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# Psychological assessment service providers approval application

Submit completed application form and relevant attachments to:

### Psychological Assessments Team

Phone: 8124 4133  
Email: [DCPPsychologicalAssessments@sa.gov.au](mailto:DCPPsychologicalSuitability@sa.gov.au)

**Psychological Assessment Process Application Form**

**Privacy disclaimer** - Collection of the information provided in this form and any attachments is authorised under the *Children & Young People (Safety) Act 2017* and is being used for applying to the Department for Child Protection for the purpose of approval of your organisation’s psychological assessment approach. The Department for Child Protection will endeavour to maintain confidentiality of information relating to this application form. However, details of your application form and attachments may be disclosed as required or authorised by law and for the evaluation of your application.

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| This application is to: | |  |
| 1. Apply for approval to provide psychological assessment services | |  |
| 1. Gain approval for changes to your approved psychological assessment process | |  |
| 1. Re-apply for approval (maximum 3 year renewal period) | |  |
| If yes to (ii) or (iii) please supply existing approval number: | Click or tap here to enter text. | |

**GENERAL INFORMATION**

1. **REQUIREMENTS**

Assessing organisation (psychological) to ensure:

* That all candidates’ identification is positively vetted at time of psychometric assessment and formal interview process.

1. **ADDITIONAL INFORMATION**
2. The approval once given to your organisation will remain current for a period of not more than three (3) years, at the Chief Executive’s discretion, from date of approval, unless otherwise notified in writing by the Department for Child Protection.
3. Each organisation will be required to submit a re-application for approval at least three (3) months prior to expiry date of the existing approval.
4. Each organisation will be required to submit copies of their entity’s Professional Indemnity and Public Liability Insurances, on an annual basis, to the Department for Child Protection in order to maintain their organisation’s approval.
5. Details of any changes to your psychological assessment processes (processes subject to this approval) will need to be provided to the Department for Child Protection, in writing, for formal review and approval prior to being implemented. Failure to notify of changes may result in the revoking of approval.
6. All psychometric assessment administrators and assessing psychologists are required to have ongoing currency in relation to cultural awareness training.
7. It is incumbent upon your organisation to ensure that all future psychometric assessment administrators are adequately trained to a standard that parallels that contained within this application.
8. Each psychologist nominated in this application and who meets the standards required for undertaking this psychological assessment process will be granted individual approval. This approval will only be relevant to any organisation that has been granted approval to undertake this psychological assessment process.
9. Each individual assessing psychologist will be required to submit copies of their AHPRA registration and Professional Indemnity and Public Liability Insurances, on an annual basis, to the Department for Child Protection in order to maintain their individual approval.
10. Only psychologists who have been granted approval by the Department for Child Protection can engage in provision of this psychological assessment process.
11. It is incumbent upon your organisation to ensure that all future assessing psychologists meet the criteria as outlined in this application.
12. To gain approval for additional assessing psychologists at any future point in time will require you to write to the Psychological Assessments Team providing the name/names of the proposed psychologist/s, a full resume detailing specifics of relevant qualifications and experience in child protection, a copy of their current AHPRA registration and copies of their current Professional Indemnity and Public Liability insurance certificate/s.

Note: The current standard requires a minimum of five (5) years’ clinical experience, including experience in forensic interviewing and reporting.

1. The Department for Child Protection reserves the right to make changes to the minimum standards required for approval at any time. If such changes are to be implemented, the Department for Child Protection will provide, in writing, an outline of the changes and notification of any grace period for compliance with the required changes. Failure to comply with the minimum standards will result in the revoking of approval.
2. The Department for Child Protection (or an agent of the department) will, from time to time, conduct formal audits of your psychological assessment process. Audits may include a review of the operational aspects of your assessment processes, qualifications and training of your test administrators and assessing psychologists, and clinical review of your assessment determinations.
3. The Department for Child Protection - Psychological Assessments Team can provide assistance in the preparation of this application as required.

