Welcome to the final year of your Bachelor of Paramedic Practice (BPP) Program.

As you are aware, to complete your studies, all students will undertake professional experience placement (PEP). Placements in 2020 will give students the opportunity to continue to develop the required skills to practice as a registered paramedic.

This PEP information pack contains information to assist students in preparing for 2020 placements. As a student healthcare practitioner, it is important that you remain up to date with your compliance status. The compliance process ensures students are safe to enter the practice environment and are safe in practice.

The following pages contain the below information and documents to assist you in completing the compliance process, and attaining verification for the upcoming year.

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College of Health and Medicine Safety in Practice Pregnancy Guidelines
Compliance Documents

  - College of Health and Medicine 2020 Safety in Practice Agreement
  - College of Health and Medicine How to obtain a Police certificate
  - College of Health and Medicine How to obtain a Working with Children Check
2020 Placements

During this year, students will undertake three placements:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Duration</th>
<th>Key Learning Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-6/03/2020 or 9-13/03/2020</td>
<td>1 week each</td>
<td>CAA206: Interprofessional Clinical Placement: Emergency Department</td>
</tr>
<tr>
<td>29/08/2020 - 25/09/2020</td>
<td>4 weeks</td>
<td>CAA207: Emergency Ambulance</td>
</tr>
<tr>
<td>31/08-18/09/2020</td>
<td>3 weeks</td>
<td>CAA207: International/Interstate Emergency Ambulance</td>
</tr>
<tr>
<td>26/12/2020-22/01/2021</td>
<td>4 weeks</td>
<td>CAA208: Emergency Ambulance</td>
</tr>
</tbody>
</table>

- **CAA206: Emergency Department** - one week attendance required on one of the above dates
- **CAA207: Emergency Ambulance** - during this placement, there may be the opportunity for students to undertake an international placement with London Ambulance Service. Key dates for this placement are:
  - 1200 Friday 28 February to 2359 Sunday 15 March 2020: Application Period
  - 1200 Monday 23 March 2020: Applicants informed of the outcome

Further information is available via the [London Ambulance Service Placement webpage](#).

NSW Ambulance continues to experience structural and operational change, which means there are a limited number of placements across the Metropolitan Region. The Metropolitan division stretches from Engadine in Southern Sydney to Toukley on the Central Coast and across to Katoomba. Due to the limited number of places, metropolitan students will only be able to submit comments for these placements, not station preferences.

Regional placements offer unique opportunities for personal and professional growth as students attend placement while living and practicing in regional NSW communities. These experiences are highly valued by future employers.

Students allocated to a regional placement will be able to submit preferences, which will be taken into consideration along with course requirements and station availability. If any student would prefer to complete a second regional placement, please contact the NSW PEP Team.

InPlace will automatically allocate students to their placement based on station availability, previous placement and term address as listed in eStudent. Final allocations will be reviewed with Suzanne Avis, Head of Discipline (Course Coordinator).

Further information is available from the [NSW BPP PEP webpage](#).
Compliance

As you would recall from earlier this year, the compliance process has many steps and can take some time. It is a process you will undertake regularly in your paramedic career. Therefore, it is important you read the below information carefully.

Through your 2019 placements, students will have realised that the University of Tasmania and our partners take student safety seriously. In line with legislative and policy requirements, strict criteria have been set that must be met prior to students attending placement.

Students will have completed the majority of their compliance items in first year. However, students need to be aware several compliance items do have expiry dates (see below), which need to be current to the end of each placement.

As only compliant students will be able to submit preferences and comments prior to each placement, students will need to ensure compliance requirements that expire prior to or during placement are updated before the preference period opens (see attached 2020 BPP schedule for further information).

- **Safety in Practice Agreement (SIP)** needs to be completed annually. As you may be aware, to practise as a paramedic, you must have the medical, physical and psychological capacity to practise safely.
  - Complete the University of Tasmania Safety in Practice (SIP) Agreement
  - Under section 9, students are required to make a Safety in Practice Disclosure, in regards their medical, physical and psychological capacity to practise safely. Please consider these questions carefully. If students answer yes to any of the questions in the Disclosure, a Health Assessment Form needs to be completed by the student and their treating healthcare practitioner. This will allow the university makes any reasonable adjustments to assist you undertake your placement.
  - Scan the completed form into a single PDF and upload into InPlace.

- **National Police Certificate:** go to the College Compliance website, and scroll down to the Fit2work link. This is a specially created link that provides access to an online national police certificate provider at a discounted rate. Fit2work is only online police check provider accepted by the University.

- **NSW Working With Children Check:** applications and renewals can be made via the NSW Office of the Childrens Guardian website.

- **First Aid and CPR** are entry only requirements to the Bachelor of Paramedic Practice and do not require updating.

Students are responsible for the cost of and ensuring any items expiring prior to/during a placement are updated. Students are advised to retain their original compliance documents, as these documents will need to be presented in person to NSW Health and partners, and will form part of graduate program application at the completion of your studies.

