IMPORTANT: Information for successful applicants

**Master of Professional Psychology at La Trobe University**

Please read all this information carefully.

You must provide a **Police Record Check, Working with Childrens Check (or equivalent),** and evidence of your **application for Provisional Psychologist Registration** with PsyBA to be made an unconditional offer of admission (see below for further details).

You must provide a **Police Record Check** (also called a “National Criminal History Record Check” or “National Police Certificate”) prior to enrolment. Students are expected to take full responsibility for (i) submitting their police record check application, (ii) maintaining a current police record check, and (iii) safely storing their police record check.

* For Victorian applicants, an application for a Police record form may be accessed via the Victorian Police website: <https://www.police.vic.gov.au/national-police-records-checks> (For option 2 – authorised student placement: Other: “Psychology placement”)
* For both Victorian and interstate candidates, applications can be accessed via Fit2Work: [www.fit2work.com.au](http://www.fit2work.com.au)
* See how to apply for a National Police Record Check: <http://www.police.vic.gov.au/content.asp?a=internetBridgingPage&Media_ID=38446>
* Students are responsible for all associated costs incurred when obtaining a Police Record Check. The Department of Psychology, Counselling and Therapy at La Trobe University is an authorised organisation and holds a CVF permit, which allows students to pay a reduced fee (see information below\*). Payment is made directly to Victoria Police or Fit2Work as part of their application process. The minimum turnaround is 10 working days but it can take up to 6 weeks.
* *\*A reduced fee (CVF) applies to student placements if you are based in Victoria. To arrange this:*
	+ *Contact Heather Hardie, Senior Coordinator, Clinical Services Ph: 9479 1952;* *h.hardie@latrobe.edu.au**. Heather must sign your application form to obtain the reduced fee for students/volunteers.*
* Police Record Checks are current only for the day on which they are issued. Your initial Police Record Check needs to be dated **within the last 6 months**. Students will then need to obtain an updated Police Record Check every 12 months while you are completing placements.
* **Evidence required for unconditional offer:** upload a certified copy of your police check to the applications portal.

You must provide the equivalent of a “**Victorian Working with Children Check**” before commencement of the program. If you are an interstate student, you should apply for your own state’s equivalent for a working with children check as you will require this if you complete a local placement.

* For Victorian candidates, go to: [http://www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au/)
* Select **Volunteer** (there is no cost to apply for a card as a volunteer/student on placement). The occupational work code is **52**. The organisation and address is: School of Psychology and Public Health, La Trobe University, Bendigo, 3552. Phone: 1300 52 87623.
* Allow 3-8 weeks for the WWC to be returned. It will be valid for 5 years.
* **Evidence required for unconditional offer:** upload a certified copy of your working with children’s check (or equivalent) to the application portal. For Victorian candidates, this will be a copy of the front and back of your card. For candidates in states that do not provide a card you may instead provide a **certified copy** of your confirmation/approval letter.

You must also **apply for** **provisional psychologist registration** with the Psychology Board of Australia before commencement of the program. Information and forms can be found here: <https://www.psychologyboard.gov.au/Registration/Provisional.aspx>

* Become familiar with the form as soon as you accept a conditional offer of a place and start to gather the supporting documentation. Do not leave this application until you are just about to start your course as it can take many weeks to gain approval.
* Note that your address of principal place of practice will be: School of Psychology and Public Health, La Trobe University, Edwards Rd, Flora Hill, Vic. 3552 (and not your residential address).
* Your transcripts for accredited psychology qualifications must be sent directly from your institution to AHPRA, so check the procedure and cost at the Student Services office of each institution. Do not attach your copy of your academic transcript.
* All enrolling students (including part-time students) must maintain their provisional registration throughout the duration of the course.
* Once you are enrolled, La Trobe will notify AHPRA that you have met this final requirement
* **Evidence required for unconditional offer:** As your provisional psychologist registration will not be approved until you are enrolled in the course, please upload a screen capture confirming your application has been submitted to the application portal. Please see the example of the screen capture we require. In the event the portal will not accept the screenshot (as sometimes occurs) you may instead email this document to PGPsycSelection@latrobe.edu.au directly.



**Program Commencement**

* All enrolled candidates must attend all sessions of the subjects they are enrolled in.
* Orientation and the two intensive weeks of workshops will run the 10th – 21st of July 2023 (inclusive) at La Trobe University, Bendigo campus. Students must attend all relevant days (including orientation) and may attend online or in person in Bendigo. In person attendance is strongly encourage.
* Regular weekly online coursework classes then commence at the beginning of Semester:
	+ Semester 2: 31/7/23 - 29/10/23

**Accommodation for block teaching weeks at Bendigo**

­For candidates requiring accommodation during the intensive weeks, Residential Services at the Bendigo campus, La Trobe University offer short stay options for around $58.50/day or $409.50/week (subject to availability) at each of their four accommodations. All accommodations include a single room with shared bathroom, kitchen and common area, internet access, and are cleaned every 1-2 days. Further information and photos of the various accommodation options can be accessed here: <https://www.latrobe.edu.au/accommodation/on-campus/locations/bendigo>

* To apply: [https://www.latrobe.edu.au/accommodation/apply-now/how-to-apply](%20https%3A/www.latrobe.edu.au/accommodation/apply-now/how-to-apply) Or call: 5444 7525.