



## Position Identification and Annotation Guide

This guide has been designed to assist with the implementation of the *Defence Working With Vulnerable People and Children Suitability Assessment (WWVP/C)* policy.

Defence interacts with young people under the age of 18 in a range of contexts both in Australia and overseas. These activities include, but are not limited to: Defence youth programs to engage with and/or develop young people; Defence Force Recruiting; ADF Initial Entry Training, or contact with young people in the course of domestic and international operations. Positions / roles identified as having contact<sup>1</sup> with young people (under 18) must be and annotated in Defence One (PMKeyS).

### Who determines if a role or person should undergo a working with children and vulnerable people assessment?

It is the responsibility of the Defence Organisation / unit Commanding Officer, Manager, Supervisor and / or Service Career Management Agency (CMA) to ensure that all positions, including positions occupied by non-Defence personnel<sup>2</sup>, are assessed to determine the level of interaction<sup>3</sup> or contact with young people to determine the suitability actions for that position.

### Working With Vulnerable People / Children Check Legislation

The department operates in accordance with state and territory legislation to ensure it complies with working with children and vulnerable people legislation. This involves a background checks that assesses an individual's criminal history and non-conviction information, and determines whether or not an individual poses an unacceptable risk of harm to young people. Each state and territory has its own child protection legislation, which differs from jurisdiction to jurisdiction. Incidents that may be in breach of relevant legislation and/or this policy must be reported and dealt with promptly in accordance with the relevant Defence policy.

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<sup>1</sup> **Contact. In the Defence Context.** Interaction involving Defence Personnel and non-Defence personnel, as part of their normal duties and one or more person/people under the age of 18. Contact is regular, frequent or prolonged, physical, face-to-face, oral communication, written communication or electronic communication; including regular use of social media, and / or includes overnight activities or unobserved supervision.

<sup>2</sup> **Non-Defence personnel:** all persons, paid or unpaid, who are not Defence personnel. which include:

- a. locally engaged employees
- b. contractors, consultants and external service providers
- c. ADF Cadets adults.

<sup>3</sup> **Interact.** To interact means to communicate and react to the people you're involved with. If two or more people interact, or if one person interacts with another, they communicate with one another and react to one another, often while performing an activity together.





## Position Identification and Annotation Process

**Step 1: Assess positions.** Conduct a youth safety risk assessment to identify the level of contact and / or interaction the position / role has with young people. The Decision Flow: *Determination of Position Identification and Annotation* has been developed to assist in determining whether suitability screening action is required.

*Table 1, provides examples of the types of positions to be annotated, a description of the position/role and the suitability assessment action that may be required.*

Assessing the youth safety risk is assessing the level of interaction and/or contact the position / role has with young people. The youth safety risk assessment matrix, is intended to be used as a guide that can be adapted according to each organisation’s risk management approach and/or related policies. Defence organisations / units may use the template as part of their broader organisational risk assessment.

### Step 2: Record positions in Defence One.

All positions identified as requiring mandatory suitability assessment action ie a WWVP/C clearance, L2 youth safety training and organisational code of conduct, must be recorded as a youth-facing<sup>4</sup> position in Defence One (PMKeyS). Certain positions / roles may require the individual in that position / role to hold a WWVP/C clearance from more than one jurisdiction. The diagram below shows an example of the Position Accomplishments tab and the suitability / actions required for that position. , Note, the position requires WWVP/C clearances for the applicable jurisdictions, youth safety training. It also displays any applicable Due Diligence<sup>5</sup> Options, in this case the Youth safety Self-declaration<sup>6</sup>.

Position Number: 00564679 Administration Officer APS6  
Open/Filled: Open Current Head Count: 0

Effective Date: 13/04/2018 Status: Active Action Reason: MAS  
Family: FM00922 Admin & Corp Support Function: FN90181 Administration  
Sub Function: SF90286 None Skill Grade: S960644 Administration Officer  
Rank: N/A Job Group: N/A

Security Clearance: B NegVet L1 MEC:

Catg	Find	Accomp	Importance
PRF	🔍	P108378 DEFENCE YOUTH SAFETY LEVEL 1 AWARENESS TRAINING PACKAGE COMPLETION	Mandatory
PRF	🔍	P121520 DEFENCE YOUTH SAFETY SELF DECLARATION	Mandatory
PRF	🔍	P122995 WORKING WITH CHILDREN CHECK (WWCC) - VIC	Mandatory
PRF	🔍	P122997 WORKING WITH CHILDREN CHECK (WWCC) - NSW	Mandatory
PRF	🔍	P123754 DEFENCE YOUTH SAFETY LEVEL 2 PRACTITIONER	Mandatory
PRF	🔍	P123760 DEFENCE YOUTH SAFETY LEVEL 1 AWARENESS REFRESHER	Mandatory

<sup>4</sup> **Youth-facing position.** A youth-facing position is an annotated position, where the contact with a person under the age of 18 is part of the individual's normal duties and not incidental to their work

<sup>5</sup> Due diligence actions. Specific youth safety risk mitigation actions undertaken to assess an individual's suitability to engage with youth in Defence. These actions are non-legislative and are informed by a youth safety risk assessment.

