

Delivering Australia's Sovereign capability through a **Trusted Workforce**



Security Clearance Fact Sheet for Individuals

Over the next decade and beyond, the demand will increase for Australian workers with trade, technical, science and technology skills to build and maintain fleets of new ships, submarines, armoured vehicles, infrastructure and facilities.

These skills will also contribute to intelligence, surveillance and reconnaissance, cyber and other electronic and information-based capabilities. Australian design, construction, sustainment and support capabilities will all be critical.

WorkSec's **Trusted Workforce** program is building an industry talent pool of skilled, security-cleared, and Defence-ready personnel to deliver Australia's **sovereign capability**.

Many Defence & Government jobs require applicants to hold a security clearance to assure the integrity of the position's occupant. WorkSec initiates and sponsors Baseline, NV1 & NV2 personnel security clearances for eligible Australians wanting to enter Government, Defence & Defence Industry.

In response to rapid changes in the global strategic environment, the Australian Government is investing a historic **\$270 billion** in Defence spending through the 2020 Defence Strategic Update and Force Structure Plan.

A strong and capable defence industry is essential to delivering Australia's modernised defence capabilities, and there are **significant opportunities** for Australian workers and businesses to be part of it.

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Security Clearances

Under the Australian Government Protective Security Policy Framework (PSPF), personnel that need ongoing access to security classified resources must hold a security clearance at the appropriate level.

Security classified resources include Protected, Secret and Top Secret information, systems that hold classified information, and classified assets. A person may also be required to hold a security clearance if they occupy a position of trust requiring additional assurance about the integrity of the position's occupant.

The Australian Government Security Vetting Agency (AGSVA) is the central vetting agency for the Australian Government and conducts security clearance assessments for federal, state and territory agencies. Security Clearances granted by AGSVA are recognised within most Australian Government Departments, Defence, and Defence Industry organisations.

Clearance Sponsorship

All AGSVA security clearances must be sponsored by an approved sponsoring entity, such as the Department of Defence or other Government departments. Individuals are not eligible to sponsor a security clearance, making it difficult to begin a career within Defence or Defence Industry.

A limited number of industry partners and non-government organisations doing work on behalf of the Department of Defence are eligible to sponsor security clearances up to Negative Vetting Level 2.

As a member of the Defence Industry Security Program (DISP), WorkSec is able to sponsor clearances for individuals working in, or applying to, Defence and Defence Industry roles.

A security clearance sponsored by WorkSec allows you to apply directly with any Government Department, Defence Industry organisation, WorkSec advertised tasking, or to seek roles through recruitment agencies.

Eligibility

In order to be eligible for an Australian Government security clearance, you **must have:**

- Australian Citizenship (dual citizenship is acceptable)
- Checkable Background

Suitability

Through the vetting process, AGSVA will determine if you are suitable to hold a security clearance by assessing the following character traits:

- Honesty
- Trustworthiness
- Maturity
- Tolerance
- Resilience
- Loyalty

Clearance Levels

WorkSec provides sponsorship of personnel security clearances at the Baseline, Negative Vetting 1 (NV1) and Negative Vetting 2 (NV2) levels. PV clearances cannot be sponsored under the Defence Industry Security Program (DISP) and are not offered by WorkSec. Most Defence and Defence Industry jobs advertised today require applicants to hold a Baseline or NV1 clearance, depending on what classified resources will be accessed.

When applying for a clearance you may apply directly for an NV1 or NV2 clearance without first progressing through a Baseline clearance. Due to the longer processing times for NV1 and NV2, it may be advantageous to secure a Baseline clearance before applying for NV1 or NV2.

Clearance Level	Access Permitted
Baseline	Classified resources up to and including PROTECTED
Negative Vetting Level 1 (NV1)	Classified resources up to and including SECRET
Negative Vetting Level 2 (NV2)	Classified resources up to and including TOP SECRET
Positive Vetting (PV)	Classified resources up to and including TOP SECRET, including some caveated information

Timeframes

The timeframe to receive a security clearance will depend on a range of factors, including:

- the level of clearance
- the time taken for the applicant to undertake ESC & onboarding tasks and provide a completed vetting pack
- the availability of the applicant and their referees to attend interviews or provide additional information if required
- the timeliness of your application submission and external checks and assessments

The following provides a general guide to the timeframe for each clearance level:

Clearance Level	Employment Suitability Check (WorkSec)	myClearance Application (Applicant)	Vetting (AGSVA)
Baseline	5 Business Days	Up to 20 Business Days	1 month*
NV1	5 Business Days	Up to 20 Business Days	3 months*
NV2	5 Business Days	Up to 20 Business Days	5 months*

**When the vetting clock starts - AGSVA vetting timeframes begin once your application has been received by the AGSVA and confirmed as being complete. This is when your case enters the "Assessment in Progress" status.*

For reactivation of an existing clearance, timeframes are dependent when you were last sponsored. A clearance inactive for less than 60 days is generally reactivated instantly, following your ESC. For periods longer than this, you will be asked to submit a Change of Circumstances via myClearance, with reactivation dependent on the processing time for that CoC.

