

GUIDE 5: DEFENCE YOUTH ENGAGEMENT SUITABILITY FLOWCHART & MATRIX

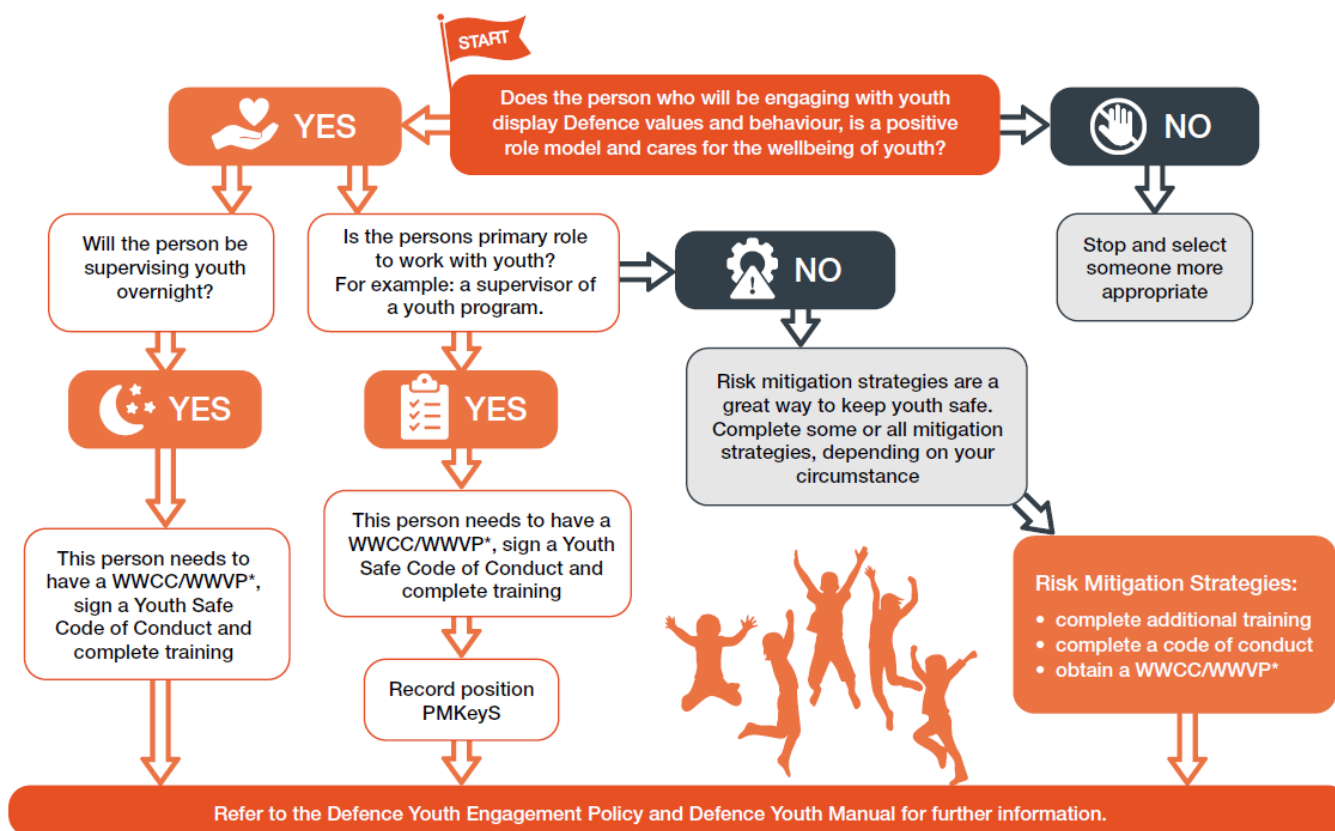
This guide provides a visual overview of key requirements for personnel engaging with youth, supporting the standards and procedures outlined in the Youth Manual for managing youth engagement within a Defence environment. By following the guidance, personnel will be equipped to ensure compliance with relevant policies and regulations.

This guide aims to help personnel:

- Identify their role in undertaking youth engagement
- Identify the requirement for suitability screening
- Identify prerequisite training
- Identify whether a youth safe code of conduct is needed
- Identify who needs to have their positions recorded on PMKeyS.

Defence Youth Engagement Requirements Flowchart

This Flowchart is intended as a brief overview to give a sense of what's involved for a person engaging with youth. It offers a snapshot of youth engagement screening requirements.



*working with children/vulnerable people check



Youth Engagement Screening and Training Matrix

YOUTH ENGAGEMENT RESPONSIBILITIES		Primary Duty	Secondary Duty	Occasional Engagement	Limited Engagement
		A person whose primary Defence duties is engaging with youth. e.g. a supervisor of a Defence youth program (such as DWEP, Young Endeavour, ADF Cadets)	A person whose Secondary duties include engagement with youth that involves supervisory responsibility including overnight activities. e.g. a Defence youth program (such as Ex Proud Warrior, Army Indigenous Youth Program, Women in Aviation Program)	A person who has occasional engagement with youth. e.g. a person who provides support to a Defence youth program (such as Ex Proud Warrior, Army Indigenous Youth Program, Women in Aviation Program), a training instructor instructs U18 trainees or, supervisors of ADF/APS U18	A person who provides limited support to Defence youth engagement activities. e.g. a unit family day, ADFA Open Day, visit to Service Museum
SCREENING	Working with Children/Vulnerable People Check	✓	✓		
	National Police Check	Only applicable to adults in ADF Cadets			
	Appropriate role model assessment	✓	✓	✓	✓
RISK MITIGATION STRATEGY	Defence Youth Protection Awareness Course	✓	✓	*	*
	Defence Youth Protection Supervisor and Manager Course	✓	✓		
	Adult Code of Conduct (store in OBJ)	✓	✓	✓	**
	Proficiencies recorded against position no. in PMKeyS	✓***			

* Mandatory for ADF members, completion is recommended for APS/contractors

** Completion is recommended

*** Relevant proficiencies including WWCC/WWVP and youth protection training



Relevant terms from the Definitions, Acronyms, and Glossary Guide:

- a. Supervisor: Defence personnel or persons engaged under a contract who have direct or line supervisory responsibilities for Defence personnel.
- b. Manager: A means Defence personnel or a person/s engaged under a contract who direct a range of human and physical resources and their associated financial responsibilities to achieve corporate objectives. A manager may be a first-level supervisor or perform the role of a first-level supervisor where they have immediate subordinates, as well as the role of a second-level supervisor where they have Defence personnel supervised by those subordinates.
- c. Commander: An Australian Defence Force Officer who, by virtue of a delegation or instrument of appointment, exercises authority, and has responsibility for assigned Defence personnel and includes an administrative Commanding Officer.

Further assistance

For further information and assistance contact defence.youth@defence.gov.au