# Police Record Check

## Overview

All students attending professional, clinical or fieldwork placements within the Faculty of Health Sciences must obtain a Police Record Check to be eligible to be able to attend placement and must be able to present the document on the first day of each instance of placement.

Students are expected to take full responsibility for:

- Submitting their Police Record Check application
- Maintaining a current Police Record Check
- Safely storing their Police Record Check

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## What is a Police Record Check

A Police Record Check (also called a "National Criminal History Record Check" or "National Police Certificate") is a national report prepared by the Australian Federal Police or by a State or Territory police force or service that discloses evidence of whether a person:

- Has been convicted of an offence;
- Has been charged with and found guilty of an offence but discharged without conviction; or
- Is the subject of any criminal charge still pending before a Court.

## How to Obtain the Police Record Check


Students must complete the application form online. Once the application form
has been completed it can be printed and submitted to Victoria Police. Applications must be accompanied by 100 points worth of identity and a cheque or money order.

Students wishing to receive a student discount must first obtain a signature and Community Volunteer Fee (CVF) number from a registered La Trobe University signatory prior to submitting the application form to Victoria Police. The minimum turnaround time advertised for Police Checks is 10 working days, however in some instances applications can take up to 6 weeks. Students should submit the application for a Police Check 6 weeks before the Police Check sighting deadline advertised for their discipline.

Students have the right not to apply for a Police Record Check; however the majority of placement agencies will not accept students that cannot present a valid Police Record Check. La Trobe cannot guarantee that suitable professional placements can be sourced for students that choose to opt out from obtaining a Police Record Check. As a consequence, students that opt out jeopardise their ability to progress through their course.

**Duration of Validity**

Under normal circumstances a Police Record Check is valid for a 12 month period however requirements may vary between disciplines and professional placement agencies.

Some professional placement agencies will deem a Police Record Check to be invalid if it is not dated within the same year as the placement being conducted. As a consequence, students should consider their Police Record Check as only being valid until 31st December in the year of issue. The Faculty of Health Sciences recommends that students wait until January to submit their application as a Police Record Check issued in December may not be considered as valid by some agencies.

Some professional placement agencies may also require students to hold Police Record Checks with an issue date no greater than 3 or 6 months. As a consequence, students may be required to obtain more than one Police Record Check in a given academic year. Students will be informed by their discipline where this is the case.

**Fees**

Students bear all costs associated with obtaining a Police Record Check. Payment is made directly to Victoria Police as a part of the application process. Payment is made via Money Order or cheque. La Trobe will not act on behalf of students or accept payments in relation to Police Record Checks.

Application fees for national name checks change on 1 July, every year, in accordance with the Police Regulation (Fees and Charges) Regulations 2004.

As at 1 July 2012, the fee for a national name check is $34.00, however students are eligible for a reduced fee of $15.50 under the Community Volunteer Fee (CVF) scheme. In order to qualify for the reduced fee, students must obtain a signature from an authorised La Trobe signatory and record the campus specific Community Volunteer Fee (CVF) number on their application. Professional Placement Officers and key reception staff are recorded as being authorised La Trobe signatories and may also provide you with the campus specific CVF number.
**Sighting the Police Record Check**

Prior to a student attending placement, the Faculty of Health Sciences is required to provide written confirmation to professional placement agencies that they have sighted the Police Record Check of any student attending placement. Most agencies require the Faculty to provide this advice 4 – 6 weeks prior to the placement being undertaken by the student and will not allow a placement to proceed unless the require documents have been sighted.

Individual disciplines will communicate with students about their discipline specific sighting dates for Police Record checks and final deadlines for sighting. Most disciplines will identify key dates that a student may present their Police Record Check; however students may present their Police Record Check to their Professional Placement Officer at any time prior to the deadline for sighting.

**Failure to present Police Record Check by the Discipline Deadline**

Placement allocations may not be confirmed for students that fail to present their Police Record Check by the discipline deadline. Students that fail to comply with the discipline specific sighting deadline jeopardise their ability to attend professional placement and will not be sent on placement until the Police Record Check is sighted.

Due to the cost and limited supply of professional placements the faculty cannot guarantee that a suitable alternative placement may be sourced for students that do not comply with the discipline deadline.

Individual disciplines may ask students to present evidence of timely application for their Police Record Check (such as receipts) and have the right to award a fail grade in the corresponding clinical subject where the student has not complied with the discipline deadline for the sighting of their Police Records Check.

**Disclosable Outcomes**

Police Record Checks will include information on the basis of guilty findings, matters currently under investigation and court hearings. It is important to note that a finding of guilt without conviction is still a finding of guilt and will be disclosed on the Police Record Check.