For further information regarding PEP please refer to College Compliance. The NSW PEP Team look forward to delivering your PEP and can be contacted via Sydney.placements@utas.edu.au or as below:

Kind Regards

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**Jann Schwensen**
NSW Senior Immunisation Adviser
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**Ivan Kan**
Darlinghurst Administration Officer
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<table>
<thead>
<tr>
<th>Week</th>
<th>Week Beginning</th>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>17-Feb</td>
<td>Orientation and Unistart - PEP Talk</td>
<td>CAA206 PEP: Emergency Department students only undertake 1 rotation (5 days)</td>
</tr>
<tr>
<td>1</td>
<td>24-Feb</td>
<td>PEP document submission commences - PEP Talk</td>
<td>CAA206 PEP: Emergency Department students only undertake 1 rotation (5 days)</td>
</tr>
<tr>
<td>2</td>
<td>2-Mar</td>
<td>PEP document submission continues</td>
<td>CAA206 PEP: Emergency Department students only undertake 1 rotation (5 days)</td>
</tr>
<tr>
<td>3</td>
<td>9-Mar</td>
<td>PEP document submission continues</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>16-Mar</td>
<td>PEP document submission continues</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>23-Mar</td>
<td>PEP document submission finalised</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>30-Mar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7A</td>
<td>6-Apr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7B</td>
<td>13-Apr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>20-Apr</td>
<td>Bulk Compliance 1</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>27-Apr</td>
<td>Emergency Ambulance Metro Preference period</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>4-May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>11-May</td>
<td>Bulk Compliance 2</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>18-May</td>
<td>CNA146 - Preference Period</td>
<td>(Only compliant students will be able to submit preferences)</td>
</tr>
<tr>
<td>13</td>
<td>25-May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study Break</td>
<td>1-Jun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exams</td>
<td>8-Jun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>15-Jun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>22-Jun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>29-Jun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>6-Jul</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>13-Jul</td>
<td>CNA146 - Allocations finalised</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>20-Jul</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>27-Jul</td>
<td>CAA207 - Preference Period</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>3-Aug</td>
<td>CAA207 - Allocations finalised</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>10-Aug</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>17-Aug</td>
<td>CNA146 PEP: Aged Care students only undertake 1 rotation (5 days)</td>
<td>CAA207 PEP: Emergency Ambulance (commencing 29/08/2020)</td>
</tr>
<tr>
<td>7</td>
<td>24-Aug</td>
<td>CNA146 PEP: Aged Care students only undertake 1 rotation (5 days)</td>
<td>CAA207 PEP: Emergency Ambulance</td>
</tr>
<tr>
<td>Break</td>
<td>31-Aug</td>
<td></td>
<td>CAA207 PEP: Emergency Ambulance (concluding 25/09/2020)</td>
</tr>
<tr>
<td>8</td>
<td>7-Sep</td>
<td>CAA207 PEP: Emergency Ambulance</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>14-Sep</td>
<td>CAA207 PEP: Emergency Ambulance</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>21-Sep</td>
<td>CAA207 PEP: Emergency Ambulance</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>28-Sep</td>
<td>CAA207 PEP: Emergency Ambulance</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>5-Oct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>12-Oct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study Break</td>
<td>19-Oct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exams</td>
<td>26-Oct</td>
<td>CAA109 - Preference Period</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2-Nov</td>
<td>CAA109 - Allocations finalised</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9-Nov</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>16-Nov</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>30-Nov</td>
<td>CAA109 PEP: Emergency Ambulance (commencing 28/11/2020)</td>
<td>CAA208 - Allocations finalised</td>
</tr>
<tr>
<td>4</td>
<td>7-Dec</td>
<td>CAA109 PEP: Emergency Ambulance</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>14-Dec</td>
<td>CAA109 PEP: Emergency Ambulance</td>
<td></td>
</tr>
<tr>
<td>Break</td>
<td>21-Dec</td>
<td>CAA109 PEP: Emergency Ambulance (concluding 25/12/2020)</td>
<td>CAA206 Preference Period</td>
</tr>
<tr>
<td>6</td>
<td>28-Dec</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>4-Jan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>11-Jan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>18-Jan</td>
<td></td>
<td></td>
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<tr>
<td>10</td>
<td>25-Jan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>1-Feb</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>8-Feb</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>15-Feb</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>22-Feb</td>
<td>Results released 15/02/2021. Following protocols, the College of Health and Medicine will notify AHPRA of students eligibility to be registered</td>
<td></td>
</tr>
</tbody>
</table>

Students please note: Whilst every attempt in advance has been made to ensure the accuracy of dates and durations of PEP across 2020-2021; for operational reasons adjustments may need to be made in negotiation with practice partners in order to maintain PEP opportunities for some students. In this unlikely event, any changes to these dates will be communicated with as much notice as possible.
### Essential Items to take with you on PEP

