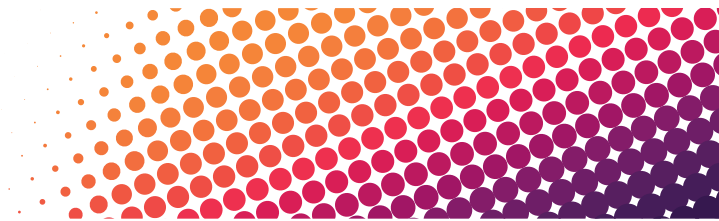# Renewing a blue card (or exemption card) **<u>prior</u>** to expiry date

This flowchart does **not apply** to renewal applications submitted **after** the blue card (or exemption card) expiry date. Please see Commencing a new paid employee flowchart for applications submitted **after** the blue card (or exemption card) expiry date.

MONITOR – SCHOOL/WORK AREA
At the beginning of each term, identify blue cards (or exemption cards) expiring in the next 16 weeks on:

- The Blue Card Services Organisation Portal
- OneSchool › School mgmt › Staff accreditation export report (schools only)
- On your Employee Register
- Via a TSS report (regional/central managers only)

PAYMENT – SCHOOL/WORK AREA
- Pay blue card renewal application fee online via Blue Card Services (BCS) on Corporate Card
- Provide receipt number to employee to enable employee to complete renewal application
- School/work area will be reimbursed for renewal application fees at the end of each term via Corporate Card Reconciliations
- Note there is **no** renewal application fee for exemption cards

RENEWAL APPLICATION – EMPLOYEE
- Complete renewal application online via BCS **prior to expiry of blue card (or exemption card)**
- Provide evidence of renewal application to school/work area **prior to expiry of blue card (or exemption card)**

REGISTER – SCHOOL/WORK AREA
The blue card holder renewal application submission date needs to be recorded in the following registers:
- Employee Register
- OneSchool: OneSchool › Staff accreditation › Working with children check › Departmental › Employee blue card listing (schools only)
- For Schools and Regional/Central Office managers, email the blue card holder's details (employee name and payroll number, blue card number and expiry date and renewal application sent date) to your local HR payroll. This will ensure the information is recorded in the department's payroll (TSS)
- The Blue Card Services Organisation Portal will automatically update with the card holder's renewal application status. If this does not occur, check that the blue card holder has registered their details online with Blue Card Services. Register for an online account.

PENDING BLUE CARD SERVICES' DECISION OF RENEWAL APPLICATION
- School/work area to manage risk through a Child and Youth Risk Management Strategy pending decision
- Employee can continue to work

BLUE/EXEMPTION CARD <u>RENEWED</u>
Record the details in the following registers:
- Employee Register
- OneSchool: OneSchool › Staff accreditation › Working with children check › Departmental › Employee blue card listing (schools only)
- For Schools and Regional/Central Office managers, email the blue card holder's details (employee name and payroll number, renewed blue card number and expiry date) to your local HR payroll. This will ensure the information is recorded in the department's payroll (TSS) system.
- The Blue Card Services Organisation Portal will automatically update with the renewed blue card holder information. If this does not occur, please contact Blue Card Services.

BLUE/EXEMPTION CARD <u>NOT RENEWED</u>
- A Principal or Regional/Central Office Manager must complete the Applicant/Cardholder no longer with organisation form and submit the form to Blue Card Services
- A Principal or Regional/Central Office Manager must delink the person from the Blue Card Services Organisation Portal

ALERT: It is an offence for a restricted person to start or continue in restricted employment and for an employer to employ or continue to employ a restricted person in restricted employment if they know, or reasonably ought to have known, the person 'is' a restricted person, in accordance with the *Act (s176I)*.

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at https://ppr.qed.qld.gov.au/pp/working-with-children-authority-procedure to ensure you have the most current version of this document.

Queensland Government