

POLICE CHECK PROCEDURE FOR PLACEMENTS IN THE HEALTH SECTOR

All students within the Office of the Provost attending a clinical (health) placement must obtain a National Police Check prior to commencement of placement. The [Department of Health Standardised Induction Protocol](#) stipulates that a Police Check is valid if 'issued within the past three years or not more than six months prior to commencement of the program of study, whichever is later'.

Note: Some placement providers may also require students to hold National Police Checks with an issue date no greater than 3 or 6 months. Consequently, students may be required to obtain more than one National Police Check in a given academic year. Students will be informed by their discipline where this is the case. **If your Police Check is returned with a 'disclosable outcome' you must present this to the Senior Manager, Partnership Operations in the Office of the Provost as soon as possible.**

Students are able to apply for a Police Check either by completing:

1. an application via Fit2Work
2. an application via Victoria Police

Fit2Work

This application process is initiated by Partnership Operations in the Office of the Provost. A student will receive an email from Fit2Work to invite them to commence the process. From November 2023 the fee for a Fit2Work check is \$29.90 excluding GST (this rate only applies to applications initiated by La Trobe University). The turnaround time is usually 1-2 days. The cost indicated above includes the student discount and is payable by the student. The cost indicated is subject to review by Fit2Work on an annual basis.

Victoria Police

Students can select to apply for a Police Check via Victoria Police. Payment is made directly to the organisation undertaking the police check as part of the application process. La Trobe University will not act on behalf of students or accept payments in relation to National Police Checks. As of 1 July 2022, the fee for a National Police check (name only) is \$50.50. 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 at least 6 weeks before the deadline advertised for their discipline for sighting a valid Police Check. More complex checks can take longer to process.

Students will need to navigate to the National Police Check portal – [On Application National Police Check](#) and follow the prompts in the application process. The following information will be required. You will:

1. need to select 'National Name Check'
2. require at least 3 documents, including one with photo ID, to complete a 100 point identity check
3. need the third document to be either a current Australian Driver Licence or Medicare Card.
4. need a smartphone or borrow a smartphone.

If you do not have a Victorian residential address you will need to obtain an Australian Federal Police check (AFP). For further information visit the following link <http://www.afp.gov.au/>

Things To Know

1. Police Checks are paid for by the student
2. Students must tick the **"Healthcare"** box and then in "Please specify" type **'Student Placement'** and indicate your discipline (e.g. Nursing, Physiotherapy etc.).
3. Students must complete:
 - Name of organisation – **LA TROBE UNIVERSITY**
 - Name of organisation's representative – **OPV Partnership Operations**
 - Daytime contact phone number – **1300 LA TROBE (1300 52 87623)**
4. Students are responsible for uploading their Police Check into InPlace and are required to show the police check to the placement supervisor on the first day of placement.

Interstate Checks

Procedures for gaining police checks for NSW facilities differ from those in Victoria. If you are placed in a NSW facility and require a police check, please speak to the Placements staff.

International Students

Can apply for a Police Check from Victoria Police as well as a Police Check from their home country.