Anyone who’s Police Record Check shows that they have been convicted of murder or sexual assault, or convicted of and sentenced to imprisonment for any other form of assault, is not permitted to work within an aged care service. For all other types of convictions, it is up to the agency to determine whether the individual is suitable.

Students that have a disclosable outcome recorded on their Police Record Check should immediately seek advice from their discipline specific Clinical Coordinator about the implications. In order to manage students with a disclosable outcome, the Faculty will take a copy of the students Police Record Check and will retain it in a secure location.

Although a disclosable outcome does not automatically prevent a student from attending professional placements, agencies have the right to reject a student based on the outcome. The Faculty of Health Sciences cannot overturn this decision. Consequently a student may have their progression halted at any instance of placement within the course.
Where a student presents with a disclosable outcome on their Police Record Check, Clinical Coordinators and agencies will take into consideration the seriousness and relevance of the conviction, the level of access the person has to care recipients and the length of time since the conviction.

The Faculty of Health Sciences will make reasonable attempts to source a suitable alternative placement. The Faculty of Health Sciences will consider that it has made reasonable attempts to find a suitable alternative placement if it has received rejections from three agencies (however the number may be lower depending on availability of placements).

Where reasonable attempts have been made and not suitable alternative placement can be sourced, students will be counselled by their discipline specific Clinical Coordinator on the most appropriate action. Students may be required to talk a Leave of Absence from the course or reconsider their enrolment in the course.

### Disclosable Outcomes for Prospective Students and Newly Enrolled Students

As the disclosable outcome may jeopardise a student’s ability to successfully progress through a course (and obtain professional registration where applicable), individuals should consider the implication of any potential disclosable outcome against their name prior to applying for, or enrolling into, a course that has a clinical component.

Prospective applicants and newly enrolled students that may have a disclosable outcome against their name should seek advice from the discipline specific Course Coordinator to ensure that they do not incur learning debts where course completion and professional registration is unlikely.

For more information about disclosable outcomes, students should visit [www.police.vic.gov.au](http://www.police.vic.gov.au) or consult directly with Victoria Police.

### Change in Status

Any student that experiences a change in the status of their Police Record Check (e.g. a pending charge or conviction), must immediately consult with their discipline specific Clinical Coordinator and may be required to obtain a new Police Record Check. A change in status may result in a student being removed from a professional clinical placement.

### Undertaking placements outside Victoria or Overseas and Residing outside of Victoria

Students that undertake interstate placements and students that reside outside of Victoria may be required to obtain a state specific police check in order to undertaking their placement. Victoria Police will not process Police Record Check applications for students that have a residential address outside of Victoria. Where applicable, students will receive further information from their discipline at the time of placement allocation.

Students undertaking overseas placements will be required to comply with local regulations and requirements necessary to undertake placement within the country. Where applicable, students will receive further information from their discipline at the time of placement allocation and should consult with their discipline specific Clinical Coordinator at the time of arranging an overseas placement.
| Police Checks for international students and students that have resided outside of Australia | Under the Department of Health and Aging guidelines, people who have lived in a foreign country for any period of time after the age of 16 must provide a statutory declaration stating they were not convicted of murder or sexual assault, and not convicted of and sentenced to imprisonment for any other form of assault, during their time living overseas. This is in addition to providing a valid Police Records Check.  

International students that have proof of an Australian residential address may apply for a Victorian Police Record Check.  

International students that cannot present proof of an Australian residential address may apply for a National Police Check through the Australian Federal Police (AFP).  

A National Police Check Application Form may be accessed via the Australian Federal Police website: [www.afp.gov.au](http://www.afp.gov.au)  

Students applying for a National Police Check should allow a minimum of 15 working days from the date the application is received by the Australian Federal Police.  

As at October 2012, a National Police Check cost AUD$42.00. Where a student obtains a National Police Check through the Australian Federal Police instead of a Victorian Police Record Check all other policies and process stated above apply. |
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| Police Checks Obtained through Third Party Organisations or Registering Bodies | In some instances students may be directed by their discipline to obtain a Police Records Check through an authorised third party organisation (such as Crimtrac). This may be in addition to the requirement to obtain a Victorian Police Records Check.  

Students may also hold registration with an accrediting body where the registration includes an alternative form of a Police Records Check. La Trobe cannot guarantee that a Police Records Check obtained through third party organisations or accrediting body will be accepted as a suitable alternative to a Victorian Police Records Check by the professional placement agency even if it is recognised as being equivalent. Where an agency rejects the alternative check, students are required to obtain a Victorian Police Records Check. |
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