



Psychological assessment flowchart - pre-employment checks

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**

**ASSESSMENT RECORD
NOT FOUND**

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

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

Authority

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)

Employing organisation refers individual for psychological assessment

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

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.