



Nationally Coordinated Criminal History Check

The Department requires prospective employees who have been selected for employment or placement in a Western Australian education facility to consent to the Department's Nationally Coordinated Criminal History Check (NCCHC).

The [Criminal History Screening Policy](#)¹ requires screening for criminal convictions for the following:

- all Department of Education employees
- students in WA universities and TAFE Colleges who are undertaking a practicum in public schools
- [school council and board](#)² members
- volunteers.

The Department also undertakes screening for criminal history on behalf of TAFE Colleges, Catholic schools and many Private (Independent) schools. The Nationally Coordinated Criminal History Check is processed by the Department's Screening Unit and is not associated with the National Police Certificate. Police Clearances and Criminal Record Checks obtained from any other agency cannot be accepted. Teachers registered with the Teacher Registration Board of Western Australia should contact the Screening Unit on 9264 4477 to check their screening status.

All prospective employees must have undertaken a Nationally Coordinated Criminal History Check and be issued with a Screening Clearance Number (SCN), before starting employment with the Department of Education at a school or other worksite. The Department has a strict 'No Screen, No Start' policy.

Many people working or volunteering with the Department of Education will also need a [Working with Children Check](#)³.

Screening process

Applicants should [apply online](#)⁴ and then submit their Summary Sheet together with four (4) items of [identification](#)⁵. Additional information is available to help source the [required identification](#)⁶. The criminal history information is accessed through the Australian Criminal Intelligence Commission (ACIC) and will take one to three weeks to process.

If no criminal history identified, the person will be cleared and allocated a Screening Clearance Number (SCN). They will be notified by mail and SMS (if a mobile number is provided).

If criminal history is returned from ACIC, this information will be assessed against the [Criminal Convictions Suitability Criteria](#)⁷, and may be presented to the Screening Committee for determination. Further information may be requested from the applicant, such as a statement and references, for consideration by the Screening Committee. If criminal history is assessed, it will take longer than three weeks for the outcome to be known. If clearance is refused by the Screening Committee, the applicant is entitled to appeal the decision.

Validity

Once an employee starts working for the Department, their screening status remains valid unless they have a break-in-service. For teaching staff this is twelve months or more. This also applies to casual/relief teachers. For non-teaching staff a break-in-service is considered six months or more. The only exception is in the case of swimming instructors, exam markers and supervisors employed on an annual basis, who are allowed to have a break-in-service of up to 12 months due to the seasonal nature of their employment. If an employee has a break-in-service they will need to have a new Nationally Coordinated Criminal History Check, and be cleared before they can be re-employed. People employed on a seasonal basis only need to be screened every three years.

External Agencies – Screening Status Check

External agencies, such as TAFE Colleges, Catholic schools, private schools, universities and volunteer organisation who have people screened through the Department's Screening Unit, can check to see if a person has been cleared, and/or check the authenticity of a SCN through the [External Screening Status Check](#)⁸ portal. The External Screening Status Check [quick reference guide](#)⁹ can be accessed to assist with this process.

For further information contact:

In person

Screening Unit
Department of Education
151 Royal Street
East Perth WA 6004

By post

Screening Unit
Department of Education
Locked Bag 2
East Perth WA 6892

T: 9264 4477

E: screening@education.wa.edu.au¹⁰

Frequently asked questions

I need to get this clearance as quickly as possible - how can I do that?

To get the Nationally Coordinated Criminal History Check processed quickly, please complete the online application. A complete application can be processed on the same day that it is received, and potentially the result can be obtained the next day. Some applications may take up to three weeks to be processed, but in most cases, the result will be available within one week.

If I have been cleared and work for the Department, and I later get charged and/or convicted of an offence, what do I have to do?

If you are an employee of the Department and are charged or convicted of an offence, you are required to inform your line manager of the details of the charge or conviction. The matter may be referred to the Department's Standards and Integrity Directorate for consideration and action where appropriate.

Will a conviction received in another state of Australia show up in the criminal history check carried out by the Department?

Yes. The Nationally Coordinated Criminal History Check is a check of criminal information from all Australian states and territories.

I have a Spent Conviction and was told that I would not have to declare that to anyone - how should I answer Question 2 on the online form?

The Department of Education has a full exception under the Spent Convictions Act 1988 which entitles this agency to receive information regarding any WA Spent Convictions. If you have a Spent Conviction, you are not required to disclose this, however, the Australian Criminal Intelligence Commission will release details of all WA spent convictions as part of this Criminal Record Check. The Department is entitled to receive these details and consider them in determining suitability for employment.

I do not have the required four (4) items of identification - how can I meet the identification requirements?

Additional information⁶ is available if you are having difficulty meeting the minimum identity requirements⁵ (4 items as specified).

Referenced links

1. <https://www.education.wa.edu.au/ed/3a6740>
2. <https://www.education.wa.edu.au/ed/0dcf4f>
3. <https://www.education.wa.edu.au/ed/858348>
4. <https://www.education.wa.edu.au/ed/d865f4>
5. <https://www.education.wa.edu.au/ed/dd/43634940-44801904>
6. <https://www.education.wa.edu.au/ed/c00628>
7. <https://www.education.wa.edu.au/ed/dd/43634940-45993151>
8. <https://www.education.wa.edu.au/ed/2ae41a>
9. <https://www.education.wa.edu.au/ed/dd/43634940-45498021>
10. <mailto:screening@education.wa.edu.au>
11. <https://www.education.wa.edu.au/ed/2221cf>
12. <https://www.wa.gov.au/>
13. <https://creativecommons.org/licenses/by/2.5/au/>

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Aboriginal and Torres Strait Islander people are advised that this site may contain images of people who are deceased.

wa.gov.au¹²



¹³

Exclusions may apply¹¹