<table>
<thead>
<tr>
<th>ITEM</th>
<th>YEAR 1 (CAA109)</th>
<th>YEAR 2 (CAA206, CAA207 and CAA208)</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Health and Medicine Safety in Practice Agreement</td>
<td>Completed every year, and if there are changes to student health status</td>
<td></td>
</tr>
<tr>
<td>Health Assessment Form</td>
<td>Completed by student if any health conditions or impairment identified that could compromise students capacity to meet the requirements</td>
<td></td>
</tr>
<tr>
<td>NSW Working with Children Check (WWCC) (valid five years)</td>
<td>Obtained in first year, Sighted by NSW Health and UTas, retained by student and taken to Private Facilities. Update prior to expiry</td>
<td></td>
</tr>
<tr>
<td>National Police Certificate (NPC) (valid three years)</td>
<td>Obtained in first year, Sighted by NSW Health and UTas, retained by student and taken to Private Facilities. Update prior to expiry</td>
<td></td>
</tr>
<tr>
<td>Diphtheria/Tetanus/Pertussis (valid ten years)</td>
<td>Completed in first year. Students must have evidence of vaccination.</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B (no expiry)</td>
<td>Completed in first year. Students must have completed their course and/or submitted serology showing immunity ≥ 10mMols.</td>
<td></td>
</tr>
<tr>
<td>Measles/Mumps/Rubella (no expiry)</td>
<td>Completed in first year. Students must have completed their course and/or submitted serology.</td>
<td></td>
</tr>
<tr>
<td>Varicella (no expiry)</td>
<td>Completed in first year. Students must have completed their course and/or demonstrated immunity.</td>
<td></td>
</tr>
<tr>
<td>Annual Influenza Vaccine</td>
<td>Completed Annually. Students must have evidence of current vaccination if placement occurs between 1 June and 30 September</td>
<td></td>
</tr>
<tr>
<td>NSW Health Vaccination Record</td>
<td>Commenced and completed prior to CAA109. Sighted by NSW Health and UTas, retained by Student and taken to Private Facilities and to job interviews</td>
<td></td>
</tr>
<tr>
<td>First Aid Certificate (valid three years)</td>
<td>Sighted by UTas in First year, retained by student and taken to Private Facilities</td>
<td></td>
</tr>
<tr>
<td>CPR competency (valid one year)</td>
<td>Sighted by UTas in First year, retained by student and taken to Private Facilities. Required in Year 1 only</td>
<td></td>
</tr>
<tr>
<td>NSW Health Attachment 7: Tuberculosis (TB) Assessment Tool</td>
<td>Sighted by UTas and NSW Health in First year, retained by student and taken to Private Facilities</td>
<td></td>
</tr>
<tr>
<td>NSW Health Attachment: 6 Student Undertaking Declaration/Form</td>
<td>Sighted by UTas and NSW Health in First year, retained by student</td>
<td></td>
</tr>
<tr>
<td>NSW Health Code of Conduct Agreement for Students undertaking Clinical Placements</td>
<td>Sighted by UTas and NSW Health in First year, retained by student</td>
<td></td>
</tr>
<tr>
<td>NSW Health HETI Online Mandatory Training</td>
<td>My Health Learning online will open 23 days prior to placement to allow students to complete training when allocated to NSW Ambulance and NSW Health Facilities</td>
<td></td>
</tr>
<tr>
<td>Student ID card (valid three years)</td>
<td>Issued in first year, take to all PEP sites.</td>
<td></td>
</tr>
<tr>
<td>Student Name Badge (valid two years)</td>
<td>Issued in First year, take to all PEP sites.</td>
<td></td>
</tr>
<tr>
<td>Uniform</td>
<td>Ordered and issued before Semester 1 Week 5, worn to practical classes and take to all PEP sites</td>
<td></td>
</tr>
<tr>
<td>Blue or black pen and a pocket sized notebook</td>
<td>Purchased by student in First year, take to all PEP</td>
<td></td>
</tr>
<tr>
<td>Calculator</td>
<td>Purchased by student in First year, take to all PEP</td>
<td></td>
</tr>
<tr>
<td>Unit Outline, including Intended Learning Outcomes</td>
<td>Available from MyLo for each PEP Unit, take to all PEP</td>
<td></td>
</tr>
<tr>
<td>PEP Handbook</td>
<td>Down load from MyLo and take to PEP</td>
<td></td>
</tr>
<tr>
<td>Medicare Card</td>
<td>Personal item, required in the event of injury/illness on PEP as WHS does not apply</td>
<td></td>
</tr>
<tr>
<td>Mobile phones</td>
<td>Cannot be used in Clinical settings.</td>
<td></td>
</tr>
<tr>
<td>Health Facility Specific Information and documentation</td>
<td>Available from InPlace for each PEP</td>
<td></td>
</tr>
<tr>
<td>College of Health and Medicine PEP Information</td>
<td><a href="http://www.utas.edu.au/health/professional-experience-placement">http://www.utas.edu.au/health/professional-experience-placement</a></td>
<td></td>
</tr>
<tr>
<td>Public Transport information is available at: <a href="http://www.transportnsw.info/">http://www.transportnsw.info/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>InPlace will be updated to contain specific information for every placement.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
InPlace is the University of Tasmania’s web based system used by staff and students to organise Professional Experience Placements (PEP). On InPlace students can access their student compliance details, upcoming placements and facility information.

**Logging in for the first time**

- Go to: [https://inplace.utas.edu.au/](https://inplace.utas.edu.au/) and click ‘Staff and Students’
- Your *username* is your University email address, i.e. student123@utas.edu.au
- Your *password* is the same for all University accounts, i.e. MyLO, eStudent and Webmail
- When you log in to InPlace you will be presented with **Terms and Conditions** that you need to accept in order to use the system.

**Use your Home page**
Use the Toolbar

Tip! On a mobile device tap the menu icon 📅 to access the toolbar items.

<table>
<thead>
<tr>
<th>Link</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Click to return to the Home page.</td>
</tr>
<tr>
<td>Confirmed</td>
<td>Click to open the Confirmed page and view all your confirmed placements and confirmed (successful) opportunities. A number appears beside the link if there are new items to view. From the Confirmed page you can open a placement and then access your schedule (including your log book or timesheets) and any documents linked to the placement, view assessment details and use the carpool feature.</td>
</tr>
<tr>
<td>Available</td>
<td>Click to view a list of all advertised opportunities (such as projects, internships and volunteering positions) you can apply for and any that have been shortlisted. If new opportunities have been added recently the number displays beside the link.</td>
</tr>
<tr>
<td>Requirements</td>
<td>Click to open the Requirements page and view your full program of placement requirements.</td>
</tr>
<tr>
<td>Calendar</td>
<td>Click to open your Calendar.</td>
</tr>
<tr>
<td>Shared Documents</td>
<td>Click to open the Shared Documents page and view all documents available to you.</td>
</tr>
<tr>
<td>&lt;your username&gt;</td>
<td>Click your username to view the User Account menu. From here you can:</td>
</tr>
<tr>
<td></td>
<td>• click My Details to open the My Details page and review your personal details and all required compliance documentation for your placements.</td>
</tr>
<tr>
<td></td>
<td>• click another InPlace account (such as Staff Account), if you have more than one role, to switch to that view of InPlace. (Some users have more than one account. For example, they may be both a staff member and a student.)</td>
</tr>
<tr>
<td></td>
<td>• click Help to open the InPlace online help</td>
</tr>
</tbody>
</table>
**Viewing InPlace on your mobile device**

On a mobile device your Home page looks a bit different – but all the same information is available and it's just as easy to access.
Use the Calendar

The InPlace Calendar lets you view your confirmed placements and any self-selectable placements you've nominated. It may also show your course-related engagements (classes, lectures and so on) imported from an external calendar if your institute uses one.

