

## SA Youth (DCP) – Pre-Employment Checklist

|                         |  |
|-------------------------|--|
| <b>Candidate Name:</b>  |  |
| <b>Date of Birth:</b>   |  |
| <b>Contact:</b>         |  |
| <b>E-mail:</b>          |  |
| <b>Address:</b>         |  |
| <b>Client / Region:</b> |  |
| <b>Interview Date:</b>  |  |

### Stage 1

|   |   |
|---|---|
| <input type="checkbox"/> Candidate Registration Form complete | <input type="checkbox"/> WHS / CRC / SDM approvals complete                     |
| <input type="checkbox"/> Recruitment process e-mail           | <input type="checkbox"/> Evidence of enrolment e-mail                           |
| <input type="checkbox"/> Referoo set up                       | <input type="checkbox"/> Ref 1 received <input type="checkbox"/> Ref 2 received |
| <input type="checkbox"/> Induct modules sent                  | <input type="checkbox"/> Completed, date:                                       |
| <input type="checkbox"/> DocuSign Onboarding documents sent   | <input type="checkbox"/> Received, date:  |
| <input type="checkbox"/> DCP Name Check Sent                  | <input type="checkbox"/> Outcome Received:                                      |
| <input type="checkbox"/> Info & Acknowledgement Sent          | <input type="checkbox"/> Add to Pysch Check Spreadsheet                         |
| <input type="checkbox"/> Add to candidate tracker             | <input type="checkbox"/> Check Cancelled Quals Spreadsheet                      |

### Stage 2

| DocuSign Supporting Documents                                       | Number / Notes | Expiry / Attained |
|---|----------------|-------------------|
| <input type="checkbox"/> Clear photo of candidate                   |                |                   |
| <input type="checkbox"/> Australian Driver's License (P2 or higher) |                |                   |
| <input type="checkbox"/> Working with Children Check                |                |                   |
| <input type="checkbox"/> First Aid Certificate                      |                |                   |
| <input type="checkbox"/> CPR Certificate                            |                |                   |
| <input type="checkbox"/> Qualification                              |                |                   |
| <input type="checkbox"/> Child Safe Environments cert               |                |                   |
| <input type="checkbox"/> Infant Safety cert                         |                |                   |
| <input type="checkbox"/> Induct Fire Safety module                  |                |                   |
| <input type="checkbox"/> Child Car Restraint cert                   |                |                   |
| <input type="checkbox"/> CPI training cert                          |                |                   |
| <input type="checkbox"/> DCP Psych Assessment completed             |                |                   |

#### Working Rights

|  |                     |               |
|--|---------------------|---------------|
| <input type="checkbox"/> Australian Birth Certificate, Citizenship Certificate or Passport; OR |                     |               |
| <input type="checkbox"/> International Passport  | <b>Restrictions</b> | <b>Expiry</b> |
| <input type="checkbox"/> VEVO completed (if applicable)  |                     |               |

#### Compliance

|   |
|---|
| <input type="checkbox"/> WWCC verified in portal            |
| <input type="checkbox"/> First Aid Certificate Verification |
| <input type="checkbox"/> CPR Certificate Verification       |
| <input type="checkbox"/> Qualification Verification         |

### Stage 3

|   |
|---|
| <input type="checkbox"/> Candidate invited to DCP Induction |
| <input type="checkbox"/> Induction – day 1 complete         |

- ☐ Induction – day 2 (CPI training) complete

## Stage 4

|   |   |
|---|---|
| <input type="checkbox"/> Add candidate in Sirenum - inactive  | <input type="checkbox"/> File signed off by compliance    |
| <input type="checkbox"/> CEA sent via JobAdder                | <input type="checkbox"/> CEA received                     |
| <input type="checkbox"/> Availability form sent via Job Adder | <input type="checkbox"/> Availability form received       |
| <input type="checkbox"/> Candidate made active on Sirenum     | <input type="checkbox"/> Candidate set up with Active app |
| <input type="checkbox"/> Candidate summary completed          | <input type="checkbox"/> Handover to servicing team       |
| <input type="checkbox"/> Placement made on JobAdder           | <input type="checkbox"/> Feedback SMS sent                |

# File sign off Checklist

## JobAdder:

- ☐ IINDUCT complete in Jobadder (no more than 4 attempts) & any 4<sup>th</sup> attempt approvals
- ☐ 2 x References in Jobadder - both supervisor/team leader or RM approval

## Sirenum:

- ☐ First and Surname spelt correctly
- ☐ Address correct
- ☐ Role type correct
- ☐ Email address correct
- ☐ Phone number correct
- ☐ Date of birth correct
- ☐ Photo added
- ☐ Account name correct
- ☐ Gender added
- ☐ Aboriginal or Torres Strait Islander status correct

## Sirenum – Inductions:

- ☐ Signed deed of release in inductions tab
- ☐ Edmen IINDUCT induction in inductions tab

## Sirenum – Qualifications:

- ☐ Australian Driver License (P2 or higher) with license number
- ☐ SA Working With Children Check with card number
- ☐ First Aid Certificate + proof of verification - 3 year expiry
- ☐ CPR Certificate + proof of verification - 1 year expiry
- ☐ Qualification added - (with date of completion if still studying & RTO name in comments) + proof of verification
- ☐ Evidence of enrolment - 3 month forward date (if required)
- ☐ VEVO Restrictions (if applicable)
- ☐ Child Safe Environments training – valid for 3 years
- ☐ Infant Safety Training – valid for 2 years
- ☐ Car Child Restraint Training – valid from
- ☐ DCP Psych Assessment – valid from
- ☐ Safety Intervention Training (CPI) – valid from

- ☐ Induct WHS Fire Safety Training – 2 year expiry from induct date
- ☐ Personal Protection – valid from induct completion date
- ☐ Pending card added for any physical copies compliance needs to chase

