

PROTOCOL FOR ORGANISATIONS:

REFERRING APPLICANTS TO UNDERTAKE CHILD-RELATED RISK ASSESSMENTS

Organisations referring clients for assessment to determine their “**suitability to work with children**” as required by DCP should go to the White & Associates Psychologist’s website (www.psychreports.com.au) and click the drop down tab “**Risk Assessment Reports**” and go to the “**Assessment Procedure**” page.

On this page the organisation / candidate can access information and documentation re:

1. Our contact information;
2. Our location (under “**Additional Information**”, “**Map for Transport**”);
3. Documentation for candidates to complete prior to attendance: “**Identification declaration**”; “**Name Declaration**” and “**Pre-Interview Information Sheet**”.

Please ensure that candidates have a copy of/know how to download these documents, and that they complete them prior to attendance. Candidates can bring completed documents with them to their appointment; alternatively they can be forwarded to us prior to their appointment via email (whiteassoc@adam.com.au) or post (see below).

Postal address:

CONFIDENTIAL

Child Worker Suitability Assessment Co-ordinator
c/- White & Associates Psychologists
Unit 3, 459 Morphett St, Adelaide, SA 5000

Assessment Days

Assessments will take place over 2 days:

Day 1: Psychometric Testing (Thursday) for approximately 2 hours

Times: 10am - 12noon, 12noon - 2pm, 2pm - 4pm

Day 2: Interview (Monday/Friday) 1 - 2 hours

Times : 10am, 12noon, 2pm, 4pm

Bookings can be made via email (whiteassoc@adam.com.au) or phone (08 8212 1703).

When booking clients the organisation should:

1. Advise whether any candidate has any special needs (e.g., White & Associates is located on the first floor, accessible by stairs);
2. Provide candidate work performance reports (if available / deemed relevant)
3. Provide a profile/position description of the candidate’s job (if available)
4. Provide an organisation contact person and advise to whom we should send completed assessments
5. Advise where billing should be directed
*Please ensure that accounts are paid when invoiced upon completion of report
6. Advise if there is a **psychology contact person** within their organisation who has permission to discuss any negative appraisals

Fee Information

A fee of \$1,200 per assessment is to be paid to *White & Associates Psychologists* after the assessment has been undertaken.