



# Criminal history screening

## Guide, Hearing and Assistance Dogs Act 2009

### What is criminal history screening?

Criminal history screening determines if a person is suitable to work with people with disability and to train and certify guide, hearing or assistance dogs. It is mandatory for the Guide, Hearing and Assistance Dogs (GHAD) team to obtain the criminal history of, and related information about, approved and employee trainers.

If an offence has been committed, the trainer or employee trainer must disclose it using the approved form, including:

- the existence of the conviction
- when the offence was committed
- details of the offence
- whether or not a conviction was recorded
- any sentence imposed on the trainer.

Failure to notify the GHAD team of any change in criminal history may result in a fine.

The assessment guidelines outlining the decision process are available on request. They ensure decisions are consistent, open and accountable.

### Terms

An **approved trainer** is an individual approved to train guide, hearing or assistance dogs.

An **employee trainer** is a person employed by an approved training institution to train guide, hearing or assistance dogs.

A **conviction** is a court's finding of guilt or acceptance of a guilty plea.

A **criminal history** is the convictions, excluding spent convictions, recorded against a person for any offence committed.

A **spent conviction** is a conviction for which the rehabilitation period under the *Criminal Law (Rehabilitation of Offenders) Act 1986* (the Criminal Law Act) has expired and has not revived (as prescribed by section 11 of the Criminal Law Act).

### Who is required to undergo a criminal history screen?

- An individual trainer applying for approval status.
- All employee trainers of a corporation applying for approval status.
- Employee trainers of approved training institutions and approved individual trainers who have a change to their criminal history.
- Employee trainers employed by approved training institutions after the date of approval.
- Approved individual trainers and employee trainers of approved training institutions undergoing a review of approval, conducted three years after the approval is granted and afterwards at intervals of not more than three years.

### How is the information used?

The screening information will only be used to assess the trainer's suitability to work with people with disability and animals. If an applicant is deemed unsuitable to work with people with disability and animals due to their criminal history, only the unsuitable status will be disclosed to their employer. If the GHAD team refuses the application or grants conditional approval, they must notify the applicant of the reason.

---

### For further information:

**Phone:** 13QGOV (13 74 68)  
**TTY:** 133 677  
**Email:** [ghad@qld.gov.au](mailto:ghad@qld.gov.au)

**Postal:** Locked Bag 3405, Brisbane QLD 4001  
**Website:** [www.qld.gov.au/ghad](http://www.qld.gov.au/ghad)