



GUIDE 4: SUITABILITY SCREENING FOR WORKING WITH YOUTH

Enclosure 2

Youth related work position and recording position accomplishments in PMKeyS

Load the following proficiencies (Table 1) under the Position Accomplishments tab (Figure 1) for the position:

- Working with Children Checks (WWCC)/Working with Vulnerable People (WWVP) proficiencies for all applicable states and territories where the incumbent of the position will be required to undertake youth-related work⁵
- Defence Youth Protection Supervisor and Manager Course

Table 1: Youth-related Work Position Proficiencies

Proficiency Number	Name of Proficiency	Evidence to Assign Proficiency
P121830	WWVP ACT	Sight WWVP Notice of Decision issued by the ACT Government or actual WWVP card
P122991	WWVP Tasmania	Sight WWVP clearance issued by the TAS Government or presentation of actual WWVP card ⁶
P122992	WWCC WA	Sight WWCC Assessment Notice issued by the WA Government or presentation of actual WWCC card
P122993	WWCC Queensland	Sight WWCC clearance issued by the QLD Government or presentation of actual WWCC Blue card
P122994	WWCC NT	Sight WWCC clearance notice issued by the NT Government or presentation of actual WWCC Ochre card
P122995	WWCC Victoria	Sight WWCC clearance email issued by the VIC Government or presentation of actual WWCC card
P122996	WWCC SA	Sight WWCC Screening Letter issued by the SA Government
P122997	WWCC NSW	Sight WWCC Notice letter issued by the NSW Government
P129871	Defence Youth Protection Supervisor and Manager Course	Completion of Course Defence Youth Safety Supervisor and Manager Course

⁵ Each state and territory jurisdiction has its own WWCC/VP legislation. Consequently, a WWCC/VP Clearance may be required for each jurisdiction where youth-related work will be undertaken. For more information visit <https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks/part-overview>. If a WWCC clearance is held in one jurisdiction, the ability to undertake youth-related work in other jurisdictions without the need for additional WWCC clearance(s) varies depending on the jurisdiction. A single WWCC proficiency annotation may be sufficient in cases where an additional WWCC is not required.

⁶ PMKeyS refers to a WWCC for Tasmania but the actual name is a WWVP clearance. This will be amended in PMKeyS to reflect the true name.



The Working with Children/Vulnerable People Check/s assessment must be sighted and recorded in PMKeyS.