

IMPORTANT: Information for successful applicants

La Trobe University Master of Professional Psychology and Master of Clinical Psychology

Please read all this information carefully. Missing any of these documents WILL prevent your enrolment.

To receive a full offer, you must provide:

- 1) Police Record Check
- 2) Working with Children's Check (or equivalent)
- 3) Evidence of your application for Provisional Psychologist Registration with PsyBA

1) Police Record Check (also called a "National Criminal History Record Check" or "National Police Certificate"). 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") A reduced fee (CVF) applies to student placements if you are based in Victoria. The discount code is CVF4393 which is for your use only.
- For both Victorian and interstate candidates, applications can be accessed via Fit2Work: www.fit2work.com.au
- Students are responsible for all associated costs.
- 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.
- Police Record Checks are current only for the day on which they are issued. Your Police Record Check must be dated within the last 6 months. Students will then need to obtain an updated Police Record Check every 12 months while completing placements.
- Evidence required for unconditional offer: upload a certified copy of your police check to the applications portal.

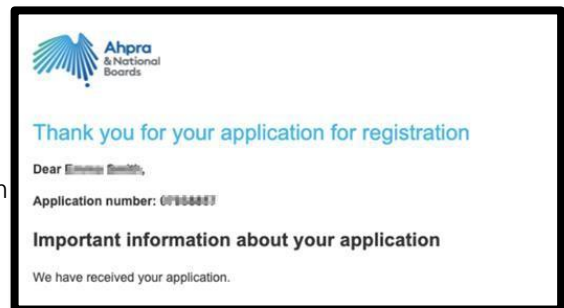
2) The equivalent of a "Victorian Working with Children Check". If you are an interstate student, you should apply for your own state's equivalent as you will require this to complete a local placement.

- For Victorian candidates, go to: <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 5287623.
- Allow 3-8 weeks for the WWC to be returned. It will be valid for 5 years.
- WA is the only state which still requires a 'wet ink' signature on an application for a new WWCC. If you have someone in WA who can sign it (for example a current employer or someone at a place you currently volunteer) you can ask them to sign it. If not, please send your form to: Assoc/Prof Kirstie McKenzie-McHarg, Room 3.12, Education Building, La Trobe Bendigo Campus, Edwards Road, Flora Hill 3550. You must email Kirstie in advance to ensure that she will be there to receive it. Please include a stamped, self-addressed envelope.
- Evidence required for unconditional offer: upload a certified copy of your working with children's check (or equivalent) to the application portal. Victorian candidates: a copy of the front and back of your card. Candidates in states that do not provide a card: a certified copy of your approval letter.

3) Evidence of application for provisional psychologist registration with the Psychology Board of Australia. 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 must maintain provisional registration at all times during 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 contact [Future Students](#) for assistance.
 - To avoid upload issues please:
 - Avoid naming the file “AHPRA or Registration
 - Upload under Post Offer Documents or Other.
- It can take up to three working days for uploaded documents to be reviewed. If your document is rejected, we will advise the reason via email and what you need to do to ensure the document is accepted.
- Please ensure all documents are file format PDF or JPEG and no larger than 5MB



4) Program Commencement

- The course will commence with orientation and the two intensive weeks of teaching.
- Students must attend all relevant days (including orientation) and may attend online or in person. Part-time students will not need to attend all days. In person attendance is strongly encouraged.

Once you have submitted all the required documents, you will receive a detailed welcome letter giving information about the intensive weeks' timetable, semester-based timetable, accommodation options and enrolment.