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1. Agreement Execution

WorkSec will issue a sub-contractor agreement to be reviewed and executed by you. This establishes a formal relationship between you and WorkSec, satisfying the governance requirements of AGSVA, and allowing us to submit a clearance request on your behalf.

The WorkSec sub-contractor agreement is a non-exclusive agreement, issued solely for the purpose of sponsoring an application for a security clearance under the Defence Industry Security Program (DISP). You may be concurrently employed or contracted by any other organisation and it may be executed in your personal name or by your business if you are a contractor.

2. Employment Suitability Check & Onboarding

Prior to sponsoring a security clearance, WorkSec screens suitable candidates in alignment with AS4811:2022 Workforce Screening Standards. This involves verification checks of your identity, integrity and credentials to ensure suitability to progress an application to AGSVA. Submission of your application form will mark the start date of your annual sponsorship subscription. Initial checks are valid for 6 months and include:

- Identification Verification
- National Police Check
- Character Reference Checks
- Acknowledgement & Agreement with WorkSec Policies
- Insider Threat & Security Awareness Training

You are required to take all reasonable steps to gather & provide this information in a timely manner. WorkSec allows up to 30 days for completion of these tasks.

3. Security Clearance Package

Following WorkSec's provision of your security clearance application to AGSVA, you will be issued access to AGSVA's online e-vetting portal, myClearance. You will have up to 20 business days from the time you receive your access to collate, complete and submit your security clearance package.

Where required, WorkSec will guide you through the preparation of your application to AGSVA to ensure a complete and accurate submission.

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To begin the Employment Suitability Check (ESC) you will be requested to provide:

- Full Legal Name & Birth Details
- Acknowledgement of Responsibilities
- Proof of Identity & Citizenship
- 5 Years of Residential Address History
- Curriculum Vitae
- Business & Personal Character References

Expect to provide the following types of Information to AGSVA during the clearance application process:

- Family & Household
- Overseas relatives
- Official Foreign Government Contacts
- Financial Information
- Employment History
- Address History
- Education History
- Overseas Travel
- Passport and Travel Documents
- Character and Professional Referees
- Social Memberships
- Legal Proceedings
- Security Clearance History

4. Assessment

After AGSVA has assessed and accepted your Security Clearance Package as complete, the following components will be undertaken throughout the security clearance assessment process, as required:

- **External Checks** - AGSVA initiates external checks to be carried out over the assessment period, to verify your identity and background.
- **Psychological Assessment** – Although not mandatory for Baseline, NV1 and NV2 clearances, a psychological assessment may be conducted if deemed required by AGSVA.
- **Assessment & Interview** - Your application will be assigned to a vetting officer for assessment. AGSVA assesses all clearance applications based on two factors: eligibility and suitability. Interviews are mandatory at NV2 level, but may be conducted at any security clearance level if deemed required by AGSVA.
- **Referee Reports** - AGSVA will contact your referees to verify information about you and your background.
- **Recommendation** - Once the vetting assessment is complete, the vetting officer will make a recommendation to the authorised decision maker. If this recommendation is to grant or continue the security clearance, a final external check will be conducted and the decision will be finalised.

Adverse Decisions

If concerns are identified in the vetting assessment that raise doubt about an applicant’s suitability to hold a security clearance, and these concerns are not able to be satisfactorily mitigated, AGSVA will initiate a procedural fairness process.

The procedural fairness process will outline the concerns to the applicant and provide them with an opportunity to respond to the concerns before a final recommendation is made and presented to the authorised decision maker.

6. Revalidation

All security clearances must be revalidated (ie undergo the vetting process again) after a certain amount of time, based on clearance level. Please contact us at least 2 months prior to your revalidation date to start the revalidation process.



The following revalidation periods apply:

Clearance Level	Revalidation Interval
Baseline	15 Years
NV1	10 Years
NV2	7 Years

WorkSec

As your sponsor, WorkSec's role is to initiate your security clearance application with AGSVA, provide guidance throughout the application process and to provide governance for you to maintain your security clearance.

As part of the sponsorship process, WorkSec provides a dedicated Security Advisor to perform the functions required to maintain a clearance:

- Provide guidance through the security clearance application process
- Manage security clearance sponsorship, upgrades, downgrades and cancellations
- Provide access to AGSVA's myClearance portal
- Submit reports and advise on notifiable events
- Provide security awareness training
- Conduct travel briefings & reporting for overseas travel
- Maintain the Designated Security Assessed Positions (DSAP)
- Provide security advice based on the Protective Security Policy Framework (PSPF)

AGSVA

The Australian Government Security Vetting Agency (AGSVA) is the central vetting agency for the Australian Government and conducts security clearance assessments for federal, state and territory agencies.

