The [Suitability Checking, Recording and Monitoring (SCRAM)](https://scram-secure.police.qld.gov.au/Login.aspx?ReturnUrl=%2fsplash.aspx) website has been developed by the Queensland Police Service (QPS) to provide self-service for authorised users[[1]](#footnote-1) to request criminal history checks, view request status, and view and download results. The flowchart below outlines the process schools should follow to obtain criminal history checks for mature age applicants:

Request proof of identity and criminal history check (CHC) fee from applicant.

All parties complete the prospective [mature age student criminal history check consent form](https://ppr.qed.qld.gov.au/attachment/prospective-mature-age-student-criminal-history-check-consent-form.docx).

In OneSchool – enter enrolment details and mature age student information.

In OneSchool – generate a police check export file.

Open the QPS CHC processing form (spreadsheet macro).

Enter the prospective mature age student applicant details from

the police check export file into the QPS CHC processing form.

 Generate upload file for SCRAM using the CHC spreadsheet.

Upload into SCRAM.

(*continued on next page*)

Check results of CHC in SCRAM.

Track applications and results appropriately.

Destroy criminal history advice as soon as practicable after it is no longer needed

(i.e. after the applicant’s enrolment has been accepted by the principal or after

the director-general has [refused the applicant’s enrolment](https://ppr.qed.qld.gov.au/pp/refusal-to-enrol-risk-to-safety-or-wellbeing-procedure)).

Pay State Schools Division on receipt of an invoice.

**Notes**

* Please refer to the [OneSchool Help Materials](https://oneschoolhelp.eq.edu.au/student/enrolment) (DoE employees only) for further details on student enrolment in OneSchool.
* The result of the criminal history check will either be ‘clear’ (that is, applicant has no criminal history) or ‘disclosable’ (a summary of the applicant’s criminal history will be provided). If the result is not yet determined, the status will show as ‘pending’.
* [Further information](https://ppr.qed.qld.gov.au/attachment/template-email-requesting-further-information-from-the-queensland-police-service.docx) can be requested from QPS in relation to a criminal history, including a brief description of the circumstances of a conviction or charge for an offence mentioned in the report, and/or information about the outcome of a charge for an offence mentioned in the report.
1. Authorised users are the principal of a mature age state school and any school staff nominated by the principal to process criminal history checks. [↑](#footnote-ref-1)