The Calendar offers you the option to sync your calendar data with your own external calendar (for example, a Google calendar).

Access the Calendar

To open the Calendar click Calendar on the toolbar. The default view is Work Week.

- All your placements are shown in blue, nominated self-selectable placements are pink, and all non-placement engagements are green.
- In the Day and Week views all-day events (or ones where no specific time range has been set up) are shown at the top, in the all day section.
- In the Day and Week views the default calendar day starts at 7.00 AM and ends at 7.00 PM. However, you can click Show full day (bottom left corner) to see a 24-hour day. Click Show business hours to switch back again.

Perform a Calendar sync

You can sync your placement calendar data with an external calendar. The data is exported as an iCalendar file (iCalendar.ics), which is compatible with external calendars such as Google, Yahoo, Outlook and iCal.

1. Click Sync on the Calendar.
2. In the Sync your calendar dialog copy the URL provided.
3. Enter the URL where required on your mobile device.

Note: Syncing instructions may vary across operating systems so you'll need to find and follow the steps that apply to your own device.
Manage your student details data

The My Details page displays your personal details and all placement prerequisites. You can upload and manage documentation for your placements immunisation records, criminal background checks, and driver's licence information. You access the page by clicking your username on the toolbar and then clicking My Details on the User Account menu. You can also open it by clicking a relevant task in the To Do list (on your home page).

You're alerted to missing, outdated or rejected information by a task (such as 'Information required' or 'Verification rejected') in the To Do list on your home page.

1. In the To Do list on your Home page, click the task. The task lists the section of your My Details page that needs attention. For example, 'Placement Compliance'.

   ![Task on To Do list]

   The My Details page opens.

2. Locate the section that requires attention and click its plus icon (+) to expand it.

   ![Expanded section]

3. Enter the required information, including uploading any relevant documents, and click Submit.

   ![Submit form]

4. Once submitted, this box will turn blue. When fully verified, it will show green. If further action is required, it will be rejected and show red. You will then need to revisit the ‘to do’ list on your home page to review what is required.
Safety in Practice Pregnancy Guidelines

In accordance with UTAS Safe to Practice Policy, through College of Health and Medicine (CHM) Professional Experience Placement (PEP) Safety in Practice requirements, all students must ensure that they have the capacity to safely undertake practice during their allocated PEP, including during pregnancy and post-delivery. CHM must also ensure that the health of students during pregnancy and post-delivery is not put at risk. As such, students who are pregnant cannot undertake PEP at some healthcare facilities, where patient/client behaviour, radiology and operating theatre procedures or infectious disease poses unacceptable risk.

The following guidelines outline CHM Safety in Practice requirements for students during pregnancy and post-delivery. Students will also be required to comply with individual PEP provider/facility policies.

Pre-PEP
Students who are pregnant:

- are required to disclose their pregnancy to their Program PEP Administrator/Coordinator;
- are required to have completed their pre-PEP vaccination requirements (discuss with their Obstetrician or GP). If unable to complete vaccinations, the student’s PEP will be deferred or the student may need to withdraw from the PEP unit and re-enrol the following year; and
- students must be no more than 36 weeks pregnant at the completion of PEP date. If students wish to attend PEP after 36 weeks, they must have a Safety to Practice Health Assessment Form completed by their Obstetrician or GP.

  Note: This must also comply with healthcare facility policy.

Program PEP Administrators/Coordinators may request the student to have an additional Health Assessment Form completed if any concerns with their pregnancy are identified or if they express concerns about their capacity to practice safely on PEP.

Pregnancy from 20 weeks needs to be disclosed to the Program PEP Administrator/Coordinator.

During PEP

Student attendance requirements for pregnancy related illness are the same as with general sickness.

Students can attend PEP 4 weeks post a normal vaginal delivery and 6 weeks post caesarean delivery, providing there are no existing post-natal health related issues. Should there be existing post-natal health concerns, students will be required to have a Health Assessment Form completed by their GP.

Program PEP Administrators/Coordinators can negotiate for students attending PEP post-delivery to have reasonable breaks to express milk, but the student cannot take the baby onsite or make any childcare arrangements with the PEP provider/facility.
SAFETY IN PRACTICE AGREEMENT

INTRODUCTION

College of Health and Medicine (CHM) students undertaking a professional experience placement (PEP), laboratory and/or field activity (placement) as a requirement of a unit or course of study must sign a Safety in Practice Agreement annually. The purpose of the Agreement is to ensure that you are aware of your rights and responsibilities while undertaking PEPs.

The agreement should be completed in accordance with the CHM Safety in Practice Student Compliance Documentation Guidelines and Procedure, scanned and submitted via upload into InPlace. The PEP Coordinator/Administrator of your Program will be able to discuss any additional arrangements and support that you may need. The PEP Administrator of your Program will sign this agreement on behalf of the Program and it will be ‘verified’ and remain accessible to you in InPlace.

Important Note:

Any student under the age of 18 years enrolled in Programs that include PEP must have the written consent of their parent or guardian when completing this Agreement.

You will not be permitted to undertake your PEP if a completed and signed Agreement has not been received.

Period of Agreement: January 1st, 2020 - February 28th, 2021

COURSE NAME AND CODE

Please enter the Course Name and Code in which you are enrolled into the designated area on page 5 of this Agreement.

EXPLANATORY NOTES

You should carefully read the Explanatory Notes relating to each section before completing and signing the Agreement.

SECTION 1: PERSONAL DETAILS

You must change your contact information through the e-student centre or notify Student Administration of any changes to your address or other contact information.

