

# Extranet

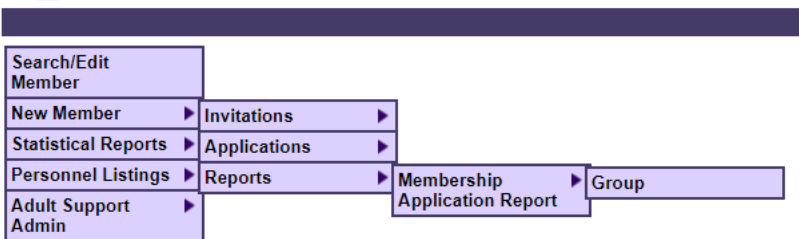
## Searching a Membership Application



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Scouts Extranet



Please select report condition(s)

**Application Type(s)**  
*Press Ctrl + Left Click to select more than one.*

- Youth
- Rover
- Leader
- Adult Helper
- Office Bearer
- Fellowship

Select all application type(s)

**Application Stage(s)**  
*Press Ctrl + Left Click to select more than one.*

- AH - GL to approve application and submit to DC for endorsement
- AH - DC to endorse
- LDR & AH - MST to send Reference Check link to the applicant
- AH - MST awaiting applicant's reference check
- AH - DC to review the Reference Check and approve
- AH - MST to finalise the application (Next step WWCC/Police Check)
- AS - Group Approval
- AS - MST Approval
- AS - District Approval
- AS - Region Approval
- Youth - GL to approve application
- LDR - GL to approve application and submit to DC for endorsement
- LDR - DC to assign PLA and endorse
- LDR - MST awaiting applicant's reference check
- LDR - DC to review the Reference Check and approve
- LDR - MST to finalise the application (Next step WWCC/Police Check)
- OB - Group Approval

Select all application stage(s)

Click "Create Report" to generate report.

Create Report

Select all application types or select the one you are searching for e.g. Leader

Select all application Stages

Select create report

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## Searching a Membership Application



### Definitions

**AH - GL to approve application and submit to DC for endorsement**

**LDR - GL to approve application and submit to DC for endorsement**

**AH- DC to endorse**

**LDR – DC to assign mentor and endorse**

**LDR & AH – MST to send reference check link to the applicant, this is done every day (Mon-Fri)**

**AH – MST awaiting applicant reference check: the responsibility of this step is on the Applicant**

**LDR – MST awaiting applicant reference check: the responsibility of this step is on the Applicant**

GL or LIC- Please check with applicant-

- Has the applicant responded to Skill survey email and inputted 3 referee names and emails and pressed link to send survey?
- Has the applicant chased up their referees to respond to Skillsurvey?
- Has the applicant checked junk or spam folders for emails?

The process for reminders is as follows:

1. The link is sent to the applicant,
2. Automated email is sent the next 2 days (total of 3 emails).
3. If the applicant has not inputted referees MST send another reminder email 1 week later
4. Further reminder By MST another week later (total of 5 emails now sent)
5. If still no response an email is sent to Applicant and GL 2 weeks later advising of application expiry (60 days post application received)

If the applicant inputs 3 referees and chases them up for responses, this step can be 24- 48 hours

If the applicant inputs referees and the slowness is in the referees response

1. Referee gets initial email
2. Referee gets reminder 1 week later
3. Referee gets another reminder
4. Applicant and copy to GL gets reminder to chase up referee(s) 2 weeks later advising of application expiry

If there is a negative finding: MST ring all referees and use a template to check responses. We may also ask for an additional referee.

**AH – DC to review the reference check and approve :** at this stage the applicant is sent the first link to Crim check

**LDR – DC to review the reference check and approve :** at this stage the applicant is sent the first link to Crim check

GL or LIC

District  
Commissioner

Applicant

District  
Commissioner

# Extranet

## Searching a Membership Application



**AH – MST to finalise the application ( WWCC/Police check) : MST are waiting on the applicant to complete Crimcheck or send us their WWCC**

**LDR– MST to finalise the application ( WWCC/Police check): MST are waiting on the applicant to complete Crimcheck or send us their WWCC**

- Has the applicant entered their details into crim check?
- Has the applicant uploaded all required documents into crim check?
- Has the applicant checked junk or spam folders for emails?
- Has the applicant entered their WWCC into application or sent MST a copy?

Applicant

Responsibility is with the applicant to complete this promptly

They are sent the login email and instructions from crim check

They must enter all details and upload ID documents (they do not need to be certified)

Send in WWCC to [memberservices@scoutsvictoria](mailto:memberservices@scoutsvictoria) if they had not added this to their application

If they only partially upload, they are sent reminders every 2 days with an email to GL after 4 weeks

If they do not upload or enter any details into Crimcheck : they are sent reminder email , copy to GL after 4 weeks with date of application expiry

Crim Check is sent to the Australian Criminal Intelligence Commission , if there is no match , it will be processed within a few minutes.

If there is a match on name or a negative finding, it is then sent to VIC POL to do a Victorian check. This can take up to 4 weeks

Once the Crim check has returned Clear – all States, the Online membership application is completed