



# Police Record Check Procedure

For student placements in the Faculty of Medicine, Dentistry and Health Sciences

All students are required to obtain an Australian police record check annually in order to participate in placement activities. If you have lived overseas for more than 12 months in the past 10 years, you must also complete and sign the *Overseas Police Record Declaration* (once only, at the beginning of your course), which describes your police record overseas.

This document details the process for satisfying the police check requirements and is designed to be read in conjunction with the *Student Placement Handbook*, which outlines your obligations and other important information.

## *University of Melbourne accreditation*

Australian police record checks can be obtained from a variety of sources, including state/territory police agencies and organisations that are accredited with the Australian Criminal Intelligence Commission (ACIC).

The University of Melbourne is now an ACIC-accredited organisation, which means that you can authorise us to request a police record check directly from the National Police Checking Service (NPCS) on your behalf. Checks requested through the University are provided to students free of charge and are the fastest way to get a police check.

## Getting an Australian police check through the University

This is the recommended method for obtaining your annual police check. The University's ACIC accreditation means that we can request your police record check directly from the National Police Checking Service; making it easy to apply for, fast to get a result and free of charge for you.

Your police history information is protected by strict privacy laws which prevent us from accessing any information without your permission. To authorise the University to request a copy of your police record on your behalf, you must complete and submit the *NPCS Informed Consent and Release Authorisation* form, which is available on the Student Placements website:

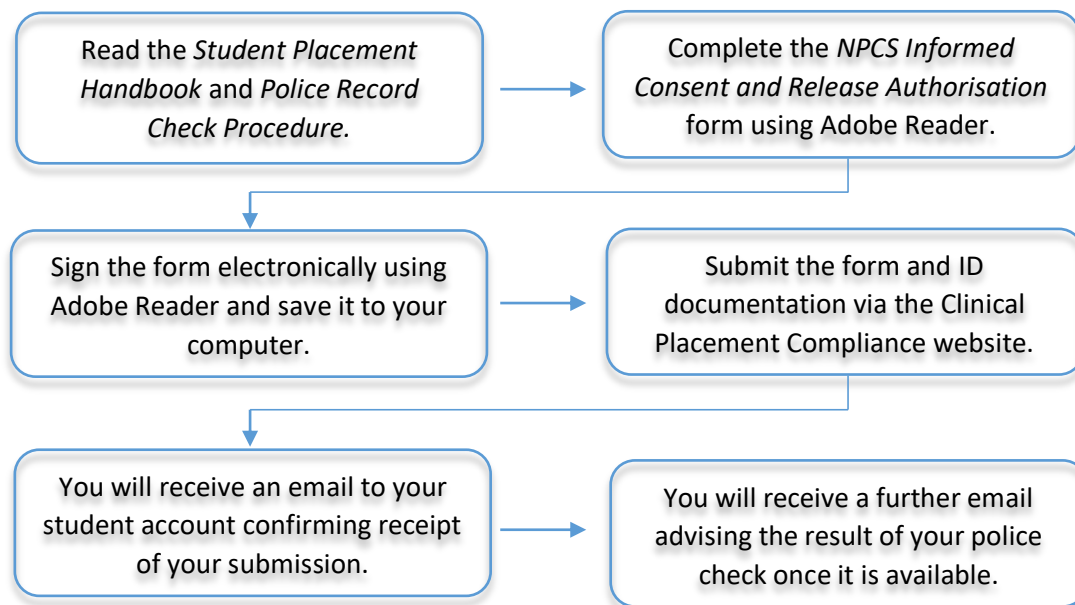
<http://mdhs.unimelb.edu.au/study/student-placements>

**The form is a pdf document which must be completed electronically using Adobe Reader only. If you use any other program, such as a web browser plugin or Apple's "Preview", you will not be able to complete the form successfully. Handwritten forms are not accepted.**

The *NPCS Informed Consent and Release Authorisation* form:

- Collects the personal information needed to submit your police check request to ACIC;
- Specifies the documentation you need to submit to verify your identity;
- Obtains your consent for authorised University of Melbourne staff to request a police check on your behalf; and
- Obtains your consent for the details of your police check to be recorded by the University and shared with placement provider staff as required to coordinate your placements.

## The process



## Form details

### *Section 1: Personal information*

The information specified in this section will be submitted to ACIC for matching against police records. Fields with red boundaries are mandatory and must be completed.

If there is insufficient room to enter all of the information required – eg if you have had more than two previous names or three residential addresses in the last five years – indicate this using the relevant check box on the form and attach extra information in a separate document.

