

National Police Check Process for Students

Related Policy	University Safety and Wellbeing Policy
Responsible Officer	Director of Professional Experience
Approved by	Director of Professional Experience
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Responsible Organisational Unit	College of Health and Medicine

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1 Objective

Australian healthcare facilities and non-Government Organisations, under the Health Practitioner Regulation National Law Act 2009, Aged Care Act 1997 and Australian Health Practitioner Regulation Agency (Ahpra) criminal history registration standards, require all staff, students and volunteers who will come into contact with children, elderly and vulnerable people and associated sensitive information to undertake a National Police Record Check.

2 Scope

All students enrolled in College of Health and Medicine (CoHM) courses which include a professional experience placement are required to undertake a National Police Record Check as part of the pre-placement CoHM [Safety in Practice Compliance](#) requirements.

3 Process

3.1 Student Responsibility

College of Health and Medicine students must:

- Undertake a National Police Record Check to **obtain** a National Police Certificate (NPC). In accordance with the Health Practitioner Regulation National Law Act 2009, Spent and Annulled Convictions Legislation are **not applied** (this means the student must disclose their **entire** criminal history on their NPC).

The CoHM will accept NPCs from **fit2work** or Australian State/Territory Police. The **fit2work application** link is located on the CoHM PEP website. The NPC must be **no older than six months** when submitted and remains current for 3 years, unless there are changes to the student's criminal history.

- Submit fit2work reference number via InPlace, or Australian State or Territory National Police Certificate in person for sighting by **week 2 of the first semester** of their course or, **prior to beginning study in case of late enrolment**, and every **3 years thereafter**. This submission date ensures sighting of the NPC and referral to the CoHM Manager, PEP Safety in Practice for risk assessment, where required, occurs prior to census date in accordance with the CoHM Safety in Practice Compliance and Risk Assessment Process.
- Provide their **current** NPC to PEP provider healthcare facilities for sighting, where required, at the start of their PEP. The Program PEP Administrator **does not** retain a copy of the NPC.
- Notify the Program PEP Administrator if an offence is committed during the course of study. Additionally, if registered as a student with Ahpra, notify Ahpra in accordance with 'students obligations to notify Ahpra' <https://www.ahpra.gov.au/Registration/Student-Registrations.aspx>. Students may be required to obtain a new NPC.

International Students

In **addition** to the procedural requirements above, international students and students who have been a citizen of or have resided in another country since turning 18 years of age, must submit a National Police Certificate (or equivalent that has been translated into English) from the country of birth or country of residence.

Placements in other States/Territories and Countries

In addition to the procedural requirements above, students undertaking placements in other states/territories or countries may also be required to meet jurisdiction specific requirements – more information and assistance is provided to students where required. Current example:

- **Tasmanian student of Nursing** applies to undertake a placement in **NSW**. The student has an offence recorded on their NPC, so must submit their NPC to NSW Health for risk assessment. The student is contacted by the NSW PEP Coordinator to discuss the risk assessment process.

3.2 College Responsibility

College of Health and Medicine Manager, PEP Safety in Practice must:

- Assess the offences recorded on a student's NPC for risk to public health and safety via the PEP NPC Risk Assessment Process (3.3).
- Notify the student and Program PEP Coordinator/Administrator of the outcome of the NPC risk assessment, as per one of the following:

Tasmania:

- The student is **eligible** to participate in the Program and is 'Clear to attend PEP'.
or
- The student is **eligible** to participate in the Program and is 'Clear to attend PEP with conditions', which are articulated.

New South Wales:

- The student is **eligible** to participate in the Program, but must also apply to NSW Health for authority to undertake Clinical Placements within NSW Public Health Facilities.

OR:

- The student is '**Ineligible** to participate in the Program', and is advised of the:
 - reasons for the decision;
 - consequences for course completion;
 - notification to the Regulatory Agency (if required); and
 - the process available for the student to seek a review.

3.3 PEP NPC Risk Assessment Process

The CoHM PEP NPC risk assessment process is applied to determine whether a student who has conviction/s or charges pending is eligible to undertake PEP. Eligibility to participate in PEP is decided in accordance with University of Tasmania [Safety and Wellbeing Policy](#) and AHPRA [criminal history registration standards](#).

The Risk Assessment Outcome (table 1) is determined by the CoHM Manager, PEP Safety in Practice through application of a risk assessment mechanism. In accordance with the Health Practitioner Regulation National Law Act 2009, **all criminal history disclosures** on the student's NPC are assessed.

Table 1: PEP NPC Risk Assessment Outcomes

No Risk	Assessable Risk	Unacceptable Risk
No Criminal History	Offence Against a Person	Legislative and Regulatory Requirements
	Offence Involving Violence	Sexual Offence and Murder
	Drug Possession	Offence Against a Vulnerable Person
	Offence Involving Dishonesty or Fraud	Offence Involving Strong Violence
	Offence Relating to Property Damage	Drug Trafficking
	Driving Offence	
Outcome <i>Clear to attend PEP</i>	Outcome <i>Clear to attend PEP or ineligible to participate in PEP</i>	Outcome <i>Ineligible to participate PEP</i>

4 Definitions and Acronyms

Term/Acronym	Definition
NPC	National Police Certificate
Organisational Unit	College of Health and Medicine
PEP	Professional Experience Placement

5 Supporting Documentation

The College of Health and Medicine National Police Check Procedure for Students complies with the:

- [Aged Care Act 1997](#);
- Australian Health Practitioner Regulation Agency (AHPRA) [criminal history registration standards](#);
- [Health Practitioner Regulation National Law Act](#), 2009;
- University of Tasmania [Privacy Policy](#);
- University of Tasmania [Professional Experience Placement Policy](#) and [Procedure](#);
- University of Tasmania [Safety and Wellbeing Policy](#).

6 Versioning

Former Version(s)	Version 1 - National Police Record Check Guidelines and Procedures Approved - 4 th February 2009 Reviewed - 4 th February 2011
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