

What is a waiver of qualification requirements?

In cases where a proposed Student Wellbeing Officer does not hold the qualifications stipulated by the Department of Education, the department can exercise a waiver to the qualification requirements for a period of up to 12 months.

To be eligible for a waiver, the prospective Student Wellbeing Officer must be currently undertaking study, or be enrolled in the next available semester, in a Certificate IV of Youthwork.

Additionally, the Department of Education has the discretion to grant a waiver in relation to other aligned qualifications, in particular Certificates IV or higher from [the Community Services Training Package](#), conditional upon the applicant completing additional units of competency within a 12 month timeframe. This is usually between 1-3 units, depending on previous units completed and the extent of an individual's experience in working with young people. Discretion can also be exercised in circumstances where an aligned qualification is close to completion.

Any Student Wellbeing Officer appointed via the waiver process will also need to have a two day *Applied Suicide Intervention Skills Training (ASIST)* course OR two-day *Gatekeeper Training* OR two day *Youth Mental Health First Aid* course. All additional units and courses are at the expense of the applicant.

Waiver application process

Once confirmed as the proposed candidate for a particular school, Anglicare WA will advise the applicant on additional enrolment requirements, and apply for a waiver on their behalf.

Applicants will need to provide the following evidence to support the waiver application:

- Resume;
- Copy of qualification/s and statement of academic record;
- Confirmation of enrolment in any necessary additional units of study and - if requested - a documented study plan from the enrolling institution);
- Certificate of completion, or confirmation of enrolment, of a two day *Applied Suicide Intervention Skills Training (ASIST)* course OR two-day *Gatekeeper Training* OR two day *Youth Mental Health First Aid* course;
- Copy of [Department of Education Nationally Coordinated Criminal History Check Clearance and Screening Clearance Number](#), or evidence that an application has been lodged, and
- Copy of current Working with Children Check, or evidence that the application has been lodged.

A proposed Student Wellbeing Officer cannot be offered a contract of employment from Anglicare WA until the Department of Education has provided formal notification of the approval of a waiver, and all required checks and clearances are completed.

Monitoring of waivers

If a waiver is approved, the Department of Education will specify the conditions under which it is granted.

Waiver conditions will be reviewed monthly by the relevant Anglicare WA line manager to ensure the Student Wellbeing Officer is on track to complete the stipulated qualification or additional units of competency within the required timeframe.

If the conditions are not complied with, the Student Wellbeing Officer must immediately cease providing services.