### *Section 2: Proof of identity*

All police check applicants must provide 100 points of identification along with their application. In this section of the form, tick which documents you will be attaching and it will display the corresponding point value. The 'total points' field will help you identify when you have met the 100 point requirement.

Special provisions apply to certain students who may be unable to meet the standard identity requirements; eg foreign students who have only recently arrived in Australia, Aboriginal or Torres Strait Islander people, and children under the age of 18. The end of section 2 outlines these special provisions.

### *Section 3: Consent to sighting and release of police check*

In this section, you must provide your consent for appropriate University staff to view and securely store details of your police record check. You must also consent to the University communicating details of your police record check to placement provider staff for the purposes of assessing your suitability to undertake placement with their organisation.

#### *Section 4: General information*

This section contains important information from the Australian Criminal Intelligence Commission about the police record checking process. This information is prescribed by privacy legislation and the Terms of Service agreement between the University of Melbourne and ACIC.

#### *Section 5: Consent to obtain personal information*

This final page obtains your consent for University staff to use your personal information to request a police record check via the National Police Checking Service. This is known as “informed consent” and must be electronically signed using Adobe Reader to be valid.

#### *Submitting the consent form and ID documentation*

Students who wish to have a police check organised by the University must submit their completed and digitally signed NPCS Informed Consent and Release Authorisation form plus 100 points of identity documentation via the Student Placements website before the due date, which will be communicated via email and will be several weeks prior to the commencement of placement.

On the Student Placements website:

1. Navigate to the Police Record Check section and click the button to “Submit Form”. You may be asked to login, after which you will be presented with an online form that you must complete.
2. Click the “Browse...” buttons to select the corresponding documentation that you wish to submit. Note that only one file can be submitted for each category, so multiple identity documents, for example, must be merged or compressed into a single file. The total combined documents cannot exceed 9MB in size.
3. Once you have completed the form, click “Submit”. Your documents will be uploaded at this point and the site may take some time to load depending on your internet connection.
4. You will receive an automatic receipt of submission via email to your student email account. You will then receive notifications from staff as your police check request progresses.

#### *Dispute resolution*

If you feel that the result of your police record check is inaccurate, you must notify the University immediately via email to [health-hub@unimelb.edu.au](mailto:health-hub@unimelb.edu.au). You may be required to complete a NPCS dispute form, which the University will submit to ACIC on your behalf. ACIC will not enter into discussion directly with students regarding the results of their police record check.

## Using an Australian police check provided by a different organisation

If you have recently obtained an Australian police check from a different organisation, you might also be able to use it to satisfy the requirement for clinical placements instead of requesting one through the University. In order to be acceptable, the police check must have been:

- Issued by an Australian state or territory police agency or an ACIC accredited organisation;
- Issued no earlier than 1 December in the year prior to your placement commencing; and
- Issued for a similar purpose; eg healthcare employment, healthcare student placement.

The name and date of birth on the police check must also be consistent with the details recorded in the University's student system.

We strongly recommend that students who need a new police check for their student placement request it through the University instead of using an external provider. External providers will usually charge a fee for processing your check and can take up to several weeks to return the result, which could impact on your placements.

If you choose to organise your police check via Victoria Police, you might be eligible for a discounted fee due to the volunteer nature of the student placement. Please bring your application form to the Health Hub in the Brownless Biomedical Library for assistance.

### Submitting a police check from another organisation

Students submitting a police check from another suitable organisation (see above for eligibility) must do so online before the due date, which will be communicated via email and will be several weeks prior to the commencement of placement.

The police check must be scanned (if hard copy) and submitted via the University's secure Student Placements website:

<http://mdhs.unimelb.edu.au/study/student-placements>

1. Navigate to the Police Record Check section and click the link to submit a "police check from Victoria Police or another accredited organisation". You may be asked to login, after which you will then be presented with an online form that you must complete.
2. Click the "Browse..." button to select the scan or photograph of your entire Australian Police Record Check, ensuring that all check details are clearly visible. Note that the form will only allow one document to be uploaded per submission, and the document cannot exceed 9MB in size.
3. Once you have completed the form, click "Next". Your document will be uploaded at this point and the site may take some time to load depending on your internet connection.
4. You will then be presented with a declaration that outlines some of your obligations and information about how your personal information will be used. You must read these terms thoroughly and then click the "Submit" button to agree to the terms and complete the submission of your Australian Police Record Check.
5. You will receive an automatic receipt of submission via email to your student email account. You will then receive notification from a staff member when your documentation has been processed.

