

Dear Applicant

Psychological Suitability Reviews for Supported Residential Care Services

The Child Protection Systems Royal Commission conducted a comprehensive investigation into the laws, policies, practices and structures in place for children at risk of harm, including those who are under guardianship of the Executive. Royal Commissioner Nyland made 260 recommendations for improvements to the child protection system.

As a result new legislation was developed and on 26 February 2018 the first phase of legislative changes contained in the *Children and Young People (Safety) Act 2017* came into effect.

The second phase commenced 22 October 2018 and it is under this legislation [Part 7A,110A(1)] that Uniting Country SA (UCSA) will be required to ensure that all staff who actively work in a residential facility established by the Executive have undergone a psychological or psychometric assessment of a kind determined by the Chief Executive of the Department for Child Protection.

The role you have applied for falls under this legislation and therefore one of your pre-employment checks is a psychological suitability review. You will no doubt have questions and so we have included a Frequently Asked Questions document for your information. It is important to understand that this process is not only a legislative requirement but is aimed at ensuring that we provide the best care for vulnerable children and young people and maintain and support the psychological wellbeing of staff.

Attached to this letter are two consent forms for you to complete and lodge with your application. Scanned copies or photographs are acceptable and can be uploaded with your Resume and Cover Letter. If you have any difficulty with this process please make contact with the person listed in the vacancy.

Yours sincerely

Karen Shearer
Executive Manager - People & Culture

Yvonne Barker
Executive Manager - Services

Att: FAQ Document, Consent Forms

Psychological Suitability Reviews: Frequently Asked Questions

- **Why do I need to do a Psychological Suitability Review**

We are committed to providing the best care for vulnerable children and young people.

The Minister holds guardianship of children and young people in residential care and to ensure the safe guarding of the children and young people involved, capable guardians must be chosen to care for them. Those selected to work in this area must not only be capable guardians but must also be psychologically well suited to respond to the unique challenges of these very special roles.

The psychological suitability review at the recruitment and selection phase is a part of this process.

- **What is the Psychological Suitability Review**

Psychological Suitability Reviews are a two-step process within the overall recruitment process to assess the psychological suitability of applicants for challenging roles. Psychological Suitability Reviews consist of a psychometric testing session, which involves the completion of questionnaires, and a one on one psychological interview with a Registered Psychologist.

- **What's the difference between Psychometric testing and Psychological Interview?**

Psychometric testing is the filling out of questionnaires looking at abilities and personality traits. Psychological Interview is a one on one discussion with a Registered Psychologist.

- **What does it involve? What will they ask?**

Psychometric testing is a set of questionnaires looking at different aspects related to work life – including abilities, personality, stressors and working style. These question and answer tests take a few hours to work through. The results of the psychometric tests are then reviewed by a Psychologist.

Where the results of the psychometric testing appear to be suitable, the applicant is invited to attend an interview with a Psychologist, to further explore the detail of their current suitability.

The psychological interview takes approximately one hour. A discussion around relevant topics to working in challenging roles is explored, including each applicant's personal background and responses. Most applicants report this as being an informative meeting as they reflect on their own personality and responses to challenging situations. The questions are appropriate and well researched to ensure, for everyone's safety, that the applicant is ready to work in this specialised area.

The Psychologist is trained to ensure that the applicants have good self-care and are well supported if anything comes up in the interview that makes them uncomfortable.

- **How long does it take?**

The psychometric testing takes a 2-3 hours – allow four hours to cater for this testing. The psychological interview takes approximately one hour. The psychological suitability process involves two sessions and there are usually a few different options for times and dates for the psychological interview to accommodate the needs of the applicant.

- **What do I do to prepare for the testing?**

There is nothing you need to do to “get ready” for the psychometric testing or the psychological interview. The process is about openness and honesty to ensure that the applicant and the organisation are a good fit for each other. Applicants are advised to treat the process with similar respect as the job interview and this helps give a good overview of the applicant.

- **Who sees my results and who runs the process?**

DCP approved providers are responsible for the Psychological Suitability Review process. Each approved provider is staffed with Registered Psychologists with extensive experience in psychometric testing and psychological interviewing. All psychometric results are viewed by the approved provider in line with the job specifications of the role for which the applicant is applying. All information is held strictly in confidence and in accordance with legislation.

- **What happens after the Psychological Suitability Review?**

After the psychometric testing and the psychological interview, the Registered Psychologist will make a recommendation regarding the applicant’s current psychological suitability to undertake the role for which they are applying. Due to the vast volume of recruitment, it may not be possible for the Registered Psychologist to discuss individual feedback with each applicant.

- **Can I reapply if I am not psychologically ready this time around?**

Absolutely. It is recognised that people have life experiences and that these can be beneficial to the role for which they are applying. However, at certain points in our lives these may not be the best fit for the role they are applying. Psychological factors can be dynamic processes, and with time, behavioural change, attitude, life circumstances or experiences may shift, and therefore an applicant’s outlook may change and thus their psychological suitability. Also, different roles carry different levels of psychological suitability, so an applicant might be more psychologically suitable in some work contexts than others and be an asset to the organisation.

