PRE-EMPLOYMENT CHECKS FLOWCHART

Prior to psychological assessment, information sent to DCPPsychologicalAssessments@sa.gov.au (using Template A, or provide equivalent information)

DCP Psychological Assessments check for previous assessment record

2 business days

ASSESSMENT RECORD FOUND

If DCP has authority* to share assessment information, DCP Psychological Assessments will provide details of the assessment record

No authority

If DCP does not have authority to share information, DCP Psychological Assessments will request that the employing organisation arrange for the individual to provide authority (templates will be provided)

ASSESSMENT RECORD NOT FOUND

DCP Psychological Assessments will advise the employing organisation that no record has been found

Employing organisation refers individual for psychological assessment

End of process

Once authority is provided, employing organisation emails completed form to DCP Psychological Assessments

Note: Contact DCP Psychological Assessments for assistance if the individual declines to sign the authority.

DCP Psychological Assessments will provide details of the assessment record, including notification to the individual where required

End of process

*Authority to share information may be a stated authority under the Children and Young People (Safety) Act 2017 or a written authority from the individual.