## Students who have lived overseas

Students who have lived overseas (in any country or countries) for at least 12 months in the last 10 years must provide a statutory declaration advising their overseas police record, in addition to obtaining the Australian police check. Students must complete and sign the University's approved declaration, which can be downloaded from the Student Placement website:

<http://mdhs.unimelb.edu.au/study/student-placement>

**Note:** A statutory declaration is a legal document, and it is a serious offence to knowingly provide false or misleading information. Statutory declarations must also be signed by an authorised witness, a list of which can be found on the Australian Government website:

[www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx](http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx)

### Submitting the overseas police record declaration

Students submitting an overseas police record declaration must do so online before the police record check due date, which will be communicated via email and will be several weeks prior to the commencement of placement.

The completed, signed and witnessed declaration must be scanned and submitted via the University's secure Student Placement website:

<http://mdhs.unimelb.edu.au/study/student-placement>

1. In the Police Record Check window, expand the "Students who have lived overseas" section and click the button to "Submit Declaration". You may be asked to login, after which you will then be presented with an online form that you must complete.
2. Click the "Browse..." button to select the scan or photograph of the entire declaration form, ensuring that all details are clearly visible. Note that the form will only allow one document to be uploaded per submission, and the document cannot exceed 9MB in size.
3. Once you have completed the form, click "Next". Your document will be uploaded at this point and the site may take some time to load depending on your internet connection.
4. You will then be presented with a declaration that outlines some of your obligations and information about how your personal information will be used. You must read these terms thoroughly and then click the "Submit" button to agree to the terms and complete the submission of your overseas police record declaration.
5. You will receive an automatic receipt of submission via email to your student email account. You will then receive notification from a staff member when your documentation has been processed.

## Police checks with disclosable court outcomes

If your police check result contains disclosable outcomes, you are **not** automatically prevented from attending placement.

The University will liaise with your intended placement provider who will determine whether you are suitable for placement with their organisation. In making a decision, the placement provider will consider the type and severity of your offences and what risk they might pose to the organisation and its patients or clients.

If the placement provider is consequently unable to offer you an appropriate placement, the University will make every effort to source a suitable alternative. It cannot be guaranteed, however that a suitable placement will be available, and this may impact on your ability to complete the course.

## Frequently asked questions

*I can't fill in the digital signature on the NPCS Informed Consent form. What should I do?*

The digital signature is an essential part of the NPCS Informed Consent and Release Authorisation form. Without it, we are unable to request a police record check on your behalf. In most cases, students have problems with the digital signature because they are not using the correct software. Ensure that you have opened the form using the latest version of Adobe Reader and not any other program, such as Apple's "Preview" or a web browser plugin.

If you are using Adobe Reader and you are still having issues, first refer to our step-by-step guide available on the Clinical Placement Compliance website. If you're still unable to resolve your issue, contact the Health Hub and a staff member will help to troubleshoot your issue:

<http://mdhs.unimelb.edu.au/about/contact>

*I'm having trouble uploading my documents via the website. Can I submit them via email, post or in person instead?*

No, all documents must be submitted via the Clinical Placement Compliance website. By logging in to the secure website, we're able to verify your identity and ensure that your personal information is kept safe while also satisfying the requirements of our placement partners. As part of the submission process, you may also be required to agree to an online declaration that gives us the permission to sight, record and communicate the details of your documentation as necessary for coordinating student placement activities.

If you're having difficulties with the online system, please contact the Health Hub and a staff member will be able to assist you:

<http://mdhs.unimelb.edu.au/about/contact>

*Can I just take my existing police check to my placement on the first day? Why does the University need to know the details of my check?*

The University is obligated to collect these documents on behalf of the placement providers and to ensure that students are suitable for placement. Some placement providers may still request that you present your original documents on the first day of placement, but the University is required to notify the placement provider of the details of your police check (and other compliance documentation) several weeks earlier. If you do not provide your documents to the University before the deadline, the placement provider might decide to cancel your placement.

*Can I get a copy of my police check certificate from the University?*

The University organises your Australian police check for the specific purpose of participating in student placements and students should organise new police check via Victoria Police or another accredited agency if they require one for a different purpose.

Our placement providers have all been made aware that students do not receive a police check certificate if their check has been organised by the University and does not show any disclosable court outcomes. If your provider is not satisfied with the report sent to them directly by the University or the email sent to you advising the outcome of your check, please contact us:

<http://mdhs.unimelb.edu.au/about/contact>