

AS 4811:2022



# Workforce screening



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- Australasian Fire and Emergency Service Authorities Council
- Australian Emergency Management Institute
- Australian Institute of Human Resources
- Australian Risk Policy Institute
- Australian Security Industry Association
- Australian Strategic Policy Institute
- Business Continuity Institute Australasia
- Engineers Australia
- International Association of Privacy Professionals, Australia and New Zealand
- Office of the Victorian Information Commissioner
- Risk and Insurance Management Society of Australasia
- Risk Management Institute of Australasia
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# Workforce screening

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## Preface

This Standard was prepared by the Australian Standards Committee MB-025, Security and Resilience to supersede AS 4811—2006, *Employment screening*.

The objective of this document is to set out requirements and guidance for the development of organizational specific workforce screening policies and processes.

Workforce screening is a risk-based approach that provides an organization with a level of ongoing assurance around the eligibility and suitability of an individual to access organization assets, in order to help achieve the organization's objectives.

This document is intended to be read in conjunction with the following Australian Standards:

- (a) AS 8001, *Fraud and corruption control*
- (b) AS ISO 15489.1, *Information and documentation—Records management, Part 1: Concepts and principles*
- (c) AS ISO 31000, *Risk management—Guidelines*

The major changes in this edition are as follows:

- (i) Alignment with AS ISO 31000:2018.
- (ii) Amendments to the requirements for review of access.
- (iii) Amendments to the process flow chart.
- (iv) Expansion of the document to include persons who are not designated employees.

The terms “normative” and “informative” are used in Standards to define the application of the appendices to which they apply. A “normative” appendix is an integral part of a Standard, whereas an “informative” appendix is only for information and guidance.

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## NOTES

# Australian Standard®

## Workforce screening

### Section 1 Scope and general

#### 1.1 Scope

This document sets out requirements and guidance for the development of organization-specific workforce screening principles, policies and processes.

This document applies to organizations of any type and size. It does not apply to other recruitment activities such as competency assessment and talent matching, which are beyond the scope of this document.

This document can be read in conjunction with the additional reading matter listed in the Bibliography.

#### 1.2 Normative references

There are no normative references in this document.

NOTE Documents referenced for informative purposes are listed in the Bibliography.

#### 1.3 Terms and definitions

For the purpose of this document, the following terms and definitions apply.

##### 1.3.1

##### **adjudication**

process of an independent review of assessor's report to determine that the assessment is supported by the facts and analysis

##### 1.3.2

##### **asset**

anything that has value to and is under control of an organization

Note 1 to entry: Assets include human, physical, information, intangible and environmental resources.

##### 1.3.3

##### **credentials**

anything that is the basis for the belief or trust of others in a person's abilities, which can be verified

##### 1.3.4

##### **entrusted person**

individual who has been assessed or is being re-assessed within an organization, for the purpose of gaining or maintaining access to and being entrusted with: assets, care or control of persons, access to dangerous environments and tangible or intangible assets, until access is no longer required

Note 1 to entry: An entrusted person, who is having their level of access determined or assessed, is on entering the process considered a candidate for screening.

##### 1.3.5

##### **fit and proper person**

person who demonstrates appropriate attitudes and behaviours as defined by the organization

##### 1.3.6

##### **identity**

combination of unique attributes of an individual that distinguishes them from others