

## 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, you may be required to obtain more than one national police check in a given academic year. You 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, Placement Partnering & Operations in the Office of the Provost as soon as possible.**

Students can apply for their police check either through fit2work or another Australian Criminal Intelligence Commission (ACIC) accredited police checking service, or through an Australian police agency for a national police check:

- [fit2work User Guide – Student Police Checks](#) [PDF 716KB]
- [Australian Federal Police - National Police Checks](#)

We recommend that you use fit2work, due to the fast turnaround time and access to a discounted rate. However you are welcome to complete your check through another accredited service should you choose to do so.

### **Fit2Work**

This application process is initiated by Placement Partnering & Operations in the Office of the Provost. You will receive an email from fit2work to invite you to commence the process. From November 2023 the fee for a fit2work check is \$24.90 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**

You 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. Application fees for Victoria Police checks change on 1 July every year. Please check directly with [Victoria Police](#) for their current prices. 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.

You will need to navigate to the national police check portal – [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 can apply online via fit2work or through an organisation that is an accredited police checking service through the Australian Criminal Intelligence Commission, including the Australian Federal Police. <https://www.afp.gov.au>

### **Things To Know**

1. Police Checks are paid for by the student.
2. For the purpose fields within your application, you will need to include the following:
  - Position title/Volunteer position: **Student Placement, [course name] – e.g. Student Placement, Bachelor of Nursing**
  - Employer name/Workplace/Organisation name/Volunteering organisation: **La Trobe University**
  - Location/Town: **Victoria**
  - State: **Victoria**
3. You may also be asked to provide the following:
  - Name of organisation – **La Trobe University**
  - Name of organisation's representative – **OPV Placement Partnering & Operations**
  - Daytime contact phone number – **1300 LA TROBE (1300 52 87623)**

NOTE: if you are undertaking your police check application through the fit2work volunteer link provided by your Placement Officer you will not need to put in this information as this information must be completed by the Placement Officer when generating the fit2work volunteer police check link.

If you have undertaken your Police Check with fit2work, through the volunteer/student fit2work link provided by La Trobe University, you are no longer required to upload a copy of your fit2work certificate to InPlace. Your Police Check will be automatically verified within 3 business days of processing by fit2work. If you have undertaken your Police Check with another provider or who have not used the volunteer/student fit2work link provided by La Trobe University are required to upload a copy of their police check certificate to [InPlace](#) for verification under the 'Australian Police Check' section of your profile.

**Interstate Checks**

You will be informed by your Placement Officer if you are required to apply for a different police check.

**International Students**

International students or students who have lived overseas for more than 12 consecutive months over the past 10 years are required to provide a police check from their previous country of residence in addition to an Australian police check.

Note: fit2work offers international police checks if students were not able to organise one from their home country before arriving in Australia.

Current at 3 June 2024