



# INSTRUCTIONS FOR APPLYING FOR A LEVEL 2 CLEARANCE WITH OSCA

Online Screening Application

Level 2 clearances vary across Dioceses. Please check which level of clearance your Diocese requires you to obtain before proceeding.

Kooyoora Admin

[admin@kooyoora.org.au](mailto:admin@kooyoora.org.au)

Hello,

Kooyoora is pleased to present our online clearance platform, **OSCA (Online SCreening Application)**.

*This new system was designed with two primary intentions; to make the user experience as easy as possible and to make sure people's information was as secure as possible.*

*We understand that people are experiencing high levels of compliance fatigue. We recognize the wider burden placed on individuals and volunteers in our community. What is sometimes helpful is to pause, step back from the compliance mindset and consider more deeply what underpins the need for clearances and why it might be personally important to you. A wider long term view is critical.*

*Yes, it is important because there is state legislation and standards.*

*Yes, it is important because organisations want and expect us to do it.*

*Yes, it is important because it's a community expectation.*

*Yes, it is important for the long-term health and sustainability of institutions.*

*However, my personal reflections and motivations are on the past and current harm to children, young people and vulnerable people in our communities and organisations. I reflect on the children and young people in my life and community, and I think about people in vulnerable circumstances, through no fault of their own, and how this creates additional risks. I think creating safe spaces for people to grow, learn and thrive is one of our highest priorities as a community. I personally believe we owe it to the people who have been harmed within organisations to do all we can to create safety. We would welcome you sharing what motivates you when it comes to child safety compliance by emailing [enquires@kooyoora.org.au](mailto:enquires@kooyoora.org.au)*

*Organisations and individuals have needed to have the courage to face what is often hidden or unspeakable. It is an established and accepted fact that organisational history shows harm and abuse has occurred. It is also a real and ever-present current reality. A 2023 study from UNSW and Jesuit Social Services showed that one in five Australian men reported sexual feelings towards children and/or have sexually offended against children (representative sample of 1945 Australian men aged 18 to over 65). We know women can also sexually offend, although in much lower numbers. It is a shocking statistic and current reality of our community. We know that organisations without robust screening have higher offending and safety issues. Between July 2017 and January 2024 Kooyoora have intercepted issues detected through the clearance process for 214 people.*

*I urge you to think fully about our collective responsibility and I am aware many people do. My message is that when clearance processes seem mundane, annoying and time consuming...stop and remind ourselves of why we are really doing it. There is a significant benefit.*

Yours sincerely



Fiona Boyle

Chief Executive Officer

# Before you start your level 2 clearance application in OSCA:

Once you start your clearance application in OSCA you cannot leave and come back later to complete it. It is best if you have all the documentation with you to make the process as simple as possible. These are the items you should have with you before you start:

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## Document

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- WWCC number and expiry date. If you don't have a WWCC apply first [Working with Children Check \(service.vic.gov.au\)](http://www.workingwithchildren.vic.gov.au)
- If you have a police check done within the last 5 years please scan and have it ready to upload
- If you need to apply for a new police check please do this prior to starting the application so it can be uploaded
- Names, phone numbers and email addresses of 2 referees who have known you for more than 2 years preferably in a ministry context eg. Senior church leader, warden, employer (Not current Bishop or Archbishop). Please only ask people who read emails!
- If you have lived overseas for more than 1 year in the last 10 years and have not previously provided Kooyoora with an international police check you will need to apply for an International Police check and upload it into this application. For assistance with this contact [support@crimcheck.org.au](mailto:support@crimcheck.org.au)

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You may wish to have a copy of your Diocesan Faithfulness in Service document to refer to.

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*Remember you cannot save the application as a draft so will need to complete it in one sitting. (We are working on the ability to save as draft for future applications.) Allow 15 minutes for a full application. The system will time you out if you leave your computer idle for more than 45 minutes in which case you will lose any entered data.*

## APPLYING FOR A LEVEL 2 CLEARANCE IN OSCA

Level 2 clearances vary across Dioceses. Please check which level of clearance your Diocese requires you to obtain before proceeding.

## CREATING AN ACCOUNT IN OSCA

[CLICK HERE TO CREATE AN ACCOUNT IN OSCA](#)

\* - required fields

Firstname*	Required Field
Surname*	Required Field
Email*	Required Field

Submit

Fill in your name and email address then click submit.

Check your email to see a verification email from OSCA.

Hi Scott,

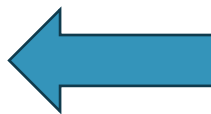
Thank you for registering with the Kooyoora Clearance System - OSCA (Online Screening Application).

Your details are as below:

Username: [scottsmith@gmail.com](mailto:scottsmith@gmail.com)

Password: scottpass721!