**ASSESSMENT PROCESS**

In this context the following terminology applies:

Employee – a person employed (as defined in the *Children and Young People Safety Act 2017*) in a residential care facility and providing services to children and young people.

Candidate – an external applicant (including volunteers) applying to work within a residential care facility providing services for children and young people.

Referring or employing organisation – an organisation responsible for referring employees or candidates to the psychological assessment service provider for psychological assessment.

**PROVIDER DETAILS**

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| **Name of entity (relevant infrastructure owner):** | **ABN:** | **ACN:** |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Registered Business Address:** |
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| Click or tap here to enter text. |

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| **Location/s of Office/s or Premises:** |
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| Click or tap here to enter text. |

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| **Contact Person:** | |
|  | |
| Name: | Position: |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Phone: | Mobile: |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Email: | |
| Click or tap here to enter text. | |

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| **Entity Insurance:** | |
|  | |
| Indemnity Insurance |  |
| Name of insurer: | Coverage amount: |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Public Liability Insurance |  |
| Name of insurer: | Coverage amount: |
| Click or tap here to enter text. | Click or tap here to enter text. |

**Copies of both current insurances to be provided with this application and on an annual basis upon renewal thereafter.**

**PURPOSE**

The purpose of this assessment process is to:

1. explore potential risk factors and mitigating factors for candidates applying to work with vulnerable children and young people
2. enable a determination of Suitable or Unsuitable in relation to each candidate’s suitability for safeguarding children and young people.

**Please provide information relevant to the following arenas:**

1. **EXPERIENCE**
   1. Please provide specific details of your organisation’s experience in undertaking targeted clinical / forensic psychological assessments:

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| Click or tap here to enter text. |

* 1. Please provide a list of all psychologists who will be undertaking psychological assessments and provide a full resume for each psychologist, highlighting specific clinical / forensic interviewing and any child protection experience.

Note: The current standard requires a minimum of five (5) years’ clinical experience, including experience in forensic interviewing and reporting.

* 1. Please enclose a current copy of each psychologist’s AHPRA registration certificate.
  2. Please enclose a current copy of each psychologist’s personal Professional Indemnity and Public Liability Insurance certificates.
  3. Please provide specific details of all cultural awareness / sensitivity training undertaken by your psychometric assessment administrators and assessing psychologists.

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| Click or tap here to enter text. |

1. **ASSESSMENT TOOLS**

Psychometric assessment **must** include the following:

* Personality
* Working styles
* Deception scale (impression management)
* Potential for child abuse

Please list the full names of all assessment tools to be utilised and advise as to how they meet the ‘purpose’ (as above) of the assessment process.

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| Click or tap here to enter text. |

1. **ASSESSMENT ADMINISTRATION**

Please advise as to the training process for your assessment administrators and their experience in the administration of standardised psychometric assessments as per the relevant assessment manuals.

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| Click or tap here to enter text. |

1. **INFORMATION FOR INTERVIEW**

Please advise as to what information you will require to be provided with (by the referring organisation) to inform your interview process e.g. resume etc.

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| Click or tap here to enter text. |

1. **STRUCTURED CLINICAL / FORENSIC INTERVIEW**

A structured clinical / forensic interview must be informed by psychometric assessment results for each individual candidate.

Each candidate is required to undertake a structured face to face interview with an assessing psychologist to explore:

* **Potential for aberrant behaviours including but not limited to: violence, aggression, emotional inadequacy, inappropriate sexual behaviour.**
* **Psychological fitness (wellbeing) e.g. strong support networks, good emotional regulation, stable personality characteristics, strong self-concept, ability to effectively manage past trauma.**

Please provide a summary of key headings for your clinical / forensic interview (or provide and refer to an attachment).

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| Click or tap here to enter text. |

Please outline how cultural sensitivity, especially in relation to Aboriginal candidates, is accommodated within your interview process and determination findings.

