

FACT SHEET

DCSI Screening Unit

General Employment Probity Screening



Government of South Australia
Department for Communities
and Social Inclusion

What is General Employment Probity Screening?

General employment probity screening is a point-in-time criminal conviction history assessment undertaken by the Department for Communities and Social Inclusion (DCSI) Screening Unit. It is conducted on behalf of the employing organisation, with the consent of the applicant, and with regard to the inherent requirements of a specific job role or volunteer position.

When is it required?

There are no legislative or regulatory requirements for organisations to use the general employment probity screening through the DCSI Screening Unit.

Organisations can ask employees for a National Police Certificate and make their own assessment in accordance with their own requirements.

Organisations may request that a criminal history check be undertaken before a person is employed, and at regular intervals after that time, as part of an employment contract.

What does it involve?

General employment probity screening involves an assessment of an individual's criminal conviction history to

assist organisations to determine the suitability of a person in relation to the inherent requirements of a specific job role or volunteer position.



The DCSI Screening Unit provides a 'point in time' assessment of risk, based on the information disclosed to it at the time of screening. Information may be shared with an employer.

The DCSI Screening Unit will contact the employer directly about an applicant's screening outcome, including any identified risks.

A DCSI risk assessment is intended to assist an organisation to make informed decisions about recruitment of its employees and volunteers. Screening is considered as one part of the recruitment process. The final decision-making responsibility about engagement rests with the employing organisation.

Procedural Fairness

Applicants must give their written informed consent to undergo screening.

Matters are assessed in accordance with the principles of natural justice and procedural fairness. If the DCSI Screening Unit assesses information about an applicant that indicates they may pose a risk, the DCSI Screening Unit will contact the applicant to discuss the matter before finalising the assessment. Applicants will also have access to a review process in the event they do not agree with a screening outcome. Further information is available on the Screening Unit website.

Other important information

Following an employment probity assessment, an applicant will NOT be issued with a screening clearance letter or any documentation about their criminal history. If documentation is required an applicant should apply for a National Police Certificate through SAPOL.

General employment probity screenings are role specific and therefore not portable. These screenings are not suitable for agency staff who undertake various roles or recruitment agencies who do not yet know what role an applicant may be engaged in.

In these circumstances, a National Police Certificate through SAPOL may be more appropriate.

How long does it take?

The screening process will only commence once the DCSI Screening Unit has received a correctly completed form.

If there is no criminal conviction history to assess screening should be completed within **30 business days**.

However, if the DCSI Screening Unit obtains information that requires further assessment, additional time may be required.

In some cases, it **may take more than 8 weeks** to finalise, depending on the relevance, complexity, and amount of information which requires assessment.

What does it cost?

Screening fees are gazetted annually. Refer to the DCSI website for the current fees.

How often is screening required?

DCSI Screening clearances are valid for three years.

General employment probity screening is role based and is not portable across organisations within South Australia.

Is it different from a National Police Certificate?

Yes. A general employment probity screening involves a risk assessment specifically focused on assessing an applicant's risk for a particular role.

There is no such assessment with a police certificate: it is simply a record of a person's criminal conviction history.

Examples: “When is General Employment Probity Screening required?”

Examples of different types of roles that use General Employment Probity Screening include:

- human resource officers
- finance roles
- administration/corporate roles
- some Correctional Services roles.

Contacting the Screening Unit

Please email the Screening Unit. Your query will be directed to the appropriate area for a response.

Email:

DCSIScreeningUnit@sa.gov.au

Website:

www.dcsi.sa.gov.au/services/screening

Postal address

Screening Unit, Department for Communities and Social Inclusion
GPO Box 292
ADELAIDE SA 5001