URL: <https://osca.kooyoora.org.au>



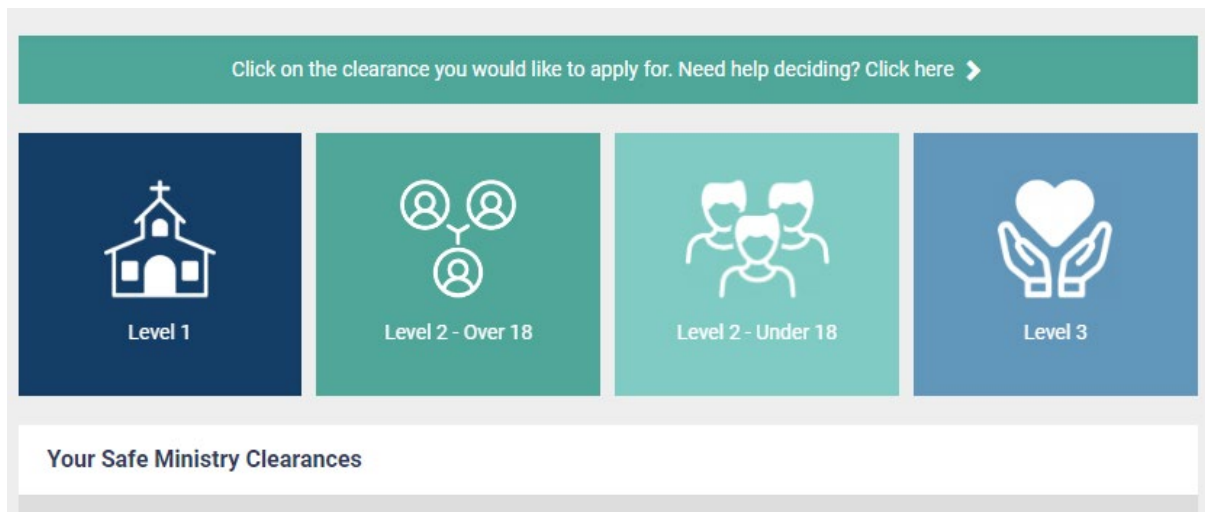
You will be asked to change your password on your first login.

*Sent from OSCA*

Click on the link in the email and use the temporary password from the email to create an account in OSCA. Your username is your email address.

Fill in your personal details and choose a password for the account. Remember the password. Log in using the new password.

You should now see this screen:



When you are sure you have all the information you need to complete the application (see attached checklist) and you have the time (allow at least 15 minutes for an application) click on Level 2 over or under 18 depending on your age. Please note you cannot save the application as a draft. If you leave the application, you will lose any entered data.

## STARTING THE APPLICATION

Using the drop-down arrows at the right side of the Diocese box select your Diocese

Using the drop-down arrow to the right side of the parish box select your parish by searching the suburb / town of the parish

Diocese\*

Parish\*

Role\*

Level\*

Are you applying for more than one parish?

← Click the drop-down arrow here

Enter the role you are applying for in the text box. If you are applying for a clearance for more than 1 parish fill in the additional parishes as free text.

Role\*

← Role box here

Are you applying for more than one role/parish?\*

Yes  
 No

Please write down parish name and role for each other parish\*

Fill in parish name and role text box here



\*\*\*ADDITIONAL ROLE TYPE IT HERE\*\*\*\*\*

Read through the Safe Ministry Check information.

You are now ready to start answering the yes / no questions.

**1. IDENTITY**

a1) Have you lived overseas in the same country for more than 1 year in the last 10 years?

Please select...  
 Yes  
 No



Select yes if you've lived overseas for more than 1 year in the last 10

a2) Have you previously supplied Kooyoora with an international police check?

If you have lived overseas **as an adult** in the one country for more than 1 year in the last 10 years you are required to supply an international police check.

a1) Have you lived overseas in the same country for more than 1 year in the last 10 years?

a2) Have you previously supplied Kooyoora with an international police check?

Do you have an international police check to upload now?

Upload international police check

**Upload international Police Check here**

If you have previously supplied this to Kooyoora please indicate on the form when asked. If not, you will be required to obtain one as indicated in the pre reading checklist. You have the option now to upload the check you have obtained, or you can continue and supply Kooyoora with the international police check once you have it via email to [service@kooyoora.org.au](mailto:service@kooyoora.org.au). Remember you won't be cleared until Kooyoora receives an international police check from you if it is required. If you need help obtaining an international police check, please email [support@crimcheck.org.au](mailto:support@crimcheck.org.au).

If you have been known by any other names please include these in the text box including a reason for the other name eg maiden name, alias etc. If you have a name you are known by in Australia that is different to your official name please indicate here – eg known as Lucy

b) Have you ever, since the age of eighteen, been known by any name(s) other than the one given above?\*

Yes  No

Explanation (E.g. Maiden name Smith. Known as Alfie etc.)\*

**Enter previous known names here**

## RECORD OF MINISTRY

In this section you are required to list any church roles you have previously held and give approx. dates for these. If this is your first church role you do not need to do anything in this section.

Please select the number of entries (parishes / roles) you estimate to have then fill in the details eg:

### Record of Ministry

Please list all churches, parishes or congregations and if appropriate church and para-church organisations (such as scripture Union groups, Crusaders) where you have undertaken ministry as a voluntary worker. We will ask you to authorise them to tell us what they know that is relevant to our assessment of your suitability for ministry in the church.