<sup>6</sup> The Defence Youth Safety Self-declaration is a statutory declaration stating that the declarer has/or does not have convictions, including spent and/or pending charges for a relevant offence that may impact on their engagement with youth.





Proficiency numbers are provided in the following tables:

- Table 2: WWVP/C clearances
- Table 3: applicable Due Diligence actions
- Table 4: Youth Safety Training

**Step 3: Record the WWVP/C outcomes.** Information, including the WWVP/C clearance reference number, clearance type and expiry date is to be stored on the Defence personnel's personal file in Objective, maintained under the Position Accomplishments tab within Defence One (PMKeyS) and maintained the 'My Qualifications' tab as shown below.

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Proficiency	Date Issued	Expiry Date	Status	View
FRAUD & INTEGRITY AWARENESS (MANDATORY)	27/07/2018	27/07/2020	Proficiency Satisfied	<a href="#">View</a>
WORKING WITH VULNERABLE PEOPLE (WWVP) CHECK - ACT	28/02/2018	06/11/2019	Proficiency Satisfied	<a href="#">View</a>

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Proficiency	
Proficiency:	WORKING WITH VULNERABLE PEOPLE (WWVP) CHECK - ACT
Issue Date:	28/02/2018
Issued By:	ACT Government
Expiry Date:	06/11/2019
License #:	0000032103

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Issued In	Status
Country: Australia	<input type="checkbox"/> Provisional Protection
State: Australian Capital Territory	<input checked="" type="checkbox"/> License Verified
Certificate Number:	<input type="checkbox"/> Renewal in Progress
Certificate Issued:	<input checked="" type="checkbox"/> Proficiency Satisfied
Name:	<input type="checkbox"/> Externally Issued

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## Validity and Renewal of Working With Vulnerable People and Children Clearances

WWVP/C clearances have different validity periods under each state and territory's legislation and this information will be recorded in Defence One. It is the responsibility of the relevant CO/manager and the employee or contractor to ensure that clearances are current. The relevant area / unit in Defence is required to bear the cost of WWVP/C assessments.

### Related material

The following guides should be read in conjunction with this document and the Defence Working With Vulnerable People and Children Suitability Assessment Policy:

- a. Defence Youth Safety Risk Management Guide
- b. Position Identification and Annotation Guide
- c. Defence Suitability Assessment Guide
- d. Defence Youth Safety Self-Declaration Guide
- e. Defence Youth Safety Training Guide

The [Youth Policy Manual Glossary](#) provides definitions and terms relating to Youth safe policies.





**Table 1 – Examples of Annotated Positions**

It is important to note that the examples provided below are not exhaustive and conducting a youth safety risk assessment may be useful in determining the required suitability assessment actions.

