



# Defence Youth Safety Guide

## Position Identification and Annotation

Under the Defence Youth Safety Framework (DYSF) all youth-facing positions, including contractor positions, must be identified and annotated with relevant Youth Safety training and Suitability Screening prerequisites.

Position identification and annotation is a two-step process.

### Step 1: Identifying a youth-facing position

All positions should be assessed as to whether there is direct or indirect contact with young people under the age of 18.

- **Direct contact** is when an adult interacts face-to-face or has physical contact with a person under the age of 18 on a regular, frequent or prolonged basis and/or the interaction includes overnight supervision in the normal course of the position incumbent's duties.

Example: All personnel in dedicated Defence Youth Program positions at the point of adult/young person interface.

Example: All personnel involved in the recruitment of young people into the ADF at the point of adult/young person interface.

- **Indirect contact** is when an adult comes into incidental contact with a person under the age of 18 in the normal course of their duties.

Example: ADF Members interacting with ADF Members under the age of 18.

Example: Defence personnel who host work experience participants and/or present at schools.

If a position satisfies either the direct or indirect requirement, that position is a youth-facing position.

### Step 2: Annotation

The goal of the DYSF is the creation and maintenance of a youth safe organisation. Two fundamental Youth Safety risk management actions are training and Suitability Screening.

Once identified, all youth-facing positions need to be annotated with the training and/or Suitability Screening requirement appropriate to risk. The

annotation required is determined by the type of contact (direct or indirect) and on a risk assessment relevant to the context.

All relevant annotation numbers are contained in **Attachment A**. These numbers should be annotated as prerequisites for each youth-facing position.

#### *Training*

The DYSF has established a suite of e-Learning packages designed to educate people in youth-facing roles, their Supervisors/Managers/Commanders and youth themselves. Each package is tailored to a specific audience and has a unique PMKeyS Course Code and Proficiency Number.

Level 1 (Awareness) should be a prerequisite for all youth-facing positions.

All direct contact positions, and many indirect contact positions, will require Level 2 (Practitioner).

#### *Suitability Screening*

Suitability Screening within this context refers to both Working With Children/Vulnerable People Checks (WWC/VP) and the Self-Declaration.

#### *WWC/VP Check*

The requirement for a WWC/VP is legislated in each State and Territory. Most direct contact and some indirect contact youth-facing positions (e.g. ad hoc supervision of overnight stays) will require a WWCC/VP.

#### *Self-Declaration*

The use of the Self-Declaration will shortly be trialled in Navy.

#### **Further Information**

Refer to the [Defence Youth Safety Training Guide](#), the [Defence Youth Safety Suitability Screening Guide](#) and [YOUTH POLMAN Part 1 Chapter 4 – Youth Safety Risk Management](#) for more information.



## Youth Safety Training Course Codes

Course Code:	Name of Course:	Minimum Requirements to attain Course Code
214570	Defence Youth Safety Level 1 Awareness PMKeyS Title Defence Youth Safety L1 Aware	Completion of the Defence Youth Safety Framework Level 1 Awareness Training package.  This training will be a prerequisite for other DYSF training packages.
215758	Defence Youth Safety Level 2 Practitioner PMKeyS Title Defence Youth Safety L2 Prac	Completion of both: <ul style="list-style-type: none"> <li>Defence Youth Safety Level 2 Practitioner; and</li> <li>214570 - Defence Youth Safety Level 1 Awareness</li> </ul>
215759	Defence Youth Safety Level 3 Leader PMKeyS Title Defence Youth Safety L3 Leader	<ul style="list-style-type: none"> <li>214570 - Defence Youth Safety Level 1 Awareness</li> <li>215758 <i>Defence Youth Safety Level 2 Practitioner (desirable)</i></li> </ul>
215760	Defence Youth Safety Level 4 Executive PMKeyS Title Defence Youth Safety L4 Exec	<ul style="list-style-type: none"> <li>214570 - Defence Youth Safety Level 1 Awareness</li> <li>215758 <i>Defence Youth Safety Level 2 Practitioner (desirable)</i></li> <li>215759 <i>Defence Youth Safety Level 3 Leader (desirable)</i></li> </ul>
215761	Defence Youth Safety Level 5 Investigator PMKeyS Title Defence Youth Safety L5 Invest	<ul style="list-style-type: none"> <li>214570 - Defence Youth Safety Level 1 Awareness;</li> <li>215758 Defence Youth Safety Level 2 Practitioner; and</li> <li>Minimum level of work experience as youth-facing practitioner</li> <li>215759 <i>Defence Youth Safety Level 3 Leader (desirable)</i></li> </ul>
215762	Defence Youth Safety Level 6 Youth (under 18) PMKeyS Title Defence Youth Safety L6 (U18)	<ul style="list-style-type: none"> <li>215762 Defence Youth Safety Level 6 Youth (under 18)</li> </ul>
215763	Defence Youth Safety Level 6 Young Adult (18-25) PMKeyS Title Defence Youth Safety L6 18-25	Completion of both: <ul style="list-style-type: none"> <li>215763 Defence Youth Safety Level 6 Young Adult (18-25); and</li> <li>214570 - Defence Youth Safety Level 1 Awareness</li> </ul>
215764	Defence Youth Safety Level 1 Awareness Refresher (required annually) PMKeyS Title DEFENCE YOUTH SAFETY L1 REFRES	Completion of both: <ul style="list-style-type: none"> <li>215764 Defence Youth Safety Level 1 Awareness Refresher; and</li> <li>214570 - Defence Youth Safety Level 1 Awareness</li> </ul>