- **I come from an Aboriginal (ATSI) background – is this taken into consideration?**

ATSI applicants are required to undertake Psychological Suitability Reviews (Psychometric Testing and Psychological Interview) as per all external applicants. To accommodate cultural considerations more specifically, ATSI applicants are progressed to psychological interview stage regardless of their psychometric test scores. Psychometric results are viewed in line with the applicants’ application and position description, and by the Psychologist who can follow up any issues from a psychological or educational standpoint at the psychological interview phase. Thus

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all ATSI applicants progress to psychological interview and are not ruled out by the psychometric testing phase.

- [I am from a Culturally and Linguistically Diverse \(CALD\) background – is this taken into consideration?](#)

As per the ATSI guidelines above, there is considerable awareness of the impact of cultural aspects for applicants. There is a focus on the inclusion of people from culturally diverse background in the interpretation of the psychometric testing by the Psychologists and this is expressly covered in the psychological interview stage.

- [Who can I contact if I need to ask further questions?](#)

If there are any further queries, please contact Program Manager – Bernie Noonan 0488 786 137 or our People & Culture Team – 1300 067 777.

Information and Acknowledgement for Psychological Assessment

THIS FORM MUST BE SIGNED TO PROCEED WITH A PSYCHOLOGICAL ASSESSMENT

Surname: _____

Previous surname/s: _____

Given Name/s: _____

Birth date: / / Gender: Male / Female / Unspecified

Email address: _____

- 1) I acknowledge that I received this form a minimum of three (3) business days prior to undertaking this psychological assessment process.
- 2) I understand that a psychological assessment is required under sections 107 and 110A of the *Children and Young People (Safety) Act 2017* in respect to persons employed in, or seeking to be employed in, a children's residential facility established and operated by the Department for Child Protection, or licensed by the Department for Child Protection.
- 3) I understand that the psychological assessment process includes formal questionnaires and an intensive interview with a psychologist, and may include information about problem solving ability, style of working, mental health and potentially sensitive aspects of my personal history.
- 4) I understand that my answers to questions will form a part of the process to inform my psychological suitability to be employed within a children's residential facility, including volunteer positions.
- 5) I understand that my refusal to participate in the psychological assessment process, or an assessment outcome indicating that I am psychologically unsuitable, may render me ineligible for employment within any children's residential facility established and operated by the Department for Child Protection, or licensed by the Department for Child Protection.
- 6) Section 164(1) of the *Children and Young People (Safety) Act 2017* authorises the disclosure of personal information in connection with the administration or enforcement of the *Children and Young People (Safety) Act 2017* or any other Act and authorises the disclosure of personal information to another State agency for the proper performance of its functions.
 - I understand that the Department for Child Protection may share my assessment outcome with authorised organisations in connection with any employment (including volunteer positions), or application for employment, in connection with the *Children and Young People (Safety) Act 2017*.
 - I understand that the Department for Child Protection may share my assessment outcome with the Department for Human Services Screening Unit (DHS) for the purposes of DHS undertaking screening checks including, but not limited to, Working with Children Checks,

disability services employment checks, NDIS worker checks, aged care sector checks and vulnerable person-related employment checks.

- I understand that in the event that the Department for Child Protection is required to share my assessment outcome with authorised organisations, the following specific personal information regarding the psychological assessment process may be shared:
 - Name/s and previous name/s
 - Date of birth
 - Gender Dates relevant to the assessment
 - Details of the organisation and personnel conducting the assessment
 - The outcome of the assessment process
 - A copy of this form
- 7) As required by ethical and legal guidelines, the data and results of this psychological assessment process will remain secure and confidential. Exceptions to this include:
 - The sharing of my assessment outcome in accordance with above
 - Where disclosures authorised by law
 - Where required for the purpose of auditing psychological assessments
- 8) In the event that the psychological assessment process identifies a significant imminent risk of harm to self and / or others, appropriate follow up will be initiated by the assessing psychologist.
- 9) I understand and accept that I will be advised of the outcome from my assessment process.
- 10) I understand and accept that I will not receive feedback about the outcome of my psychological assessment process.
- 11) I understand and accept that I will not receive a copy of the assessment report, as prepared by the assessing psychologist.
- 12) I acknowledge that non-identifiable, aggregated information relating to data for research purposes may be collected and utilised for the purpose of future workforce planning.

By signing below, I acknowledge that I have read and taken appropriate steps to understand the contents of this document.

Signature: _____ Date: _____

Psychological Assessment

Declaration of current, previous and alias names

Current name

My current name as per my Driver's Licence (or other photo ID) is:

First name/s:

Middle name/s:

Last name/s:

My preferred
name or
nickname is:

Aliases and Previous names

I am or have been known by the following names or aliases:

I declare the above information to be accurate and complete.

Name:

Signature:

Date:
