AUGUST 2026

# REGISTER NOW: External Service Providers

Note*: If you work across multiple DECYP sites, or in multiple roles, you may receive this communication several times, but **you only need to register once.***

DECYP volunteers, contractors and service providers are **now required to register** in the new online registration system 'Engage with DECYP'.

## Why are we introducing this new registration process?

DECYP is committed to being a child safe organisation and ensuring that all Tasmanian children and young people are safe, secure and supported. This means that we need to know who is working with and around children and young people and be confident they have the right clearances and training in place.

## How will this benefit you?

The registration process makes it simpler for you to complete your DECYP Safeguarding requirements and provide us with your Service Provider information. You register once, and are cleared to access DECYP sites. You will no longer need to provide documentation at each site for manual checking.

## What does registration involve?

The registration process is brief and straightforward. It includes completing the following Safeguarding requirements:

- Validation of your Registration to Work with Vulnerable People (RWVP) number
- Completing annual Safeguarding Training (watching and acknowledging a 13-minute video)*
- Acknowledging the DECYP Conduct and Behaviour Standards

You will also be asked to record relevant details about your organisation or business, and upload your insurance documents.

**We understand that topics covered in the Safeguarding Training may be confronting. If completing this training is likely to cause you distress, you or your DECYP contact officer should reach out to the Office of Safeguarding Children and Young People **before you commence your registration** at safeguardingtraining@decyp.tas.gov.au, to discuss options that best support your wellbeing.*

**Registrations must be completed by 7 November 2026**. After this date, the check-in kiosks in schools and Child and Family Learning Centres (CFLCs) will automatically check your registration information to clear you for access to the site.

**Registrations will last for 12 months**. A notification will be sent to renew your registration before it expires, if you will be continuing to provide services to DECYP.

## What you need to do:

### *Before you register:*

To speed up your registration, have the following information and documents ready:

- Registration to Work with Vulnerable People (RWVP) number *(note: the name you register with must exactly match the name on your RWVP card otherwise your registration cannot be completed)*
- ABN
- Insurance certificates of currency - Public Liability, Professional Indemnity (if required) and Workers Compensation (if required)
- Record of qualification (if this is applicable to your service)

## When you are ready to START YOUR REGISTRATION:

follow the attached step-by-step guide to register as an External Service Provider.

***If you need help, go to the Engage with DECYP website: https://www.decyp.tas.gov.au/engage-with-decyp/ or scan the QR code:***

# How to register?

1. Open the Registration Link - engage.decyp.tas.gov.au
2. Select the **Sign In** button
3. Select **Sign Up Now**

4. Select **Australia** as the country and enter your **mobile phone number**
5. Click **Send Verification Code** and enter the code
6. Enter your contact details *(ensure the name you register with is an exact match with the name on your RWVP Card)*
7. Click **Continue** to finish the registration

# How to login?

8. Navigate back to the Registration Link
9. Select the **Sign In** button
10. Enter your **mobile phone number** and select **Sign In**
11. Select **Australia** as the country
12. Click **Continue**
13. Enter the **verification code** sent to your mobile phone via SMS
14. Select **Continue** to complete the sign-in

# Select Worker Type

When you login to the Engage Portal for the first time, you will be prompted to select your worker type(s). If applicable, you may select multiple worker types.

**To choose a worker type:**

1. Select the **External Service Provider Worker Type Group** from the menu on the left
2. The worker types for the selected group will be displayed on the right
3. Select the **checkbox** next to the **worker type** that applies to you
4. Select the **Save Worker Types** button

# Safeguarding Requirements

**Note:** If you have selected *External Service Provider – sites where children and young people are **not** present,* you will **not need** to complete the safeguarding requirements.

All other worker types will have to complete this requirement.

**1. Validate your RWVP Details**

a. Navigate to the **RWVP Detail** Panel
b. Select **Edit**
c. Enter your **RWVP number**
d. Click Save

**2. Complete the Safeguarding Training Acknowledgement**

a. Navigate to the **Safeguarding Training Panel**
b. Watch the Safeguarding Video
c. Select **Acknowledge**
d. **Tick** all the acknowledgment checkboxes
e. Click Save

**3. Acknowledge the Conduct and Behaviour Standards**

a. Navigate to the **Conduct and Behaviour Standards Panel**

b. Open the links and read the three documents

c. Once you have read the documents, select **Acknowledge**

d. Tick the acknowledgment checkbox

e. Click Save

All three safeguarding requirement must be completed. Once you have completed a requirement, the status will be updated to complete.

# Worker Type Requirements

## Complete the External Service Provider Panel

External Service Provider Panel will be displayed based on the worker type selected.

**Add Organisation or Business**

1. Select **Add Organisation / Business**
2. Start typing the **name of the organisation** and select it from the list
   - 2.1. If the organisation **has not** been previously added, it will not appear on the list.
   - 2.2. To add an organisation, select **Organisation Not Listed** checkbox
   - 2.3. Enter the **Organisation Name** and **ABN**
3. Start typing in the name of the **service type** and select it from the list
   - 3.1. If the service type cannot be found, select the **Service Type Not Listed** checkbox and enter the **Service Type Name**
4. Click Save

You can add multiple organisations if needed.

To make changes to an existing organisation, select the **Edit** button. To remove an organisation, select the **Delete** button.

**Upload your Insurance Certificate**

1. For each Certificate of Currency displayed, select the **Edit** button
2. Upload your document by dragging and dropping the files into the **Document** area
   - 2.1. Alternatively, select the **Browse link** to locate and upload the files manually
3. For specific Certificates of Currency, you can select the **Not Applicable** checkbox, if that type of insurance is not relevant to the service you provide

To remove an uploaded certificate, select the **Delete** button.

**Add Qualification**

Record of Qualification

1. Select the **Edit** button
2. **Upload** your qualification document or if a qualification is not required for your service, select **Not Applicable**

**When you have completed all steps, the status of your worker type will automatically update to 'complete' and your registration is finished. You will receive an email notification shortly confirming your registration has been completed.**

# Manage Worker Types

You can track which worker types you have selected and its status under the **Active Worker Types** section.

You can add or remove worker types when required, by selecting the **Add / Remove Worker Type** from the top right of the screen.  To **remove a worker type**, untick the checkbox next to the selected worker type and select save.