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| Click or tap here to enter text. |

Please advise your process for ensuring psychometric assessment results will inform your clinical / forensic interview.

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| Click or tap here to enter text. |

1. **REPORTING**
   1. Minimum mandatory reporting requirements

The following are the **minimum** mandatory requirements for inclusion into a psychological assessment report to be provided to the referring organisation:

* Name/s and previous name/s
* Date of birth
* Gender
* Dates relevant to the assessment
* Details of the service provider and personnel (interviewing psychologist) conducting the assessment
* The outcome of the assessment process (Suitable or Unsuitable)

In addition, if the outcome of the psychological assessment of an existing employee of a referring organisation results in a determination of ‘Currently Psychologically Unsuitable’, it is a mandatory requirement that the psychological assessment report includes an explanation of the reasons for the ‘Unsuitable’ determination. The psychological assessment report must be provided to the referring organisation within 21 days of the date of assessment or less as agreed.

* 1. Additional reporting

The provision of additional reporting to that outlined in **6.1 Minimum mandatory reporting requirements** is subject to negotiation between the psychological assessment service provider and the referring organisation.

* 1. Delivery and / or use of reports

The delivery and use of psychological assessment reports is subject to negotiation between the psychological assessment service provider and the referring organisation.

The psychological assessment service provider may request that appropriate terms are included in contractual arrangements with referring organisations for the delivery and/or use of an assessment report, including any provision of reports, or detail therein, to an employee / candidate.

For example, whether reports are provided manually or electronically and detail on how results are debriefed to employees / candidates are to be negotiated and should comply with the Australian Psychological Society standards.

1. **ASSESSMENT PROCESS**
   1. Information and Acknowledgement Form

Each employee / candidate **must** be provided with, and sign, an information and acknowledgement form prior to undertaking the psychological assessment process. Given the potential implications of undertaking this assessment process for future employment across residential care for children and young people arena, it is imperative that those undertaking the psychological assessment process have appropriate time to contemplate the potential implications of undertaking the psychological assessment process.

It is the responsibility of the referring organisation to provide an appropriate information and acknowledgement form to all employees / candidates.

Any further consent required by the psychological assessment service provider is at the discretion of that organisation.

* 1. Identity verification

Identification of all employees / candidates **must** be verified and documented before commencement of the assessment process, including previous or other names that may have been used for prior assessment/s.

* 1. Psychometric assessment format

Psychometric assessment can be conducted in a face to face or on-line context.

* 1. Clinical / forensic interview format

Option 1 – Strongly Preferred

The interview process is conducted in a 1:1 direct face to face context.

Option 2

To accommodate regional and remote locations, video interviewing may be a financially viable alternative to direct face to face.

If you envisage your organisation employing this approach, please provide full details of the equipment you will use and your process for ensuring all necessary information, direct and indirect, is attained.

Please provide an overview including timing of specific requirements, of your entire assessment and interview process.

1. **DECLARATION**

I/We certify that all of our psychologists who will undertake psychological assessments are qualified Psychologists who hold current registration with AHPRA, who have been trained in forensic psychology interviewing and reporting, and who have at least five (5) years relevant experience.

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| Name: | Click or tap here to enter text. | Position: | Click or tap here to enter text. |
| Signature: |  | Date: |  |
|  | | | |
| Name: | Click or tap here to enter text. | Position: | Click or tap here to enter text. |
| Signature: |  | Date: |  |
|  | (Authorised Representative) |  | (Authorised Representative) |

**DOCUMENTATON REQUIRED FOR SUBMISSION OF APPLICATION**

* Completed Approval Application Form
* A copy of your organisation’s current Professional Indemnity and Public Liability Insurance certificates
* A resume for each assessing psychologist
* A current copy of each individual psychologist’s AHPRA registration
* A current copy of each individual psychologist’s Professional Indemnity and Public Liability insurance certificates (as appropriate)
* Other relevant attachments referred to throughout your application