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<b>GUIDELINES</b>	
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<b>COLLEGE OF SCIENCE HEALTH AND ENGINEERING</b>	

## COLLEGE OF SCIENCE HEALTH AND ENGINEERING

### POLICE RECORD CHECK GUIDELINES - PLACEMENTS

<b>Overview</b>	<p>Due to the nature of patient, client or general public contact during a course of study, all students attending placement(s) within the College of Science, Health and Engineering must obtain a Police Record Check prior to the commencement of placement, and at the start of each subsequent year, to be eligible to be able to attend placement. Students will not be permitted to undertake any placements unless they obtain and provide a copy to the Placements Unit a satisfactory Police Check. Students must be able to present the document on the first day of each instance of placement if required by the placement provider.</p> <p>Students undertaking Work Integrated Learning (WIL) programs may also be required to obtain a Police Record Check, subject to the requirements of the subject or the reasonable expectations of the WIL host organisation.</p> <p>Students are expected to take full responsibility for:</p> <ul style="list-style-type: none"> <li>• Submitting their police record check application</li> <li>• Maintaining a current police record check</li> <li>• Safely storing their police record check</li> </ul> <p>Please note, policies and procedures of placement agencies may differ from La Trobe University. The policy and procedure defined by the placement agency may take precedent over the above policy and procedure during placement.</p>															
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<b>Definitions</b>	<p>'Placement(s)' – for the purpose of this document this includes; the allocation of a</p>															

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	<p>student to an organisation, including the University’s clinics and Sports Centre, in order to practice specific clinical, professional, fieldwork or other skills as part of a program or course requirement.</p>
<b>Privacy requirements</b>	<p>La Trobe University is required to handle your personal details responsibly. The purpose for which the information is collected is to enable students to undertake placements.</p> <p>The University may disclose a student’s name, the fact that they have a satisfactory Police Check and the date it was obtained to third parties where placements are undertaken.</p> <p>All handling of your police check is conducted in accordance with the requirements of the Victoria Police: Information Release policy which is available at: <a href="http://www.police.vic.gov.au/content.asp?a=internetBridgingPage&amp;Media_ID=38447">http://www.police.vic.gov.au/content.asp?a=internetBridgingPage&amp;Media_ID=38447</a></p>
<b>What is a Police Record check</b>	<p>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 State or Territory police force or service that discloses evidence of whether a person:</p> <ul style="list-style-type: none"> <li>• Has been convicted of an offence;</li> <li>• Has been charged with and found guilty of an offence but discharged without conviction; or</li> <li>• Is the subject of any criminal charge still pending before a Court.</li> </ul>
<b>How to obtain a Police Record Check</b>	<p>An application for a Police record form may be accessed via the Victorian Police website <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a> or from Fit2Work <a href="http://www.fit2work.com.au">www.fit2work.com.au</a></p>
<b>Duration of validity</b>	<p>Police Record Checks are current only for the day on which they are issued. For the purposes of these guidelines, Police Record Checks need to be dated within the same year as the placement being conducted. Students should obtain a Police Record Check in the first year that placement is offered and at the start of each subsequent year.</p> <p>Some placement providers 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.</p>
<b>Fees</b>	<p>Students are responsible for all associated costs incurred when obtaining a Police Record Check. Payment is made directly to Victoria Police or Fit2Work as part of the application process.</p> <p>La Trobe University will not act on behalf of students or accept payments in relation</p>

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	<p>to Police Record Checks.</p> <p>Application fees for Victorian Police checks change on 1 July, every year, in accordance with the Victorian Police (Fees and Charges) Regulations 2014.</p> <p>As at 1 July 2018, the fee for a Victorian Police check national name check is \$47.70, however students are eligible for a reduced fee of \$17.90 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. To do this, students must take their application form to the Ask La Trobe Help Zone at the Bundoora Campus Library or post their application to the Regional Placements Unit. 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.</p> <p>As at 1 October 2018 the fee for a Fit2Work check is \$21.90 excluding GST (please note this rate only applies to applications initiated by La Trobe University, the cost is significantly higher if students submit a direct application request) and usually takes between 1-2 days. The cost indicated above include the student discount. The cost indicated is subject to review by Fit2Work on an annual basis.</p>
<b>Providing evidence of your Police Record Check</b>	<p>Prior to a student attending placement, the Placements Unit is required to provide written confirmation to placement providers that they have sighted the Police Record Check of any student attending placement. Most agencies require the University 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 required documents have been sighted.</p> <p>Students are required to upload a copy of their Police Record Check to the Student Placement Management System (InPlace), prior to the discipline specific nominated timeframe.</p> <p>Individual disciplines will communicate with students about their discipline specific timeframes for Police Record Checks and final deadlines for submission.</p>
<b>Failure to present a Police Record Check by discipline deadline</b>	<p>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 submission deadline will be withdrawn from placement.</p> <p>Due to the cost and limited supply of placements the University cannot guarantee that a suitable alternative placement may be sourced for students that do not comply with the discipline deadline.</p>
<b>Disclosable outcomes</b>	<p>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.</p>