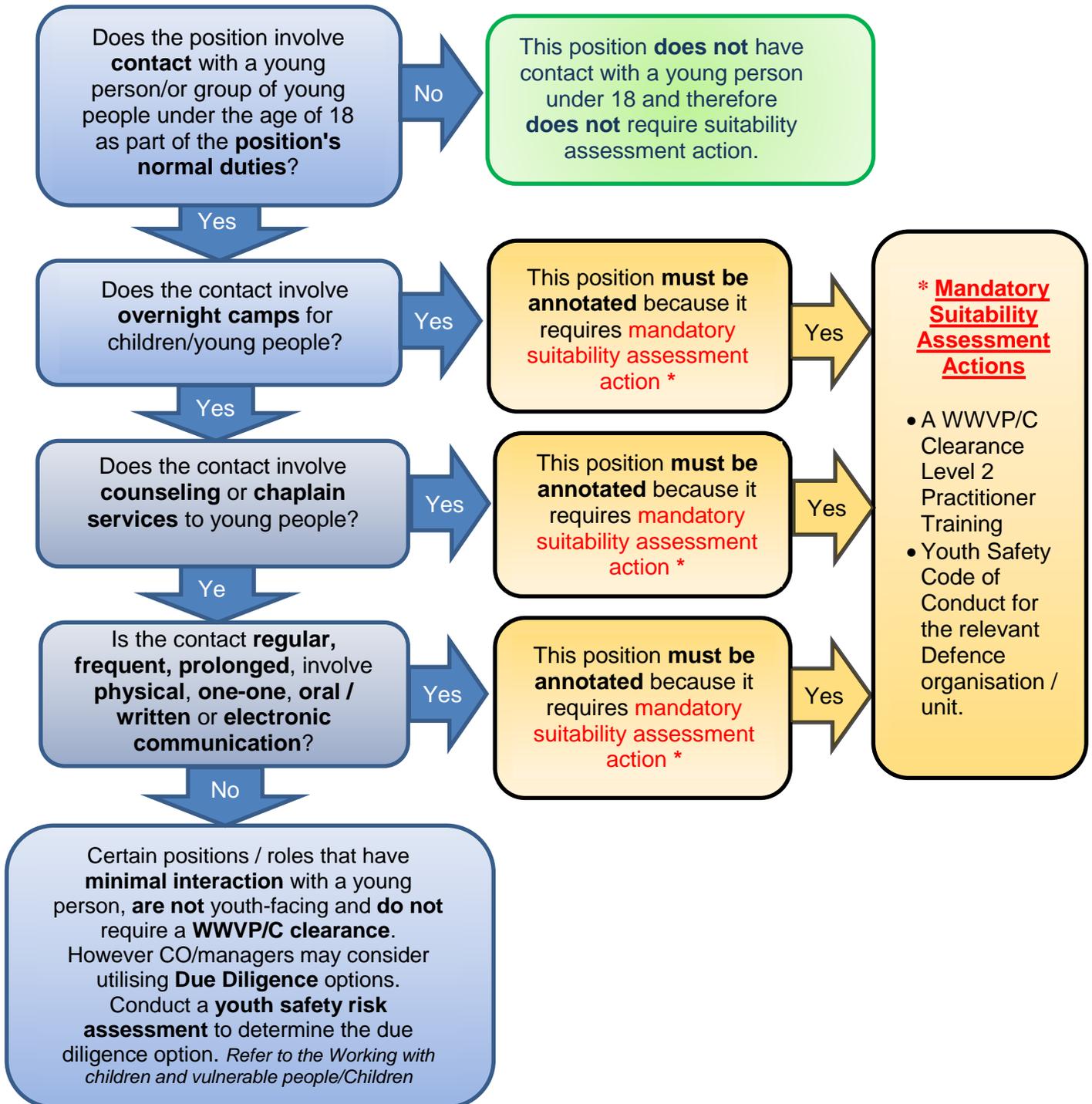
Position/Roles	Details	Suitability Action
<b>Chaplain services</b>	Chaplains counselling or providing other support services for children/youth	<ul style="list-style-type: none"> <li>Working With Vulnerable People / Children Clearance (from State or Territory Agency)</li> <li>Defence Organisation Youth Safety Code of Conduct</li> <li>Level 2 Youth Safety Training</li> </ul>
<b>Educational institutions</b> Educational institutions for children/youth, including: <ul style="list-style-type: none"> <li>divisions of universities providing study or training programs</li> <li>institutions/training colleges providing study or training programs</li> </ul>	Instructors (including Physical Training Instructors), Divisional Staff, Divisional Officers and SNCOs of ab initio training units. For example: <ul style="list-style-type: none"> <li>Initial Officer Entry ab initio units</li> <li>Recruit training ab initio units</li> <li>Initial Employment Training units</li> </ul>	<ul style="list-style-type: none"> <li>Working With Vulnerable People / Children Clearance (from State or Territory Agency)</li> <li>Defence Organisation Youth Safety Code of Conduct</li> <li>Level 2 Youth Safety Training</li> </ul>
<b>Allied Health Professionals</b>	Certain positions in Defence may be considered as Youth-facing positions, however, where a WWVP/CC is not required under the State/Territory legislation, the use of a Code of Conduct and/or Self-declaration should be considered. Please refer to the relevant State or Territory legislation for to determine if there is a requirement for a WWVP/CC.	<ul style="list-style-type: none"> <li>Defence Organisation Youth Safety Code of Conduct</li> <li>Youth Safety Self-declaration</li> </ul>
<b>Positions supporting Youth programs</b> (such as: ADF Cadets/Tall Ship Young Endeavour/Indigenous study tours/Flying camps)	Physical Training Instructors Young Endeavour crew RAAF Balloon Crew Flying Instructors Defence Work Experience Liaison Officers	<ul style="list-style-type: none"> <li>Working With Vulnerable People / Children Clearance (from State or Territory Agency)</li> <li>Defence Organisation Youth Safety Code of Conduct</li> <li>Level 2 Youth Safety Training.</li> </ul>





Figure 1 – Determination of Position Identification

This flow chart has been designed to assist CO, Managers and CMA to determine whether a position requires mandatory suitability assessment action.





