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**INTRODUCTION**

This User Manual for the Department of Education and Training (the Department) Police Records Online Checking System (PROCS) gives detailed instructions for completing and submitting an electronic Consent to Perform a National Police Record Check to the Australian Criminal Intelligence Commission via the internet.

This User Manual is intended for school principals, managers and suitably authorised administration employees who are involved in completing and submitting the electronic Consent to Perform a National Police Record Check.

The Electronic Consent to Perform a National Police Record Check application was developed by the Employee Conduct Branch and is designed to run using Microsoft’s Internet Explorer version 8 or above, on a PC with a Windows (XP, Vista or 7) operating system.

You will be informed if you do not have the appropriate version or if you have an incompatible browser. To check the version of your browser, click on “Help” at the top of the page and then click on “About Internet Explorer”. This will tell you what version of the program you are using.

The Consent to Perform a National Police Record Check comprises 3 Screen Views:

1. **New Police Check**
   - Employment Details
   - Applicant Details Entry
   - Print Preview
   - Submit and Print

2. **Review/Amend/Delete Previous Application.**

3. **Search for final correspondence.**

Once you have submitted the Consent to Perform a National Police Record Check you have the facility to review/amend an application before 12.00 noon on the day it was submitted.

**Logging on to the National Police Check Home Page**

1. This facility is only available to school principals and other authorised users using their normal existing employee number and Password.

2. To delegate or gain access to this facility you must contact the Manager Employee Conduct Branch on (03) 7022 0005.

3. Open Microsoft Internet Explorer.

5. Press ‘Enter’ or the ‘Go’ button at the top of the screen. This will take you to the Police Records Online Checking System home page (pictured below).

![Image of Police Records Online Checking System home page]

**Navigation and Menu Options**

Depending on your computer screen set-up, some of the forms are longer than can be displayed on your screen so you will need to “scroll” down to view all of the details contained on the forms.

‘Menu Options’ are generally displayed as underlined text or buttons. Clicking on the underlined text or button menu option allows you to select that option.

The following is a description of some of the menu options:

- **New Police Check** – initiates a new registration to be completed by the hiring manager.
- **Review/Amend/Delete Previous Applications** – allows you to review/amend and change or delete a submitted application (prior to 12.00 noon of day submitted).
- **Continue Applications (button)** – validates the Employee Number where applicable and presents the Applicant Details screen.
- **Preview Summary Application (button)** allows you to print and visually check the details against the applicant’s written consent form.
- **Back to Main Menu (button)** – takes you to the home page, where you commenced.
- **Home** - takes you to the home page, where you commenced.
**INITIATE A POLICE RECORDS CHECK**

This page is available for hiring managers to initiate a Police Record Check or Review/Amend/Delete Previous Applications or to search for final correspondence.

**Select New Police Check from the menu item**

The following form will be displayed.
Select Category, Type and Position

To commence a new application, complete the details below. (Screen 1 of 2)

Criminal records checks for teachers are conducted through the VIT not through DET. If applications are entered they cannot be processed and schools will be charged. Queries can be directed to Employee Conduct Branch on 70220005.

Employment Details

Note:* Mandatory fields

**Employee Number (If known)**

**Employment Category**

**Employment Type**

**Allowable Type Category:**

Employ/Probity/Licence

**Employment Positions**

(You can select more than one item in the list by holding down the Ctrl key while selecting the items)

- Administration Officer
- After Care Officer
- Allied Health Officer
- Ambulance Officer
- Artist in Residence
- Assistant Regional Director
- Authorised Officer VRQA
- Basketball Coach

[Continue Application]
To commence a new application, complete the details below. (Screen 1 of 2)

Criminal records checks for teachers are conducted through the VIT not through DET. If applications are entered they cannot be processed and schools will be charged. Queries can be directed to Employee Conduct Branch on 70220005.

**Employment Details**

Note: * Mandatory fields

**Employee Number (if known)**

**Employment Category**

**Employment Type**

**Allowable Type Category:**

**Employment Positions**

(You can select more than one item in the list by holding down the Ctrl key while selecting the items)

[Continue Application]
Process for inputting Employment Details

Where an Employee Number is available this should be entered. The Employee Number must be 8 characters.

**Category - Allows selection of one of the following:**

- Board Member
- Current Employee
- Licensee/Nominee
- New Employee
- Promotion
- Transfer
- Volunteer

**Type - Allows selection of one of the following:**

- DET Employee (HRMS)
- Contractor/Consultant
- School Council
Position - Allows one or multiple of numerous positions such as:

- Teacher Aide
- Victorian Public Servant
- Canteen Officer
- Casual Replacement Teacher Assistant
- First Aide Officer
- Tutor
- Volunteer
- Cleaner
- Maintenance Officer
- After Care Officer
- Gardener
- Executive Officer
- Education Support Officer

Employment Details – Notations

Where an Employee Number (and related information) is recognised as an applicant unsuitable for employment (by the eduPay payroll) a notice will be presented and you will not be able to submit this application. The selection of ‘New Employee’ & ‘Teacher’ is unavailable because all approved teachers have a valid Police Record Check through the Victorian Institute of Teaching (V.I.T.) and should not need to undergo a second police record check.

