

ACT Working with Vulnerable People Application for Registration – ASC Employee Guide

Application Process

Do You Have a valid Working with Vulnerable People Registration card?

No

Yes

Send a copy of your Registration Card to HR, or bring it in for HR to sight. Your registration will be checked for currency.

New Application

Obtain the ACT Working with Vulnerable People application form from your new starter pack (new employees only) or from ASC HR.

Page 4 – Employer/Organisation section: Please fill in your Position/Role .

What regulated activity do you intend to engage in – Please select one or more activities that most closely aligns with your job responsibilities
e.g.

- Swim & Fitness = Coaching & Tuition
- Childcare = Childcare Services
- AIS/ASC Residences = Commercial Services for Children
- Personal Excellence = Counselling and Support Services
- Sport Science = Clubs, Associations and Movements.

Please contact Human Resources if you are unsure what to select.

Forms are to be submitted in person at an Access Canberra Shopfront. Please take three forms of identification with you (see page one of the application form for more information).

Payment & Assessment

An **Application Form Receipt** and a **Reference Number** are issued by Canberra Connect. Employees must provide the reference number to HR to allow them to work with children unsupervised.

Method of Payment:

- **Personal means** – send receipt & completed 'Request for payment' form to employment@ausport.gov.au for reimbursement
- **Corporate Credit Card** - expenses are acquitted as per standard processes
Cost Centre:4351
Use Account Code: 25676

The regulatory body will conduct a risk assessment, which will consider an applicant's criminal history and non-conviction information, past working with vulnerable people registration, and any other relevant information.

Access Canberra is responsible for assessing all applications. Refer to **Page 2** of the application form for details about the assessment.

Employees whose registration is refused are to contact HR and advise of the outcome.

Renewal

ACT Working with Vulnerable People clearances are valid for 3 years

The ORS should contact employees up to 3 months before the expiry date and employees should also monitor expiry dates to ensure renewals are completed in time

For further info go to:
https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804#tabs-1
or contact HR on (02) 6214 1494

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