## Youth Safety Training Proficiency Numbers

Proficiency Number:	Name of Proficiency:	Minimum Requirements to attain Proficiency
P108378	Defence Youth Safety Level 1 Awareness	Completion of the Defence Youth Safety Framework Level 1 Awareness Training package.  Production of training completion certificate  This training will be a prerequisite for other DYSF training packages.
P123754	Defence Youth Safety Level 2 Practitioner	Completion of both: <ul style="list-style-type: none"> <li>• 215758 - Defence Youth Safety Level 2 Practitioner; and</li> <li>• 214570 - Defence Youth Safety Level 1 Awareness</li> </ul>
P123755	Defence Youth Safety Level 3 Leader	<ul style="list-style-type: none"> <li>• 214570 - Defence Youth Safety Level 1 Awareness</li> <li>• 215758 - <i>Defence Youth Safety Level 2 Practitioner (desirable)</i></li> </ul>
P123756	Defence Youth Safety Level 4 Executive	<ul style="list-style-type: none"> <li>• 214570 - Defence Youth Safety Level 1 Awareness</li> <li>• 215758 - <i>Defence Youth Safety Level 2 Practitioner (desirable)</i></li> <li>• 215759 - <i>Defence Youth Safety Level 3 Leader (desirable)</i></li> </ul>
P123757	Defence Youth Safety Level 5 Investigator	<ul style="list-style-type: none"> <li>• 214570 - Defence Youth Safety Level 1 Awareness; and</li> <li>• 215758 - Defence Youth Safety Level 2 Practitioner</li> <li>• Minimum level of work experience as youth facing practitioner</li> <li>• 215759 - <i>Defence Youth Safety Level 3 Leader (desirable)</i></li> </ul>
P123758	Defence Youth Safety Level 6 Youth (under 18)	<ul style="list-style-type: none"> <li>• 215762 Defence Youth Safety Level 6 Youth (under 18)</li> </ul>
P123759	Defence Youth Safety Level 6 Young Adult (18-25)	Completion of both: <ul style="list-style-type: none"> <li>• 215763 - Defence Youth Safety Level 6 Young Adult (18-25); and</li> <li>• 214570 - Defence Youth Safety Level 1 Awareness</li> </ul>
P123760	Defence Youth Safety Level 1 Awareness Refresher (required annually)	Completion of both: <ul style="list-style-type: none"> <li>• 215764 - Defence Youth Safety Level 1 Awareness Refresher; and</li> <li>• 214570 - Defence Youth Safety Level 1 Awareness</li> </ul>

### Working with Children / Vulnerable People Check Proficiency Numbers

Proficiency Number:	Name of Proficiency:	Minimum Requirements to attain Proficiency
P121830	WORKING WITH CHILDREN CHECK (WWCC) - ACT	Certified True copy of WWC/VP clearance issued by the ACT Government (or presentation of actual WWCC card.)
P122991	WORKING WITH CHILDREN CHECK (WWCC) - TAS	Certified True copy of WWC/VP clearance issued by the TAS Government (or presentation of actual WWCC card.)
P122992	WORKING WITH CHILDREN CHECK (WWCC) - WA	Certified True copy of WWC/VP clearance issued by the WA Government (or presentation of actual WWCC card.)
P122993	WORKING WITH CHILDREN CHECK (WWCC) - QLD	Certified True copy of WWC/VP clearance issued by the QLD Government (or presentation of actual WWCC card.)
P122994	WORKING WITH CHILDREN CHECK (WWCC) - NT	Certified True copy of WWC/VP clearance issued by the NT Government (or presentation of actual WWCC card.)
P122995	WORKING WITH CHILDREN CHECK (WWCC) - VIC	Certified True copy of WWC/VP clearance issued by the VIC Government (or presentation of actual WWCC card.)
P122996	WORKING WITH CHILDREN CHECK (WWCC) - SA	Certified True copy of WWC/VP clearance issued by the SA Government (or presentation of actual WWCC card.)
P122997	WORKING WITH CHILDREN CHECK (WWCC) - NSW	Certified True copy of WWC/VP clearance issued by the NSW Government (or presentation of actual WWCC card.)

Note:

WWC/VP Proficiencies will have an expiry date which is the registration expiry date on the respective WWC/VP clearance issued by each State and Territory. Individuals may hold more than one WWC/VP concurrently. Individuals will be responsible for ensuring that their WWC/VP clearance remains current for the period that they are in a youth facing role. If the WWC/VP clearance expires during their period in a youth-facing role, the individual is to be suspended from working with young people under the age of 18 until a new WWC/VP clearance has been issued by the respective state or territory and it is recorded in PMKeys.

### Self-Declaration Proficiency Number

Proficiency Number:	Name of Proficiency:	Minimum Requirements to attain Proficiency
P121520	Defence Youth Safety Self-Declaration	<p>A completed Defence Youth Safety Declaration and a copy of the individual's Photo Identification document/s.</p> <p>A new Defence Youth Safety Self-Declaration will be required for;</p> <ul style="list-style-type: none"><li>• Each new youth related position/posting undertaken; and</li><li>• A change in individual circumstances which may affect that individual's suitability to undertake a youth related position/posting.</li></ul>