Personal information is collected by the University of Tasmania (UTAS) in relation to PEPs to assist in the administration and to enable you to participate in the program. Failure to provide the University with the requested information will result in your PEP being refused. Some of your personal information including your name, student number and photo, contact details and information on special requirements will be disclosed to the healthcare provider where you are undertaking your PEP. Where personal information is provided to a healthcare provider, the provider will be informed that they are bound by the privacy provisions of the University in relation to the use, disclosure and storage of personal information.

Your de-identified personal information (that is information that does not readily identify an individual) may be used by the healthcare provider for management of PEPs, research and statistical purposes. The healthcare provider will ensure that data will:
SAFETY IN PRACTICE AGREEMENT

- be protected;
- not be provided to unauthorised third parties;
- only be used for the stated purposes; and
- remain de-identified.

Your personal information will only be used or disclosed for the primary purpose for which it is collected. Personal information will be managed in accordance with the Personal Information Protection Act 2004, Privacy Act 1988 (Cth), the UTAS Privacy Policy and Privacy Statements available here: [www.utas.edu.au/privacy](http://www.utas.edu.au/privacy). For more information on how your information is being used by the University, or to access your personal information, visit the University’s website at [http://www.utas.edu.au/](http://www.utas.edu.au/), or contact the University on (03) 6226 4858.

The University may be required to provide your name, course information, healthcare provider details and your start and end date to the commonwealth government. The information is required for funding purposes and failure to consent to that information transfer will result in you not being permitted to undertake PEP. Further information will be provided to you via email when the data collection commences including the Privacy Policy for the commonwealth government and a contact person.

SECTION 2: EMERGENCY CONTACT

An emergency contact is requested so the University can identify and contact the most appropriate person in the case of an emergency during your PEP.

SECTION 3: SAFE TO PRACTISE POLICY

In order to meet the University work, health and safety requirements, you are required to read the University Safe to Practice Policy. If you make a disclosure in Section 9, then you will need to take the CHM Health Assessment Form to your Medical Practitioner for completion before you sign the Agreement.

SECTION 4: CODE OF PROFESSIONAL AND ETHICAL CONDUCT

You are required to read the CHM PEP Code of Ethical and Professional Conduct which contains rules which must be adhered to by all students undertaking PEPs. These rules are as clear, precise and unambiguous as possible and constitute basic, non-negotiable requirements for completion of your degree at UTAS. It is not possible to create a rule for every situation or contingency, hence the Code also provides a framework for you to apply to different circumstances during practice.

SECTION 5: NATIONAL POLICE RECORD CHECK AND WORKING WITH CHILDREN REGISTRATION

Most Australian health care agencies and non-government organisations require National Police Record Checks and Working with Children Registration for all staff, students and volunteers who deal with sensitive information and will come into contact with children, elderly and vulnerable people.

The College of Health and Medicine has determined that all students enrolled in courses involving PEP will require:

1. A **National Police Record Check**. When you apply for a National Police Record check you will receive a National Police Certificate.

   You are required, in accordance with CHM National Police Check Procedure, to obtain a current National Police Certificate by **week 2 of the first semester** of your course and every 3 years thereafter. In addition, international students and students who have been a citizen of or have resided in another country since turning 16 years of age, must provide a National Police Certificate from the country of birth or country of residence.

   If you **commit an offence during your course of study** you are required to immediately notify the:
   - Australian Health Practitioner Regulation Agency, where applicable; and
SAFETY IN PRACTICE AGREEMENT

- PEP Coordinator/Administrator for your Program. Your case may be referred to the Manager, College of Health and Medicine PEP Safety in Practice for assessment. The Manager, PEP Safety in Practice may require you to undertake a new National Police History Record Check.

2. **Working with Children Registration.** When you apply for registration you will receive a Working with Children Registration Card (Tasmania) or Letter (NSW). *(Laboratory Medicine students are exempt)*

You are required, in accordance with the CHM **Working with Vulnerable People (Children) Registration Procedure**, to obtain **Working with Vulnerable People (Children) Registration**.

**SECTION 6: INFECTION GUIDELINES AND PROCEDURES**

The CHM **Infectious Disease Guidelines and Procedures** apply to students who are required to undertake PEPs in health care settings including the provision of patient/client care and services with exposure-prone procedures (e.g. research, laboratory). You are also required to comply with all local policies, procedures and guidelines which apply to employees/health care workers within the health care setting. College of Health and Medicine students are also required to read and comply with the following College documents prior to undertaking PEPs:

- **Infectious Disease Guidelines and Procedures**;
- **Infection Control Guidelines**;
- **Tasmanian Student Immunisation Record Form**; or
- **NSW Student Immunisation Record - Information Checklist**.

**SECTION 7: LEARNING REQUIREMENTS**

You are required to read and become familiar with the learning requirements for the PEP units in your course that you will complete during the period of this agreement.

**SECTION 8: WORK HEALTH AND SAFETY**

You are required to read and become familiar with the work health and safety information and procedures relating to incident, accident and injury and student insurance located at **Work Health and Safety**.

**SECTION 9: SAFETY IN PRACTICE DISCLOSURES**

UTAS is committed to continuously improving the management and standards of work, health and safety and in so doing we strive to protect the health and safety of our students and other people in the community with whom students interact as part of their study.

In accordance with the University of Tasmania **Safe to Practise Policy** and **Work, Health and Safety Policy**, all students required to undertake PEP(s) are to establish and maintain their medical, physical and psychological capacity to practise safely.

You are therefore, required to declare your capacity to safely undertake the following professional experience placement **Mandatory Functional Requirements** for your course:

1. **Capacity to read and write** to enable the student to:
   - read and understand patient/client records, charts and/or medication labels and dosages; and
   - accurately record patient/client notes.

2. **Capacity to undertake critical thinking and reflective analysis** to:
   - self-evaluate and reflect upon one’s own practice, feelings and beliefs and the consequences of these for individuals and groups.

3. **Capacity to communicate** to enable the student to:
SAFETY IN PRACTICE AGREEMENT

• interact with patients/clients and health practitioners in a professional setting;
• accept instruction and professional criticism;
• question directions and decisions which are unclear; and
• resolve conflict and negotiate with staff and patients/clients.

4. Psychological capacity to:
• understand the importance of and demonstrate the professional attributes of honesty, integrity, critical judgement, insight and empathy;
• interact with patients/clients, carers and others in a caring, respectful manner to provide emotional support and health education; and
• maintain self-control in professional situations.

5. Physical capacity to: (5. N/A for Postgraduate Counselling and Psychology students)
• use technical equipment, which includes having the dexterity to undertake clinical procedures and handle, maintain and program equipment;
• apply clinical procedures (e.g. physical examination, wound management), support patients/clients and perform cardiopulmonary resuscitation (CPR); and
• manage essential equipment and materials.

If you answer YES to any of the questions in the Safety in Practice Disclosure, you are required to have the CHM Health Assessment Form completed by a Medical Practitioner. Declaring a medical, physical and/or psychological condition will not automatically exclude you from undertaking PEP.

UTAS is committed to anti-discrimination practices and will provide reasonable adjustments to enable students to participate in PEPs as long as safety requirements are not compromised.

Your health information will only be used for the direct purpose for which it is collected. The information provided by you in Section 9 may be disclosed to the healthcare provider at which you are undertaking your PEP, in which case that provider will be informed that they are bound by the privacy provisions of the University and that they are required to contact you in relation to the use, storage and disclosure of your health information. If you do not provide the information requested you may be refused PEP.

SECTION 10: SUPPORT TO MEET PLACEMENT REQUIREMENTS

The University aims, wherever possible, to arrange for PEPs to be flexible enough to meet the needs of all participating students. You are asked to indicate if there are any factors that may impact your ability to undertake your PEP, including relocation to a region away from place of residence. These might relate to family circumstances or responsibilities, your state of health, disability, cultural or spiritual requirements. The Academic Coordinator of Professional Experience of your Program will discuss possible options with you and if necessary, negotiate any additional arrangements and support that may be required.

SECTION 11: CONFIDENTIALITY STATEMENT

During the PEP you may be provided with access to confidential information about the healthcare provider or its patents/clients. By signing the Agreement, you agree not to discuss or disclose confidential information with anybody other than in accordance with your PEP conditions.

SECTION 12: STUDENT DECLARATION

IMPORTANT: You must read and sign this section.

By signing the Student Declaration you agree that you have read and understood your rights and responsibilities regarding your PEP; and at the time of signing, have read and understood the UTAS Safe to Practise Policy and that all information provided by you is true and correct to the best of your knowledge.
SAFETY IN PRACTICE AGREEMENT

SECTION 13: STAFF AGREEMENT

The agreement will be signed on behalf of the University by the person designated by the Head of Program or their nominee.

PLEASE READ THE EXPLANATORY NOTES ON PAGE 1 BEFORE YOU COMPLETE THIS AGREEMENT.

AGREEMENT

Period of Agreement: January 1st, 2020 - February 28th, 2021

Course Name and Code: Bachelor of Paramedic Practice

SECTION 1: PERSONAL DETAILS

Name: ________________________________

Student ID Number: __________________ Date of Birth: __________________

Residential Address: ________________________________

____________________________________________ Postcode: __________________

Phone - Home: __________________ Mobile: __________________

University Email: ________________________________

SECTION 2: EMERGENCY CONTACT

Please provide the details of the person to be contacted in case of emergency during your PEP.

Name: ________________________________

Relationship to Contact: __________________

Residential Address: ________________________________

Phone - Home: __________ Work: __________ Mobile: __________

Alternative contact name: ________________________________

Relationship to Contact: __________________

Residential Address: ________________________________

Phone - Home: __________ Work: __________ Mobile: __________

Optional:

Name of Doctor: ____________________________ Doctor’s phone number: __________________
SAFETY IN PRACTICE AGREEMENT

SECTION 3: SAFE TO PRACTISE POLICY

PLEASE mark all boxes ☑ to acknowledge your adherence to compliance items.

☐ I have read and understood the University Safe to Practice Policy and I will disclose any existing health issue (disability, impairment or condition), which may detrimentally affect my capacity to safely undertake PEP, immediately to the PEP Coordinator/Administrator and undertake a CHM Health Assessment if required.

SECTION 4: CODE OF PROFESSIONAL AND ETHICAL CONDUCT

☐ I have read and agree to comply with the principles and rules set down in CHM PEP Code of Ethical and Professional Conduct.

SECTION 5: NATIONAL POLICE RECORD CHECK AND WORKING WITH CHILDREN REGISTRATION

1. I have read and complied with the CHM National Police Check Procedure.

I agree to provide a copy of my National Police Certificate to individual healthcare providers upon request.

If I commit an offence during the course of study, I will immediately notify the:

☐ Australian Health Practitioner Regulation Agency via the AHPRA - Form - NOCE-00 - Notice of certain events; and

☐ PEP Coordinator/Administrator and apply for a new National Police Certificate if required by the Manager, College of Health and Medicine PEP Safety in Practice.

2. I have complied with the CHM Working with Vulnerable People (Children) Registration Procedure and completed a Working with Children Registration. (Laboratory Medicine students are exempt)

I agree to provide a copy of my Working with Children Registration Card or Letter to individual healthcare providers upon request.

SECTION 6: INFECTIOUS DISEASE GUIDELINES AND PROCEDURES

I have read, understood and accept and agree to comply with the student responsibility requirements as documented in the College of Health and Medicine:

- Infectious Disease Guidelines and Procedures; and
- Infection Control Guidelines.

I have complied with the Immunisation Requirements by uploading my completed Student Immunisation Record or NSW Health Vaccination Record Card to InPlace (Student Placement System) for verification.

☐ I agree to check InPlace on a weekly basis until I have received verification for all components. I will also maintain possession of the card.

☐ I will immediately notify the PEP Coordinator/Administrator if my infection status changes.

☐ I understand that I can only enter practice after I have had at least the first and second dose of Hepatitis B vaccine, have completed the TB questionnaire/assessment for my location and that all other immunisation requirements have been met. I further understand that my Hepatitis vaccination course, including post vaccination serology, must be completed prior to any subsequent placements.

SECTION 7: LEARNING REQUIREMENTS

I will read and familiarise myself with the learning requirements for this unit, or year of my course, and of the PEP/s.

Yes ☐ No ☐

Final Version: 1 October 2019
SAFETY IN PRACTICE AGREEMENT

SECTION 8: WORK HEALTH AND SAFETY

I have read and understood the student work health and safety information and procedures relating to incident, accident and injury and student insurance located at Work Health and Safety.

Yes ☐ No ☐

SECTION 9: SAFETY IN PRACTICE DISCLOSURE

Do you have any permanent, episodic or temporary health condition/s or impairment/s, including visual or auditory processing (learning disability)?

IMPORTANT: Minor treated and stable conditions (e.g. Asthma, hyper/hypothyroidism, stomach reflux, eye lenses) do not need to be disclosed.

Yes ☐ No ☐

Do you take any medication (prescribed or non-prescribed) or other substances that may affect your judgment, mental alertness and/or coordination (e.g. medication labelled with a warning sticker alerting the user not to drive a motor vehicle or operate machinery)?

Yes ☐ No ☐

Have you experienced seizures, fits, convulsions, epilepsy, recurrent fainting, significant visual or hearing impairment (which is unable to be corrected with devices, such as glasses or hearing aids), sleep disorders, sleep apnoea, narcolepsy or diabetes within the last 5 years?

Yes ☐ No ☐

Do you have any other known medical conditions, physical conditions, psychological issues or medication requirements which may impair your capacity to safely undertake Professional Experience Placements, laboratory and/or field activities?

Yes ☐ No ☐

After reading the College of Health and Medicine Mandatory Functional Requirements (pages 3 & 4), do you have any concerns about your capacity to safely undertake Professional Experience Placements, laboratory and/or field activities?

Yes ☐ No ☐

If you have answered YES to any of the questions above please take the Health Assessment Form to your Medical Practitioner for completion or procure a copy of your Educational Psychological Assessment Report (learning disability), then scan and submit the Form or Report via InPlace.

SECTION 10: SUPPORT TO MEET PLACEMENT REQUIREMENTS

In accordance with specific Course Requirements, students are allocated to professional experience placements subject to availability and generally must relocate to regions away from their place of residence.

I understand this statement: Yes ☐

I require additional arrangements or learning support to successfully undertake the PEP:

No ☐ Go to Section 11 Yes ☐ complete below

I have discussed with the Course Coordinator of my Program the additional arrangements and support I require to undertake PEP in the agreed location and am satisfied with the outcome.

Yes ☐ No ☐

Final Version: 1 October 2019
SECTION 11: CONFIDENTIALITY STATEMENT

In relation to my PEP, I agree to:

• maintain confidentiality of information, including clients, staff and workplace procedures;
• ensure the anonymity of clients when writing up case notes or any other documentation produced as part of my PEP; and
• sign a workplace specific Confidentiality Agreement if required by the healthcare provider.

SECTION 12: STUDENT DECLARATION

I have read and understood the Unit information in the Handbook, the policies, guidelines and procedures outlined in this agreement, and any additional information provided by the PEP Coordinator/Administrator and I am aware of the requirements of the PEP, laboratory and/or field activity. The special conditions relating to this/these have been explained to me and I have agreed to meet them. I consent to information from this form, any previous PEPs and academic progress being used in discussions with potential PEP providers.

☐ I agree to advise the PEP Coordinator/Administrator immediately of any change to my circumstances which are likely to impact upon my ability to practise safely throughout the period of my study.

I have truthfully completed all details relating to my PEP, laboratory and/or field activity requirements.

SIGNED by

(Signature of Student) (Date)

SECTION 13: STAFF AGREEMENT

THIS AGREEMENT is made on the_______ day of__________________, 20____

BETWEEN THE UNIVERSITY OF TASMANIA

AND

(Print Student Name) (Student ID)

SIGNED for and on behalf of the UNIVERSITY OF TASMANIA by PEP Administrators via Electronic signature:

Name: __________________________

(Signature of PEP Administrator) (Date)
How to Obtain a National Police Certificate

Students who undertake professional experience placement (PEP) within the College of Health and Medicine (CHM) are required to obtain a National Police Certificate in compliance with the CHM National Police Check Procedure. The College have an agreement with fit2work who provide an online National Police Check service, however, students are also able to obtain a National Police Certificate from the Tasmanian Police Department for students studying in Tasmania or the New South Wales (NSW) Police Department for students studying in NSW. Further information on each of these services is provided below.

NOTE: The only online National Police Certificates that will be accepted by the CHM are those offered from fit2work. Upon Receipt of your National Police Certificate please provide the Original Document to the Professional Experience Placement Coordinator/Administrator of your relevant Program.

fit2work Online National Police Check

fit2work offer an online application process to obtain a National Police Certificate at a cost of $19.90 (plus GST) for all CHM students. You are only able to access this offer by clicking on the link below:


Students Studying in Tasmania

You may choose to use fit2work or you can obtain your National Police Certificate from the Tasmanian Police Department.

Tasmanian Police Department: Download the Consent to Check and Release a National Police Certificate – Application from the Tasmanian Police Website. Read the information below before you complete the Application form – in particular note that at Section 3 of the form you must tick the “Child Related Health” option otherwise your Police Certificate will not meet the compliance requirements for your PEP placement.