Following WorkSec's initiation of your security clearance application, you will engage directly with AGSVA (and its sub-contractors) throughout the vetting process.

AGSVA's vetting officers and psychologists are qualified professionals who are committed to completing your assessment in an objective manner that is focused on determining your suitability to access sensitive and classified resources.

Note that the final decision to grant a security clearance rests with AGSVA, not WorkSec.

Clearance Applicant

The vetting assessment process will explore personal and sensitive aspects of your life, such as your relationships, finances, alcohol and drug use and social or political views. You may be uncomfortable answering some of the questions, or view the questions as intrusive.

Throughout the vetting process you are reminded that withholding information or being untruthful is likely be considered more significant than providing a truthful response to a question.

In support of **obtaining** a security clearance, you will need to:

- Provide all requested personal information and supporting documents to WorkSec for the purposes of conducting pre-clearance workforce screening
- Provide all requested personal information and supporting documents to AGSVA for the purposes of security vetting
- Take all reasonable steps to gather and provide this information in a timely manner, noting AGSVA allow up to 20 business days for submission of the security vetting questionnaire and supporting documentation
- Provide truthful responses to all questions in the vetting process and not withhold any requested information

In support of **maintaining** a security clearance, you will need to:

- Undertake the responsibilities of a security clearance holder as outlined here:
<https://www.agsva.gov.au/clearance-holders/responsibilities>
- Notify AGSVA of changes in personal circumstances as per the following:
<https://www.agsva.gov.au/clearance-holders/reporting-changes>
- Maintain a standard of behaviour that ensures you continue to meet the requirements of holding a security clearance, notifying WorkSec if this is not the case
- Cooperate with the directions of WorkSec's security officers and advisors in a timely manner, ensuring you keep up-to-date with requirements for maintaining your security clearance
- Notify your WorkSec security advisor of any intended overseas travel and participate in travel briefings/debriefings
- Undertake regular required security awareness training as directed by your WorkSec security advisor

Security Clearance Pricing

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For new applicants, there are three fees involved in the clearance sponsorship process:

- **Employment Suitability Check (ESC)** – Once-off fee for conducting mandatory screening checks in alignment with AS4811:2022 Workforce Screening Standards. This fee is payable at the time of application.
- **Yearly Sponsorship Commitment (YSC)** – Annual sponsorship fee to cover compliance and support costs of attaining and maintaining your clearance through our security advisors. This fee is invoiced at the time of application and is payable within 7 days of your start date. Your sponsorship begins when you submit your application form to WorkSec and will renew annually unless you advise otherwise.
- **AGSVA Vetting** – Once-off fee for security clearance applications and upgrades as conducted by AGSVA. This fee is passed to you at our cost from AGSVA. This fee is invoiced at the time of application and is payable within 30 days from your start date (for Baseline), or 60 days from your start date (NV1/NV2).

NOTE: This fee is not required if you already have an existing security clearance and only require sponsorship at your current level.

The following fees are applicable for the first year of sponsorship (all prices include 10% GST):

New Clearances / Upgrades / Revalidations				
Clearance Level	ESC - Employment Suitability Check At time of application	YSC – Yearly Sponsorship Commitment 7-day payment terms	AGSVA Vetting Fee 30/60-day payment terms	TOTAL Commitment Year 1
Baseline	\$299	\$1,690	\$892	\$2,881
NV1	\$299	\$2,190	\$1,897	\$4,386
NV2	\$299	\$2,390	\$3,790	\$6,479

The following fees are relevant for ongoing sponsorship (after year 1) and clearance level upgrades:

Annual Sponsorship Renewal		Mid-Term Upgrades (when already sponsored by WorkSec)			
Clearance Level	YSC Annual Renewal (10% Loyalty Discount) 7-day payment terms	Upgrade From / To	YSC Uplift Fee *pro-rated 7-day payment terms	AGSVA Upgrade 60-day payment terms	Total to Upgrade
Baseline	\$1,521	BL to NV1	Up to \$500*	\$1,897	\$2,397 (or less)
NV1	\$1,971	BL to NV2	Up to \$700*	\$3,790	\$4,490 (or less)
NV2	\$2,151	NV1 to NV2	Up to \$200*	\$3,790	\$3,990 (or less)

* Note: The uplift fee is pro-rated depending on how much time is left in your 12-month sponsorship period. For example, with 6 months remaining, you'll be charged 50% of the uplift fee. Pro-rate upgrades do not extend the sponsorship renewal date.

Oftentimes employers will cover these fees where Security Clearances are required for them to engage with Defence and Government Departments. In some circumstances these may also be tax-deductible, so check with your accountant.

Should you obtain a role within the Department of Defence or a Government Department and they are willing to take over your sponsorship then we will cease our sponsorship and you will not need to renew WorkSec sponsorship at the end of your contracted term.

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