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	<p>A student whose 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.</p> <p>Students that have a disclosable outcome recorded on their Police Record Check should immediately seek advice from the Senior Coordinator Placement Operations or discipline specific Clinical Coordinator about the implications. The Senior Coordinator Placement Operations or delegate will liaise with the HR Director (or closest equivalent position or delegate) within the placement provider organisation and discuss the student's case and whether proceeding with the planned placement is possible. The student will be de-identified in such cases. Clinical Educators or other staff involved with supervising students on placement are not informed of any cases where a student they are supervising may have a disclosable outcome on their police check.</p> <p>Although a disclosable outcome does not automatically prevent a student from attending placement, placement providers have the right to reject a student based on the outcome. The University cannot overturn this decision. Consequently, a student may have their progression halted at any instance of placement within the course.</p> <p>Where a student presents with a disclosable outcome on their Police Record Check, placement providers 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.</p> <p>Should a placement provider deny a student from attending placement, the University will make reasonable attempts to source a suitable alternative placement. The University will consider that it has made reasonable attempts to find a suitable alternative placement if it has received rejections from three placement providers (however the number may be lower depending on availability of placements).</p> <p>Where reasonable attempts have been made and no 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 take a Leave of Absence from the course or reconsider their enrolment in the course.</p>
<p><b>Disclosable Outcomes for Prospective Students and Newly Enrolled Students</b></p>	<p>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 placement component.</p> <p>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.</p>

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<p><b>Change in status</b></p>	<p>Any student that experiences a change in the status of their Police Record Check, such as being investigated for, charged with, or found guilty of, a criminal offence, must immediately consult with the Senior Coordinator Placement Operations or 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 withdrawn from placement.</p>
<p><b>Undertaking placements outside Victoria or Overseas and Residing outside of Victoria</b></p>	<p>Students that undertake interstate placements and students that reside outside of Victoria may be required to obtain a state or territory specific Police Record Check in order to undertake their placement.</p> <p>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 specific Placement Officer at the time of placement allocation and should consult with their discipline specific Clinical Coordinator at the time of arranging an overseas placement.</p>
<p><b>Police Record Checks for international students and students that have resided outside of Australia</b></p>	<p>Students that have resided overseas for more than 12 months in the past 10 years are required to provide a Police Record Check from the country of residence and/or statutory declaration that they have never been convicted of any crime.</p> <p>International students that have proof of an Australian residential address may apply for a Victorian Police Record Check or Fit2Work Check.</p> <p>International students that cannot present proof of an Australian residential address may apply for a National Police Check through the Australian Federal Police (AFP).</p> <p>A National Police Check Application Form may be accessed via the Australian Federal Police website: <a href="https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks">https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks</a></p> <p>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.</p> <p>A National Police Check costs AUD42.00.</p> <p>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.</p>
<p><b>Police Record Checks Obtained through Registering Bodies</b></p>	<p>Students may hold registration with an accrediting body where the registration includes an alternative form of a Police Record Check. La Trobe University cannot guarantee that a Police Record Check obtained through an accrediting body will be accepted as a suitable alternative to a Victorian Police Record Check or Fit2Work Check by the placement provider even if it is recognised as being equivalent. Where an agency rejects the alternative check, students are required to obtain a Victorian Police Record Check or Fit2Work Check.</p>

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<b>References</b>	DHHS – Standardised Student Induction Protocol <a href="https://www2.health.vic.gov.au/~//media/health/files/collections/policies%20and%20guidelines/s/standardised%20student%20induction%20protocol.docx">https://www2.health.vic.gov.au/~//media/health/files/collections/policies%20and%20guidelines/s/standardised%20student%20induction%20protocol.docx</a> DHHS Ageing and Aged Care - Police Certificate Guidelines for Aged Care Providers <a href="https://agedcare.health.gov.au/police-certificate-guidelines-for-aged-care-providers">https://agedcare.health.gov.au/police-certificate-guidelines-for-aged-care-providers</a>
<b>Approval Body</b>	SHE College Board
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<b>Contact Person</b>	Senior Coordinator Placement Operations