Select number of record entries

Church / Organisation	Location	Role	From	To
<input type="text" value="St Paul's Anglican"/>	<input type="text" value="Newcastle"/>	<input type="text" value="Children's Ministry"/>	<input type="text" value="2008"/>	<input type="text" value="2015"/>
<input type="text" value="St Thomas' Anglican"/>	<input type="text" value="Burwood"/>	<input type="text" value="Treasurer"/>	<input type="text" value="2018"/>	<input type="text" value="2022"/>

If you have more than 5 entries enter the names and dates in the text box using the same format as above.

## SUITABILITY FOR MINISTRY

Please answer all yes / no questions. If you answer yes to any of the questions please include details in the text box provided including the current status of that matter. Remember a yes answer will not automatically rule you out of a clearance. The Director of Professional Standards may contact you for more information if it is deemed necessary.

### Suitability for Ministry

a) Do you have any health condition(s), which may affect your work with children or young people?\*

- Yes  
 No

**Provide further details here**

If YES, please provide details\*

Required Field

b) Have you ever had a driver's licence, whether in Australia or in another country?\*

- Yes  
 No

Continue for all questions including additional information as required.

## CHARACTER REFERENCES

Please provide contact details for 2 character references. The referees will be emailed and asked to fill in a form so please choose people who check their emails!

The first referee should be someone in a ministry related role who has seen you in action working with children or vulnerable people if possible. You vicar, senior vicar, supervisor, church warden or leader of a church group you work with would be ideal. Please do not ask your Bishop or Registrar.

The second referee can be an employer or someone else who has supervised your ministry, someone you have worked with on a committee etc. The purpose of the referee checks is the check your suitability to work with children and vulnerable people foremost so someone who has seen you in that capacity is most suitable.

Referee 1

Title*	Rev
First name*	Bob
Surname*	Thomas
Home/Mobile Phone*	04111 111111
Email*	bob@gmail.com

Referee 2

Title*	Mrs
First name*	Betty
Surname*	Brain
Home/Mobile Phone*	04222 222222
Email*	betty@gmail.com

Once you submit the application the person will be emailed. Please make sure you have told them to look out for the email and to respond as soon as practicable for them. The form will be via a URL link in the email. If the person is wary to click on a link, they are welcome to call Kooyoora on 9416 1008 during business hours to confirm the email is indeed from us. It will be coming from an email address [osca@kooyoora.org.au](mailto:osca@kooyoora.org.au).

WORKING WITH CHILDREN CHECK (WWCC)

Please enter your WWCC details here including the surname that is on the card.

WWCC

Please enter your WWCC details here. If you have a VIT card in lieu of a WWCC please write VIT then your VIT number eg VIT 123456.

Note to VIT holders – you must link your VIT card with WWCC adding Kooyoora as an organisation. See [Working with Children information | Victorian Institute of Teaching \(vit.vic.edu.au\)](#)

Surname on card	Smith
Card number	123456789
Card expiry	14/8/26

If you have a VIT card, please add VIT before the number so we know that is the case.

Teachers are required to notify Working with Children Check Victoria (WWCCV) if they engage in any paid or voluntary child-related work (other than their teaching), including information about the person or organisation that employs them to engage in child-related work, or any agency which they are listed as available to engage in child-related work. Please add Kooyoora as an organisation so we receive notification that you have linked your VIT card with WWCC. Use the email [service@kooyoora.org.au](mailto:service@kooyoora.org.au) and contact details:

Raelene De Luca Kooyoora Ltd PO Box 329 Canterbury 3126 9416 1008

Kooyoora will receive notification via email from Dept of Justice to let us know when you have done this. Your clearance won't be approved until Kooyoora receive this notification.

## POLICE CHECK

For a level 2 clearance you need a police check done within the last 5 years.

If you have done a police check through your parish Crimcheck account within the last 5 years Kooyoora will be able to access the result. Note Kooyoora can only access a Crimcheck police check, not any other organisation.

If you have a police check done within the last 5 years that is not from your parish Crimcheck account you can upload it here.

### Police Check

Have you completed a police check through your parish Crimcheck account within the last 5 years?\*

Yes

No

Do you have a police check to upload now?\*

Yes

No

Upload police check \*

Required Field

Upload file

If you need to obtain a new police check for Bendigo, Gippsland and Wangaratta applicants you will be directed to the Crimcheck site following submission of this form. For Melbourne Diocese applicants you will need to contact your parish to apply for a police check and email [service@kooyoora.org.au](mailto:service@kooyoora.org.au) once the result is received.

## FINAL SIGN OFF

Please read the statements carefully and click on the 3 final boxes to confirm you have provided all information honestly.

Click on submit at the bottom left-hand corner of the screen.

Once submitted make sure you log out of OSCA by selecting logout in the top left hand corner of the screen.

You can log in to OSCA at any time to check how your application is progressing.

Your parish will be notified once your clearance has been granted.

Thank you for taking the time to complete your application.

If you have any feedback on the process or these instructions, please email [service@kooyoora.org.au](mailto:service@kooyoora.org.au). All feedback gratefully received!