



ASIC
Australian Securities &
Investments Commission



ASIC Suitability and Baseline Assessment FAQs

Information sheet for applicants

In accordance with the Australian Government Security Policy, all personnel that are engaged by ASIC are required to complete a security assessment. This includes ASIC team members, contractors, contingents and interns. Personnel that are engaged in a position which provides them with access to Government classified resources will also be required to obtain a government security clearance at the appropriate level.

To be employed by ASIC, you will be required to satisfactorily complete ASIC's Suitability and Baseline Assessment process. The purpose of this assessment is to ensure that you are suitable to work in ASIC's unique regulatory environment and gain an Australian Government security clearance at the Baseline level.

The questions are comprehensive, and you will have to provide biographical information including travel history, education, employment history, financial information, current and previous address history and membership with professional groups. Some of the information provided will be validated with other agencies.

If you are deemed unsuitable to work at ASIC or to hold a security clearance, your employment offer with ASIC will not continue.



Frequently asked questions



What is the ASIC Suitability and Baseline assessment?

They are two separate assessments that when combined assess an individual's suitability to work for ASIC and be granted an Australian Government security clearance.

What is a security clearance?

A security clearance is granted to an individual to allow them to access classified information and resources. The Baseline assessment allows access to information and resources classified up to the PROTECTED level.

Why is there such a thing as the ASIC Suitability component in the Assessment?

ASIC operates in a unique regulatory environment and has enforcement powers under the ASIC Act. This requires ASIC to ensure that team members working in the organisation are suitable to work in this environment.

What if I need a clearance above Baseline?

If a position requires a clearance above Baseline, the applicant will be sponsored to undergo a security clearance upgrade at the completion of the ASIC Suitability and Baseline Assessment.

What if I already have an Australian Government security clearance?

Notify the ASIC hiring or contract manager. Your clearance status will be checked by ASIC's Security team. If it is still active, ASIC will seek to recognise the clearance.

Please note that if you have an active clearance, you will still undergo an assessment to determine your suitability to work in ASIC.

Do clearance holders have to be Australian citizens?

Yes, Australian citizenship is a condition of eligibility for a security clearance.

What does the ASIC Suitability and Baseline Assessment process involve?

ASIC has a responsibility to ensure assessments meet Australian Government standards. As part of the assessment process, you are required to provide personal information and submit consent forms and documentation to verify your identity.

Depending on your circumstances, you may be contacted by a member of ASIC's Security team to gather further information to assess your suitability.

How long do applicants have to submit the ASIC Suitability and Baseline Pack?

You have 10 calendar days to complete the ASIC Suitability and Baseline pack and return it with all the necessary supporting documentation required. If the pack is not completed in its entirety and the necessary supporting documentation is not provided, the assessment will not commence and will lead to delays. No assessment can be finalised until Australian Government standards have been met.

How long does the assessment process take?

The assessment process can be complex. The time it takes to assess each case will vary depending on the individual circumstances of the clearance subject.

What can I do to speed up the process?

Read all the instructions on the ASIC Suitability and Baseline pack carefully and answer all the questions correctly. The assessment process cannot commence until the online pack is completed correctly and all the necessary supporting documents and forms have been submitted correctly.

I am concerned that I may not get a clearance. What should I do?

The assessment process applies the principles of procedural fairness and you will be given the opportunity to discuss any concerns you have with an Assessing Officer.

Your honesty and cooperation will be taken into consideration in making a determination.

Who should I contact if I have any other questions?

If you have questions about the security process, email personnelsecurity@asic.gov.au

