

## Police Check Frequently Asked Questions

### What is a police 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 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.

### Do I have to obtain a police check?

Yes – you must obtain a police check prior to the commencement of placement to be able to attend placement. You will not be permitted to undertake any placements unless you obtain and provide a copy of a satisfactory police check to the Placement Operations.

### How long is a police check valid for?

The Department of Health [Standardised Student Induction Protocol](#) stipulates that a Police Check is valid if ‘issued within the past three years or not more than six months prior to the 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.

### How do I apply for an Australian police check?

Depending on your residential address you can apply for a police check through either the [Victoria Police](#), [fit2work](#) or the [Australian Federal Police](#)

- Students with a Victorian residential address can apply for a police check through either the Victoria Police or through fit2work.
- Students with an Australian residential address outside of Victoria can only apply for a police check through fit2work.
- Students with an overseas address can apply for a police check through fit2work or the Australian Federal Police.

### Do I have to pay for the police check?

Yes – you are responsible for all associated costs incurred when obtaining a police check. Payment is made directly to Victoria Police, fit2work or Australian Federal Police as part of the

application process. La Trobe University will not act on behalf of students or accept payments in relation to police checks.

### **Do I have to upload my police check to InPlace?**

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.

### **I am having trouble logging in to InPlace. Can I email my police check to the Placement Officer?**

No - you will need to contact ASK La Trobe - 1300 LA TROBE (1300 52 87623) for any technical/IT difficulties.

### **When do I have to submit my policy check by?**

Your Placement Officer will communicate with you about your discipline specific timeframe for police checks and final deadlines for submission.

### **What if I don't have my police check by the discipline specific deadline?**

Your placement allocations will not be confirmed if you fail to present your police check by the discipline deadline, and you risk being withdrawn from upcoming placements.

Due to the cost and limited supply of placements, we cannot guarantee that a suitable alternative placement will be sourced for you if you do not comply with the discipline deadline for clinical documents. This may lead to a delay in your progression through the course.

### **Do I need to upload a certified copy to InPlace?**

No – you are not required to upload a certified copy to InPlace. However, some placement providers require students to submit coloured certified copies prior to placement commencing. If a placement provider requests a certified copy of your police check you must comply – a black and white or colour photocopy will not be sufficient if they have requested a colour certified copy and the placement provider may refuse you to attend placement if you don't comply.

As you receive an electronic PDF result from fit2work, if you have completed your police check via fit2work and a certified colour photocopy has been requested, please contact your Placement Officer for further guidance.

### **Will my police check be shared with a placement provider?**

Where required, we may disclose your name, the fact that you have a satisfactory police check and the date it was obtained to third parties where placements are undertaken. All handling of

your police check is conducted in accordance with the requirements of the [Victoria Police: Information Release Policy](#).

### **Do I need to take my police check with me to placement?**

Yes – you should take your police check with you on the first day of each placement. Some placement providers may also require you to have your police check with you for every day of placement. Placement providers may send you home if you arrive at placement without a satisfactory police check.

### **I can't get my police check until the start of the new year but the deadline for documents to be uploaded for my discipline is late in the previous year?**

We are aware that you are not able to obtain a new police check until January, which may be after the deadline for submission of clinical documents has passed for your discipline. If you have a deadline of the year prior to placement, your Placement Officer will advise you of a separate deadline for uploading the police check. Please make sure you have obtained and uploaded the police check by this deadline.

You must upload all other documents (excluding the annual influenza vaccination) by the due date.

### **What do I do if I've lost my police check?**

If you have lost or misplaced your police check, you will need to replace it. In some instances, fit2work may be able to provide you with a new copy of your original police check. If you have lost a Victoria Police or AFP check, you will need to obtain a new police check prior to commencing any placement.

### **I have a police check through holding registration with an accrediting body, can I use this instead of obtaining a separate police check?**

We cannot guarantee that a police check obtained through an accrediting body will be accepted as a suitable alternative to a Victoria Police check or fit2work police check by a placement provider, even if it is recognised as being equivalent. Where an agency rejects the alternative check, you will be required to obtain a police check through either Victoria Police or fit2work.

### **Where can I find out more information?**

Please check La Trobe University's [Police Check Guidelines](#) [PDF 124KB] for further information.