

Dear Prospective Student

Department of Education National Police History Check (NPHC)

Canning College is required by the Department of Education to conduct a NPHC as a condition of your enrolment **if you are 18 years or older** at the time of enrolment (30 January 2017). Your enrolment is not finalised until your NPHC has been approved by the Department of Education.

This Department of Education NPHC **MUST** be completed through Canning College.

In order to do this it is required that you provide 100 points of identification.

Minimum Identity Requirements:

- **Category A – Compulsory ID** – the application must contain ID from this category
- **At least one ID document must contain a photograph.** If none of the ID documents contain a photograph, the applicant must supply a passport style photo, which will be certified by someone at the College.

Change of Name

If the 100 points provided are under two or more different names (e.g. birth certificate in maiden name and driver’s licence in married name) then further ID documents will need to be provided as evidence of a name change (e.g. Change of Name or Marriage Certificate issued by a State or Territory Registry of Births, Deaths and Marriages, or Divorce Papers issued by the Family Court). These documents must be originals or certified true copies and DO NOT count towards the 100 points.

DOCUMENT
<p>CATEGORY A – 70 points</p> <ul style="list-style-type: none"> - Birth Certificate - Passport (current, or expired within the previous two years, but not cancelled) - Australian Citizenship Certificate - Other document of identity having some characteristics as a passport e.g. diplomatic/refugee (photo or signature)
<p>CATEGORY B – The first document worth 40 points, and each additional document is worth 25 points</p> <ul style="list-style-type: none"> - Current Licence or Permit (Government Issued) - Working With Children/ Teachers Registration Card - Aviation Security Identification Card/Maritime Security Identification Card - Public Employee Photo ID Card (Government Issued) - Department of Veterans’ Affairs Card - Centrelink Pensioner Concession Card or Health Care Card - Current Tertiary Education Institution Photo ID

CATEGORY C – Each document is worth 25 points

- Birth Extract
- Foreign/International Drivers Licence
- Proof of Age Card (Government Issued)
- Medicare Card/Private Health Care Card
- Council Rates Notice
- Property Lease/Rental Agreement
- Property Insurance Papers
- Australian Tax Office Assessment
- Superannuation Statement
- Seniors Card
- Electoral Roll Registration
- Motor Vehicle Registration or Insurance Documents
- Professional or Trade Association Card

If relied upon, the following must be from different organisations:

- Utility Bills (telephone, gas, electricity, water)
- Credit/Debit Card
- Bank Statement/Passbook

Your enrolment will only be fully processed once Canning College has received notification of clearance from the Department of Education Screening Unit.

We are anticipating that this formality will be completed as soon as possible, but we cannot guarantee that it will be processed in time for you to start on the course's commencement date. Hence we ask that you complete your enrolment, in particular your NPHC, as early as possible.

Convictions or findings of guilt do **NOT** automatically mean that you cannot enrol; the Screening Committee considers **ALL** information in relation to your situation before coming to a decision.

Criminal History information will be stored securely and disclosed only to authorised persons. Information is destroyed once the Department of Education National Police History Check process is finished.

The fee for this check is **\$46**, non-refundable.

We look forward to seeing you at enrolment when we focus on your selections for your future studies.

Yours sincerely,



Alan Genoni
Principal