Complete Applicant details information entry

A (red asterix)* indicates that information must be provided.
Contact Details – Notations

Contact Details are used to nominate the hiring manager/principal or other recipient to whom the Police Record Check results/outcome is to be sent by the Employee Conduct Branch. The Contact Details displayed will always be the principal of the school/corporate user initiating the Police Record Check. The Contact Details can be changed where it is essential that either the School Council President or the Contractor (hiring this person) must be contacted in regard to this person’s employment.

Applicant’s Current Details – Notations

This information must be taken directly from the applicant’s Consent to Check and Release National Police Record Form.

Applicant’s Residential Details – Notations

This information must be taken directly from the applicant’s Consent to Check and Release National Police Record Form.
### Applicant’s Previous, Alternative Name or Alias Details – Notations

This information must be taken directly from the applicant’s Consent to Check and Release National Police Record Form. There are fields for up to two (2) Previous or Alternative Name Details. All information provided on the applicant’s Consent to Check and Release National Police Record Form must be included in the provided fields.

### Applicant’s Previous or Alternative Address Details – Notations

This information must be taken directly from the applicant’s Consent to Check and Release National Police Record Form. There are fields for up to four (4) Previous or Alternative Address Details. All information provided on the applicant’s Consent to Check and Release National Police Record Form must be included in the provided fields.

### Applicant’s Drivers Licence, Firearm Licence, Passport Details – Notations

This information must be taken directly from the applicant’s Consent to Check and Release National Police Record Form.

- Privacy prohibits the display of Driver Licence, Firearm Licence and Passport numbers, these are displayed as *.
- You will be asked to enter these details twice to verify the correct information has been entered.
- Where you choose the ‘back to previous button’ or ‘recall’ an application, Driver Licence, Firearm Licence and Passport numbers are deleted and you must re-enter them.
- Where you fail to enter these details correctly, an error message (see below) will appear.
Applicant’s Checklist Details – Notations

This information must be taken directly from the applicant’s Consent to Check and Release National Police Record Form.

1. Have you any criminal charges pending before a Court?
   - Yes
   - No

2. Do you have any convictions, findings of guilt and/or pending charges against you in the state of Victoria?
   - Yes
   - No

3. Do you have any convictions, findings of guilt and/or pending charges against you in any other Australian State or Territory?
   - Yes
   - No

4. Do you have any convictions, findings of guilt and/or pending charges against you for Commonwealth offences?
   - Yes
   - No

Contact with Vulnerable People – Notations

This information must be taken directly from the applicant’s Consent to Check and Release National Police Record Form.

- Supervised contact with children
- Unsupervised contact with children
- No contact with children

Applicant’s National Police Records – Checklist – Notations

This has been provided as assistance to the principal to verify the process has been followed.

1. Have you sighted the applicant’s Drivers/Firearms Licence?
   - Yes
   - No

2. Has the Identity Validation been completed?
   - Yes
   - No

3. Passport or Birth Certificate?
   - Yes
   - No

4. Has the signature been witnessed and dated?
   - Yes
   - No

5. Has the applicant signed the ‘Consent To Check and Release National Police Record’ form?
   - Yes
   - No
**Employee Conduct Branch Special Consideration – Notations**

Situations may arise where the principal may need to discuss issues with the Manager Employee Conduct Branch as part of the ‘suitability’ for employment process. Where the principal wishes to be consulted prior to the police records check application being processed, this box should be ticked as ‘Yes’.

Where there is no requirement for consultation by the Employee Conduct Branch users must ensure to tick the ‘No’ box.

**List of Errors – Notations**

Where you fail to enter information in mandatory fields or the drivers/firearm or passport numbers fail to be validated correctly – a list of errors appears at the top of the page when you attempt to ‘submit’.

The errors are self-explanatory and should be indicative of the error. For ongoing concerns regarding errors and/or information entry, contact the Employee Conduct Branch (03 7022 0005).
Preview Summary Application – Notations

This facility allows you to compare the information entered with the original Consent Form signed by the applicant.

Submit Application & Print Preview – Notations

This facility allows you to compare the information entered with the original Consent Form signed by the applicant. If you pick up an error or omission, click the ‘Back to Previous’ button. Where you
return to check or modify details, you will be required to re-enter and validate Drivers Licence, Firearm Licence or Passport Numbers.

Once you have selected ‘Submit’ a unique Identification Number will be allocated (for your future reference). Please quote the unique Identification Number for any queries in regards to the status of the application.
REVIEW/AMEND/DELETE PREVIOUS APPLICATIONS

Select Review/Amend/Delete Previous applications from the menu item

Prior to 12.00 noon each day you may review, amend or delete an application you have submitted (for the same day only). The following form will be displayed.

By Selecting ‘Review/amend/delete previous application’ the following screen will be displayed, in which dates and other key words such as ‘Surname’ or ‘Employee ID’ fields can be used to aid the search.
Search for Final Correspondence

The following form will be displayed in which you can search for final correspondence.

By Selecting ‘Search for final correspondence’ the following screen will be displayed, in which dates and other key words such as ‘Surname’ or ‘Employee ID’ fields can be used to aid the search.
HOW WILL EMPLOYEE CONDUCT BRANCH CONTACT ME?

Email confirmation of suitability

The Manager Employee Conduct Branch will notify the principal by email of each applicant’s suitability or otherwise. Response times may vary due to the uniqueness of the applicant’s name, public holidays, and other unforeseen circumstances.

If you have not received a response from Employee Conduct Branch within 20 working days:

1) Check your outstanding recalled application list to verify the request was sent and not recalled,

2) Contact the Employee Conduct Branch on (03) 7022 0005.