



General Employment Probity Screening

What is it?

General employment probity screening is a 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.

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.

Screening should be considered as just one part of the recruitment process. The final decision-making responsibility about engagement rests with the employing organisation.

When is it required?

A DCSI risk assessment is intended to assist an organisation to make informed decisions about recruitment of its employees and volunteers.

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

Organisations have the option of conducting their own assessments by obtaining a National Police Certificate for their employees, based on the organisation's own requirements.

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



Types of roles where general employment probity screening may be useful include:

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

This type of screening is not suitable for agency staff that 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 obtained through SA Police may be more appropriate.

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What does it involve?

With general employment probity screening, the DCSI Screening Unit provides a 'point in time' assessment of risk, based on the information disclosed to it at the time of screening.

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

Screening assessments are conducted in accordance with the principles of natural justice and procedural fairness. If the Screening Unit assesses information about an applicant that indicates they may pose a risk, the Unit will contact the applicant to discuss the matter before finalising the assessment.

Applicants have access to a review process in the event they do not agree with a screening outcome. Further information about the review process is available on the Screening Unit website.

How long does it take?

If there is no criminal conviction history to assess, a screening assessment 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.

How is it different from a National Police Certificate?

The difference is that 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 or summary of a person's criminal conviction history.

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 between organisations within South Australia.

Contacting the Screening Unit

Please email the Screening Unit if you have any enquiries.

Email:
DCSIScreeningUnit@sa.gov.au

Website:
www.screening.dcsi.sa.gov.au/home

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