

Placement compliance requirements are an industry pre-requisite for all students and allied health professionals. Students will not be allocated a placement until all compliance criteria are completed and provided to the College of Nursing and Health Sciences WIL Placement Team.

### Student Responsibilities

- Allow adequate time to complete all pre-placement requirements:
  - Criminal History screenings (DHS & NDIS clearances, Police Checks) may take 6-8 weeks.
- All documents must be valid for the entire duration of your placement. Clearances and certificates have expiry dates as noted below and must be renewed prior to placement allocation.
- Keep all documents safe and secure in a placement folder which is taken to all placements.
- Upload all required documents via InPlace. Consult the InPlace User Guide for help.
- Complete any additional venue specific compliance requirements, as requested.

Further information can be found on our [website](#).

This checklist has been colour coded to help you prioritise your pre-placement requirements – see below:

Red	<b>High Priority</b>	Working with Children Checks, NDIS Workers Check
Orange	<b>Medium Priority</b>	Police checks, Safe Environment – Through Their Eyes, Responding to Risks of Harm, Abuse and Neglect - Education and Care (RRAN-EC) training
Green	<b>Quick Wins</b>	InPlace declarations
Blue	<b>Recommended</b>	Influenza Vaccinations, COVID Vaccinations.

Requirement	Detail	Completed	Expiry
<b>Global Pre-Placement Requirements</b>			
<b>Fitness for Placement Declaration</b>	Read and select appropriate response from drop-down list to complete the Fitness for Placement Disclosure Declaration statement and Access Plan question on InPlace.	<input type="checkbox"/>	Per Semester
<b>Student Consent for Placement</b>	Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form on InPlace. CNHS students may undertake placements both internally and outside Flinders University.	<input type="checkbox"/>	Indefinite
<b>Intellectual Property for Placement</b>	Read the student IP declaration on InPlace and acknowledge the changes to intellectual property while you are on placement.	<input type="checkbox"/>	Indefinite
<b>Emergency Contact Details</b>	Read the declaration in InPlace <ul style="list-style-type: none"> <li>• Check student management system to confirm/update emergency contact details.</li> <li>• Tick the declaration box on InPlace</li> </ul>	<input type="checkbox"/>	Indefinite or to be changed if emergency contact changes

Requirement	Detail	Completed	Expiry	
<b>Criminal History Screenings</b>				
<b>Working with Children Check</b>	Students can initiate their Working with Children Check through the following websites (please only apply for what is relevant to you):			
	South Australia	<a href="#">DHS Website</a>	<input type="checkbox"/>	5 Years
	Northern Territory	<a href="#">Ochre Card</a>	<input type="checkbox"/>	2 years
	Victoria	<a href="#">Working with Children Check</a>	<input type="checkbox"/>	5 years
	New South Wales	<a href="#">Working with Children Check</a>	<input type="checkbox"/>	5 years
	Tasmania	<a href="#">Work with Vulnerable People</a>	<input type="checkbox"/>	5 years
	Queensland	<a href="#">Blue Card</a>	<input type="checkbox"/>	3 years
	Western Australia	<a href="#">Working with Children check</a>	<input type="checkbox"/>	3 years
	Australian Capital Territory	<a href="#">Working with Vulnerable People</a> (through digital account)	<input type="checkbox"/>	5 years
<b>NDIS Workers Check</b>	<p>Please follow the guide available on your course placement requirements page (under detailed compliance information sub section). Students can request the initiation of their NDIS Screening Application through the <a href="#">DHS Website</a>.</p> <p>The <b>NDIS Employer ID is 4-3LLQ-260 and the Employer is Flinders University</b>. If you require other clearances, please apply for them all at the same time to incur only one fee.</p>	<input type="checkbox"/>	5 Years	
<b>Police Check</b>  Need help? User guide available here - <a href="#">Police Clearance</a>	All students require a National Coordinated Criminal History Check (NCCHC) that states the purpose as being for University Placement within the Aged/Health care sector.	<input type="checkbox"/>	3 Years (NCCHC)	

Requirement	Detail	Completed	Expiry
<b>OTHER REQUIREMENTS</b>			
<b>Safe Environment – Through Their Eyes</b> <b>(Required only for SA Disability &amp; Community Inclusion placements in South Australia)</b>	Through Their Eyes training is a compulsory pre-placement requirement for SA placements. There are many providers in Adelaide who deliver this training. Utilise the link to source a provider - <a href="#">link to list of training providers</a>	<input type="checkbox"/>	3 years
<b>Responding to Risks of Harm, Abuse and Neglect - Education and Care (RRHAN-EC) training</b> <b>(Required only for placements in South Australia)</b>	<p><b>Current RRHAN-EC Certificate Holders:</b> You are already eligible—Please upload your certificate</p> <p><b> Holders of a Current <i>Safe Environments: Through Their Eyes (Full-Day) Certificate:</i></b> Please complete the <b>2-hour RRHAN-EC Fundamentals online module</b> via <b>Plink</b>. This will satisfy the requirements for both <b>Safe Environments</b> and <b>RRHAN-EC</b>.</p>	<input type="checkbox"/>	Current cycle valid until 31/12/2027

Requirement	Detail	Completed	Expiry
<b>Infectious Diseases and Immunisations</b>			
<b>Annual Influenza Vaccination (Recommended but some providers will require this)</b>	<p>Influenza vaccination is no longer a mandatory requirement. You will be advised if your placement provider require you to have this vaccination for your placement.</p> <p>If you are required to have this vaccination, please ensure you receive your influenza vaccination from a qualified immunisation provider.</p> <p>Bring your <a href="#">Influenza Vaccination Certificate</a> with you to your appointment so your vaccination can be properly recorded.</p>	<input type="checkbox"/>	Annual
<b>COVID-19 Vaccination (Recommended)</b>	<p>COVID-19 vaccination is no longer a mandatory requirement.</p> <p>Be aware that some placement providers may prefer students who have received at least one dose.</p> <p>If you have it, please upload evidence of it.</p>	<input type="checkbox"/>	N/A