

Information for Graduate Midwives: Vulnerable Children Act Requirement

Getting Job Ready as a Qualified Midwife

Introduction

Congratulations on your recent graduation and registration as a midwife, we wish you all the best at this exciting time in your career.

Before you can begin your employment, it's a legislative requirement under the Vulnerable Children Act 2014 (the Act) for you to complete a Children's Worker Safety Check as a new core worker. CVCheck has been contracted by Te Whatu Ora to provide this service to you.

CV Check (NZ) Ltd (CVCheck) provides independent third-party safety checks on children's workers to help individuals and employers comply with their obligations under the Act. These safety checks involve gathering a range of key information about a person and evaluating this information to determine whether the person poses any risk in being employed to work with children.

CVCheck has been Gazetted by the Director-General of Health and selected as the provider of Children's Worker Safety Checks for specific groups of children's workers from the Ministry of Health, Ministry of Education and Ministry of Social Development (see https://gazette.govt.nz/notice/id/2017-go730).

Your Children's Worker Safety Checks

The safety checking process for the Vulnerable Children Act includes the following:

ID Verification • Police Vetting • Employer or Personal Reference • Employment Verification • Professional Membership (registration & annual practicing certificate) • Applicant Interview • Final Assessment

Some of these checks will have been carried out by the Midwifery Council as part of your registration process. You will not need to repeat these.

The checks that we'll be conducting for you are:

- Employment verification¹
- Telephone/video interview
- Children's Worker Safety Check Risk Assessment
- And the total cost for these will be \$ 146.68 (including GST).

You will receive a **Final Assessment** which details the outcome of each of your checks. You can view a sample by visiting this page on our website: https://cvcheck.com/gnz/cwsc-assessment

The result of this Final Assessment is either:

- Clearance to work with children for 3 years; or
- Notice that your clearance has been declined.

T: 0800 282 432

¹ Employment verification verifies your employment history. If you have not been previously employed in the last five years, state that. If you have been self-employed, state that. Otherwise, you will need to provide information on your employment over the last five years when submitting your application.

You can easily download and share your Final Assessment report directly from your CVCheck account. To get your checks underway, click on the following link https://ww4.cvcheck.com/checks/ZM3CVU7. Further instructions are on the next page.

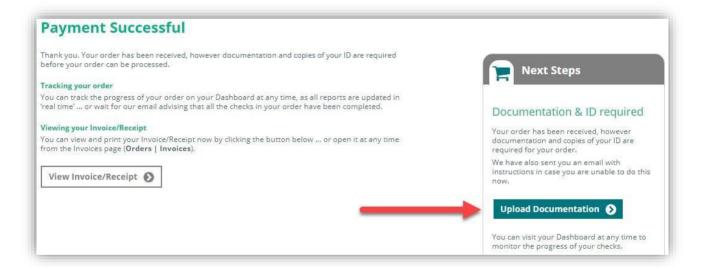
Need Help?

If you need help to sign up and order your checks, please get in touch with our customer service team on 0800 282 432 and we'd be happy to help you.

Good luck with your career and we look forward to speaking with you soon.

Instructions for placing your order

- 1. **Ordering Your Checks** Click on the following link to begin your order: https://ww4.cvcheck.com/checks/ZM3CVU7
- 2. **Enter Your Details** Follow the prompts on screen and enter all the information required to conduct your checks.
- 3. Payment After entering the required information, you'll be prompted to pay for the checks.
- 4. **Complete Your Forms** Upon successful payment, you'll need to complete some additional forms. Click on "Upload Documentation" to complete these additional forms:

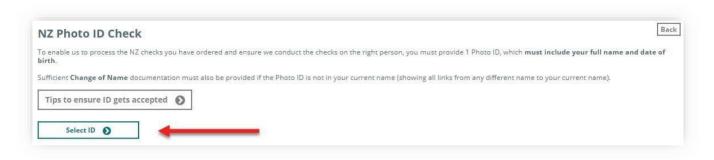


- 1. Download the two forms required to process your order:
 - i. Authority to Release Information Form
 - ii. Employment History Form
- 2. Print and complete the forms.
- 3. Scan or photograph each form (one form per file if scanning).
- 4. Upload the scanned document as an image or a PDF file.

Please note, in case you can't complete this step straight away, you'll also receive an email reminding you to complete these additional forms.

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5. **Upload Photo ID** – After uploading your forms you'll be prompted to upload a copy of photo ID. Click on "Select ID" to proceed.



- 6. **Check Processing Begins** Once you have successfully placed your order and submitted all the required documentation and photo ID, the CVCheck team will begin processing your request. The time to complete all the checks may be up to **20 business days** depending on the external information providers. CVCheck will send you an email confirmation once your checks have been completed.
- 7. **Submitting Your Assessment Certification** If you plan to use your safety check as part of an application for authorisation to claim under the Primary Maternity Services Notice 2007, please send a copy of your final assessment certificate to the Ministry of Health with your request for authorisation form to:

Email: adminsupport@health.govt.nz

Fax: 03-474-8582

Post: Te Whatu Ora | Health New Zealand, Private Bag 1942, Dunedin 9054

8. A safety check is valid for 3 years. Once you have a safety check through CVCheck, we will email you after 2 years 9 months to remind you that your safety check is nearing expiry.

Need help?

If you need any help ordering your checks or would like to learn more on how we can help your organisation screen your employees, please call CVCheck's customer service team on 0800 282 432.