Important Information for Completing Your Application

| Section 1: Complete applicant details | (Write your own address - Not that of the University or your School) |
| Section 2: Tick “National Police Record Check” |
| Section 3: In the Option 1 – Employment/ Privilege under Schedule 1 box tick “Child Related Health” |
| (Schedule 2 Annulled Police Checks are not accepted.) |
| Section 4: Tick the box for a receipt of payment |
| Section 5: Not applicable |
| Section 6: Attach certified copies of documents required as evidence of identity |
| NOTE: For information regarding Certified Documents |
| Section 7: In addition to your signature (the applicant), a witness who knows you will also need to sign the form |


Note: Allow up to three weeks for application to be processed.
**Students Studying in NSW**

You may choose to use fit2work or you can obtain your National Police Certificate from the NSW Police Department.

**NSW Police Department:**
- Type of Check: “name and date of birth check”;
- Select purpose of check: “Employment/Student placement”;
- Upload required proof of identity documents and pay online; and
- present the printed confirmation page and proof of identity documents used to a NSW Police station (your application will not be processed until this action has been completed).

*Note: Allow up to three weeks for application to be processed.*

Upon Receipt of your National Police Certificate please provide the Original Document to the Professional Experience Placement Coordinator/Administrator of your relevant Program.

**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 16 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**

Students undertaking placements in other states/territories or countries may be required to apply for additional related documentation – more information will be provided to students on an individual basis. 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.

Upon Receipt of your National Police Certificate please provide the Original Document to the Professional Experience Placement Coordinator/Administrator of your relevant Program.
How to Obtain Working with Vulnerable People (Children) Registration

Students intending to undertake professional experience placement (PEP) must obtain registration in compliance with College of Health and Medicine Working with Vulnerable People (Children) Registration Procedure requirements. Registration is a legislated (mandatory) requirement for College of Health and Medicine students who undertake PEP as part of their course. There is capacity for exemption from registration in specific circumstances.

Working with Vulnerable People (Children) Registration Application (mandatory)

Please obtain registration via the guidelines below. Once registered, upload a scanned copy of your Working with Children Registration Card/Letter into InPlace to enable sighting and Verification by your Program PEP Administrator.

1 Tasmanian Students


Read and follow the instructions on that page and then click on Start My Application at the bottom of the page. If you have current Tasmanian Registration to Work with Vulnerable People (Children) (Employee or Volunteer) relating to your involvement with another ‘Organisation’, you can transfer the registration Organisation Name to the ‘University of Tasmania - Health and Medicine’.

Include the following details on the application form:

- Are you submitting this form for yourself?  Choose - ‘Yes’
- Class of registration:  Choose - ‘Volunteer’
- Child-related activity:  Choose - ‘Child health program and child health service’
- Are you currently working or volunteering in a child related activity?  Choose - ‘Yes’
- Employment and Volunteering Details - Organisation Name:  Choose - ‘University of Tasmania - Health and Medicine’
- What is your job title or volunteer role?  Type in - ‘Student’
- In what capacity are you engaged in this activity?  Choose - ‘Volunteer’
- Are you also required to be registered, accredited, approved or licensed by another authority (e.g. teaching, child care, public passenger vehicle)?  Choose - ‘No’

1.1 International Students Coming to Tasmania

As part of the application process above, international students coming to Tasmania are required to provide an original copy of their National Police Certificate (NPC) (translated into English) from their country of origin or the country they have resided in the last 12 months.

Applicants from overseas can complete the online Application for Registration to Work with Vulnerable People (Children) before coming to Australia and post or email their ID, photo and payment to the Department of Justice (within 20 days of completing the form or it will expire). See the Interstate and Overseas Applicants Checklist at: https://www.cbos.tas.gov.au/__data/assets/pdf_file/0018/408024/Interstate-overseas-applicants-checklist.pdf
Important Note:
In cases where a person cannot obtain a NPC from their country of origin for a genuine reason (e.g. the country won’t provide it once they have left), the Department of Justice may accept Visa documents (copy) and a character reference letter supplied by someone the person has worked for or volunteered with in their country of origin.

Students in this case, or where their resident country process for providing a NPC takes quite some time, should proceed with the application and, once payment has been made, the Department of Justice will contact them to request additional documentation if/as required.

Once the application is completed and payment made, students can download the Supervised Employment Statutory Declaration form at: https://www.cbos.tas.gov.au/__data/assets/pdf_file/0004/408064/Supervised-Employment-Statutory-Declaration.pdf. Completion of the Statutory Declaration form allows the students to undertake PEP under the supervision of a registered person until their Working with Children Registration is granted.

1.2 Interstate Students Undertaking Electives in Tasmania

In accordance with Tasmanian legislation as identified on the Tasmanian Government Consumer, Building and Occupational Services website, students with interstate WWC Registration undertaking PEP in Tasmania for less than 28 days per year are exempt from acquiring WWC Registration.

2 New South Wales Students

To apply for a Working with Children Check, go to the NSW Office of the Children's Guardian website at http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check. Under the 'Need more help?' menu, access the ‘What do I need to do as an applicant?’ video and then go to and click on the Start Here logo at the top of the page.

Include the following details on the application form:

- Purpose for check: Volunteer (free of charge)
- Child-related sector: Children’s health services

2.1 Tasmanian Students Undertaking PEP in NSW

In accordance with NSW legislation and as identified on the NSW Office of the Children's Guardian Working with Children Check website, Tasmanian students with Tasmanian WWC Registration undertaking PEP in NSW for less than 30 days per year are exempt from acquiring NSW WWC Registration.

3 Placements in other States and Territories

Students undertaking placements in other states and territories will require the relevant State or Territory Registration. See: https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks#table-1