# **Chaplaincy and student wellbeing officer services**

# **Minimum Qualification Waiver Request Form**

# **Privacy Notice**

# The Department of Education is collecting personal information about the candidate named in this form for the purpose of determining whether or not a waiver will be granted regarding the required competencies and/or minimum qualifications to deliver chaplaincy or student wellbeing officer services funded through the department. This form will be stored securely and only be accessed by departmental officers who are involved in the waiver review and/or approval process. The personal information collected here will not otherwise be used or disclosed unless the candidate provides consent or the use or disclosure is authorised by law.

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| **SECTION 1: FUNDING RECIPIENT CONTACT DETAILS** | |
| Name of Accredited Employing Authority (AEA) (for state schools) or Funding Recipient (non-state schools): | Name of AEA/Funding Recipient contact officer: |
| Contact phone #: | Contactemail**:** |
| Name of school for which a waiver is requested: | School address and region: |
| **SECTION 2: DETAILS OF WORKER REQUIRING A WAIVER** | |
| Name of the candidate: | |
| Worker type: Chaplain / Student wellbeing officer | |
| What qualifications, qualities, skills, experience and other competencies deem the candidate as being the best person for the position? (*You may wish to attach their resume.)* | |

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| **Qualification/units of competency to be completed as part of the approved waiver:** | | |
| Unit of competency in mental health | Yes | No |
| Unit of competency in making appropriate referrals | Yes | No |
| Unit of competency in working with youth | Yes | No |
| Unit of competency in providing pastoral care | Yes | No |
| Certificate IV (or higher) Name of qualification: | Yes | No |

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| **For chaplains only** (otherwise leave blank): The candidate is endorsed by a recognised or accepted religious institution? | | Yes | No |
| Does the candidate hold, or are they willing to obtain within six months of appointment, the required **three** units of competency in:   1. mental health **and** making appropriate referrals; **and either** 2. providing pastoral care **or** working with youth? | | Yes | No |
| Does the candidate hold, or are they willing to obtain within twelve months of appointment, the minimum qualification (or equivalent)? | | Yes | No |
| Has the AEA/Funding Recipient verified that the candidate holds a valid blue card, and sighted any qualifications they hold? | | Yes | No |
| Is the candidate willing to complete any training required of the role, specifically:   * school-based induction, including Student Protection training and Code of Conduct training, which must be completed prior to commencing services in the school, and refresher training undertaken annually * the professional learning package in responding to and preventing cyberbullying delivered by the Office of the eSafety Commissioner within three months of commencing services **(for workers funded under the National Student Wellbeing Program only)** * any other training relevant to matters at the principal’s discretion? | | Yes | No |
| Is the candidate willing to undertake further training, as required? | | Yes | No |
| **SECTION 3: STATEMENT OF NEED** | | | |
| What date was the position first advertised? / / | | | |
| Through what channels was the position advertised (e.g. newsletter/s, social media, word-of-mouth, recruitment service)? | | | |
| Please detail the specific challenges experienced in the AEA’s/Funding Recipient’s attempt/s to attract and recruit a suitably qualified chaplain/student wellbeing officer for the school/s (e.g. remoteness, local worker shortages, characteristics of the school/community): | | | |
| **Alternative options have been considered to identify a qualified person:** | | | |
| Multiple schools sharing a worker | | Yes | No |
| Recognition of Prior Learning (RPL) | | Yes | No |
| Other (please describe): | | | |
| **SECTION 4: DECLARATION** | | | |
| As the AEA/ Funding Recipient responsible for the recruitment of suitably qualified school chaplains/student wellbeing officers in Queensland, I declare that:   * reasonable attempts have been made, prior to submitting this waiver request, to attract and recruit a suitably qualified person * the candidate holds, or is willing to obtain within six months of appointment, the three required units of competency in mental health and referring appropriately and providing pastoral care or working with youth * the candidate holds, or is willing to obtain within twelve months of appointment, the minimum qualification or equivalent * the candidate holds a valid blue card with Blue Card Services and evidence of this is held on file * the school principal has indicated support for the submission of this waiver application * a personally tailored program of ongoing professional development and support for the worker will be planned, monitored and reported by the AEA/Funding Recipient as required * increased supervision will be provided to the worker throughout the waiver period until the candidate obtains the minimum qualification, or equivalent, and * both the AEA/Funding Recipient and school will incorporate any potential risks that may arise from employing the worker, into their ongoing Risk Management Plan. | | | |
| **Name and position of person making the declaration:** | | | |
| **Signature:** | **Date:** | | |

Please submit this form to [chaplainswellbeingofficers@qed.qld.gov.au](mailto:chaplainswellbeingofficers@qed.qld.gov.au) and include in the subject heading “<School name> Chaplaincy/student wellbeing officer Qualifications Waiver Request”. If you are submitting this on behalf of a non-state school, please include your governing authority (ISQ or QCEC) in the email to the department.

The department will acknowledge receipt of the request within four working days and will seek to resolve the application within fourteen working days from the receipt of the request.