



Defence Youth Safety Framework

Position Identification Annotation Guide

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 proficiency 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 is currently being piloted by Navy.

Further Information

Refer to the [Defence Youth Safety Training Guide](#), the [Defence Youth Safety Suitability Screening Guide](#) and [YOUTHPOLMAN 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 course is a prerequisite for other DYSF training packages.
215758	Defence Youth Safety Level 2 Practitioner PMKeyS Title Defence Youth Safety L2 Practitioner	<ul style="list-style-type: none"> Defence Youth Safety Level 2 Practitioner 214570 - Defence Youth Safety Level 1 Awareness
215759	Defence Youth Safety Level 3 Leader PMKeyS Title Defence Youth Safety L3 Leader	<ul style="list-style-type: none"> 214570 - Defence Youth Safety Level 1 Awareness 215758 <i>Defence Youth Safety Level 2 Practitioner (desirable)</i>
215760	Defence Youth Safety Level 4 Executive PMKeyS Title Defence Youth Safety L4 Exec	<ul style="list-style-type: none"> 214570 - Defence Youth Safety Level 1 Awareness 215758 <i>Defence Youth Safety Level 2 Practitioner (desirable)</i> 215759 <i>Defence Youth Safety Level 3 Leader (desirable)</i>
215761	Defence Youth Safety Level 5 Investigator PMKeyS Title Defence Youth Safety L5 Invest	<ul style="list-style-type: none"> 214570 - Defence Youth Safety Level 1 Awareness 215758 Defence Youth Safety Level 2 Practitioner Minimum level of work experience as youth-facing practitioner 215759 <i>Defence Youth Safety Level 3 Leader (desirable)</i>
215762	Defence Youth Safety Level 6 Youth (under 18) PMKeyS Title Defence Youth Safety L6 (U18)	<ul style="list-style-type: none"> 215762 Defence Youth Safety Level 6 Youth (under 18)
215763	Defence Youth Safety Level 6 Young Adult (18-25) PMKeyS Title Defence Youth Safety L6 18-25	<ul style="list-style-type: none"> 215763 Defence Youth Safety Level 6 Young Adult (18-25) 214570 - Defence Youth Safety Level 1 Awareness
215764	Defence Youth Safety Level 1 Awareness Refresher (required annually) PMKeyS Title DEFENCE YOUTH SAFETY L1 REFRES	<ul style="list-style-type: none"> 215764 Defence Youth Safety Level 1 Awareness Refresher 214570 - Defence Youth Safety Level 1 Awareness

Youth Safety Training Proficiency Numbers

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

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 Self-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">• Each new youth related position/posting undertaken• A change in individual circumstances which may affect that individual's suitability to undertake a youth related position/posting.