as agreed to in this Training Plan.

.....
Applicant's Signature Date

I agree with the Training Plan and will ensure that the applicant is supported to achieve these training outcomes. I have contacted the applicant's PLA and the PLA's GL and they have agreed to undertake this role.

.....
Group Leader's Signature Date

I agree with the Training Plan and will ensure that the applicant is supported to achieve these outcomes.

.....
Commissioner's Signature Date





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RECOMMENDATION FOR APPOINTMENT AS ADULT MEMBER

APPLICANT

TITLE	SURNAME	GIVEN NAMES

APPOINTMENT SOUGHT (All appointments are reviewed after a period of three years)

GROUP	SECTION	POSITION

Group Leader /Commissioner Recommendation

Having

- reviewed the applicant's referees' reports (herewith),
- observed him/her in action with Youth Members, and
- consulted with other Leaders in the Group/Area

this applicant is recommended for Adult Membership

Signature :

Date :

Group/Activity Committee Recommendation

We support the Group Leader's/Commissioner's recommendation.

For the Group/Activity Committee : (President)

Date :





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Dear

..... has applied for appointment as a Leader with the Scout Association and has given your name as a referee.

We would appreciate your opinion as to the applicant's suitability for working with Youth Members aged between 6 and 18 and adults and enclose a referee report form and reply paid envelope for your convenience.

Although an extensive training programme for our Leaders is provided, it is clearly necessary for the personal qualities of Leaders to be consistent with the Association's aim. In brief, this is to provide an educational, not merely a recreational, program; to work towards the physical, intellectual, emotional, social and spiritual development of young people so that they may take a constructive place in society as responsible citizens.

Thank you for assisting us.

If there are matters which you wish to discuss personally, please contact me on 6282 5211.

Yours sincerely,

"The Aim of the Scout Association of Australia is to encourage the physical, intellectual, emotional, social and spiritual development of young people so that they may take a constructive place in society as responsible citizens, and as members of their local, national and international communities."





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Report from _____

Applicants Name:

1. My association with the applicant was as: _____

2. My association with the applicant was over the period 20 ____ to 20 ____ .

3. I have the following comments on the applicant:
(If insufficient space, attach extra sheet)

• Ability to relate to adults: _____

• Ability to work as a member of the Group team: _____

• Ability to relate to youth members: _____

• Commitment to the aim of the Association: _____

• Overall character: _____

• Do you know of any reason why the applicant would not be a suitable Leader? (Please specify):

• If you have children, would you be prepared to leave them in the sole care of this applicant?

Referee's Signature Print Name Date
Referee's Phone No: _____

Please return this form and any additional written comments to 89 Kitchener Street, Garran ACT 2605.

Thank you for taking the time to assist us with this important part of the assessment process for applicants for Leader appointments within this Branch.