# Defence Youth Safety Framework

Table 2: Proficiency Numbers - Working with Vulnerable People / Children Check

Proficiency Number:	Name of Proficiency:	Evidence requirements to assign Proficiency
P121830	Working With Vulnerable People (WWVP) ACT	Certified True copy of WWVP Notice of Decision issued by the ACT Government (or presentation of actual WWVP card)
P122991	Working With Children Check (WWCC) TAS	Certified True copy of WWCC clearance issued by the TAS Government (or presentation of actual WWCC card)
P122992	Working With Children Check (WWCC) WA	Certified True copy of WWCC Assessment Notice issued by the WA Government (or presentation of actual WWCC card)
P122993	Working With Children Check (WWCC) QLD	Certified True copy of WWCC clearance issued by the QLD Government (or presentation of actual WWCC Blue card)
P122994	Working With Children Check (WWCC) NT	Certified True copy of WWCC clearance notice issued by the NT Government (or presentation of actual WWCC Ochre card)
P122995	Working With Children Check (WWCC) VIC	Certified True copy of WWCC clearance email issued by the VIC Government (or presentation of actual WWCC card)
P122996	Working With Children Check (WWCC) SA	Certified True copy of WWCC Screening Letter issued by the SA Government
P122997	Working With Children Check (WWCC) NSW	Certified True copy of WWCC Notice letter issued by the NSW Government

**Note:**  
WWVP/CC proficiencies will have an expiry date which is the registration expiry date on the respective WWVP/CC clearance issued by each State and Territory. Individuals may hold more than one WWVP/CC concurrently. Individuals will be responsible for ensuring that their WWVP/CC clearance remains current for the period that they are in a youth facing role. If the WWVP/CC 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 WWVP/CC clearance has been issued by the respective state or territory and it is recorded in PMKeyS.



# Defence Youth Safety Framework

Table 3: Proficiency Numbers - Due Diligence

Proficiency Number:	Name of Proficiency:	Minimum Requirements to attain Proficiency
<b>P124851</b>	Defence Youth Safety Code of Conduct	<p>A signed Defence Youth Safety Code of Conduct and sighting of the individual's Photo Identification document/s.</p> <p>A Defence Youth Safety Code of Conduct will be required for:</p> <ul style="list-style-type: none"><li>• each new youth related position/posting undertaken</li><li>• each new youth related activity undertaken</li></ul>
<b>P121520</b>	Defence Youth Safety Self-Declaration (Only to be used in exceptional circumstances) <sup>7</sup> .	<p>A signed and witnessed Defence Youth Safety Self-Declaration and sighting of the individual's Photo Identification document/s.</p> <p>A Defence Youth Safety Self-Declaration is only valid for the period of the activity it was requested for.</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</li><li>• each new youth related activity undertaken</li><li>• a change in individual circumstances which may affect that individual's suitability to undertake a youth related position/posting.</li></ul>

<sup>7</sup> Exceptional circumstances are unintended situations which may prevent the application of specific policy requirements, or non-routine circumstances which may require additional actions to meet specific program requirements and/or outcomes.



# Defence Youth Safety Framework

Table 4: Proficiency Numbers - Youth Safety Training

Proficiency Number:	Name of Proficiency:	Minimum Requirements to attain Proficiency
P108378	Defence Youth Safety Level 1 Awareness	<ul style="list-style-type: none"><li>• 214570 - Defence Youth Safety Framework Level 1 Awareness Training package</li><li>• Production of training completion certificate</li><li>• This training is a prerequisite for other DYSF training packages</li></ul>
P123754	Defence Youth Safety Level 2 Practitioner	<ul style="list-style-type: none"><li>• 214570 - Defence Youth Safety Level 1 Awareness</li><li>• 215758 - Defence Youth Safety Level 2 Practitioner</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>
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)	<ul style="list-style-type: none"><li>• 214570 - Defence Youth Safety Level 1 Awareness</li><li>• 215763 - Defence Youth Safety Level 6 Young Adult (18-25)</li></ul>