

Higher Education - Bachelor of Nursing - Mandatory Documents Checklist - Student Fact Sheet



These requirements apply to: HED007: Bachelor of Nursing (BoN)

INTRODUCTION

To go on placement during your course, you will need to submit all relevant documentation in your first year of study (unless advised otherwise).

Requirements for most health placements include:

- Vaccinations, immunisations and health tests
- Licenses and certificates
- Online training i.e. use of personalised protective equipment (PPE)
- Completing forms

This fact sheet outlines the mandatory documents (licenses and certificates) that need to be undertaken as part of the placement component of the course. Please make sure you allow enough time to complete the placement requirements listed below, as some documentation takes time to complete.

Australian Federal Police Check

National Police check issued only by the [Australian Federal Police](#)

This must not be dated older than 3 months from beginning of course. In Section 2.3 Purpose of Check of the application, please choose *Purpose of Check Code 37*

2.3 Purpose of Check

If the purpose for your NPC is not listed or you are unsure which to select please call the National Police Check Help Desk on 02 6140 6502 between 8am and 5pm (Australian EST or ESDST)

Purpose Type: Commonwealth Employment / Purpose *

Purpose of Check: 37 - Care of children/Intellectually disabled/Aged Care staff/volunteers *

Released Offences: Unspent offences, offences against the person and i) a sexual offence, or (ii) any other offence against the person if the victim of the offence was under 18 at the time the offence was committed

Please tick '**Request for Hard Copy Certificate**' when applying. A digital copy of the certificate can be accepted, but you may require the hard copy for placement. Not all organisations will accept a digital copy. For more information see our [National Police Check fact sheet](#).

International criminal history checks (for international students and those that have lived overseas)

If you have lived in a country other than Australia after the age of 16, you must also submit:

- a National Police Check from that country,
- or a [Statutory Declaration](#) stating that you have never, in Australia or another country, been convicted of murder or sexual assault, or convicted of, and sentenced to imprisonment for, any other form of assault.

If you have a criminal history

If you have a criminal history, further investigations will be made according to the Australian Health Professionals Registration Association's Criminal History Registration Standards. For more information, see [AHPRA's registration standards](#). A criminal record may jeopardise your placement. Please advise speak with the Course Coordinator as soon as possible.

Working with Children Check (WWCC or Queensland 'Blue Card')

You will not be able to commence placement until your WWCC/Blue Card has been issued as current legislation dictates i.e. 'No Card No Start'.

WWCC/Blue Cards are valid for fixed periods of time depending on your State Legislation (i.e. Blue Card is 3 years) and applications are processed online through the relevant state based portal – E.g.: [Blue Card Services portal](#).

IMPORTANT NOTE: Queensland students are able to apply for a combined Blue Card and NDIS Disability Worker Screening Check please choose the **combined card** from the [Blue Card Portal](#).

Register online for Blue Card Services Account using your CRN number.

You will need a [customer reference number](#) (CRN) from TMR (Department of Transport and Main Roads) before you apply for your blue card. You can find this number on any product TMR has issued to you i.e.: drivers licence or adult proof of age card.

Once you have registered for your online account with Blue Card Services you will receive an account number which you will need to advise TAFE Queensland of.

Students with a current Blue Card issued for volunteer work or through their employer, need to submit evidence to the Course Coordinator so that your Blue Card can be linked to TAFE Queensland.

You will be advised during your first semester of the processes for submitting this information.

Interstate students

Please contact your state authority to conduct working with children checks and issue the resulting cards, registrations or permits.

Australian Capital Territory	Access Canberra –Working with Vulnerable People
New South Wales	Office of the Children's Guardian
Northern Territory	Northern Territory Government
Queensland	Queensland Government Department of Justice and Attorney-General –Blue Card Services
South Australia	Department for Communities and Social Inclusion
Tasmania	Department of Justice
Victoria	Justice and Community Safety
Western Australia	Department of Communities

International students or those without a Queensland Driver License

Blue Card Services requires applicants to provide a Queensland Driver License as proof of identity. You can apply for a Blue Card only after you have arrived in Queensland as you will need to attend a Transport and Main Roads Customer Service Centre in person to obtain a CRN.

If you don't have a Queensland Driver License, you can instead supply a CRN issued by the Queensland Department of Transport.

To obtain a CRN, you will need to visit a [Transport and Main Roads Customer Service Centre](#) and apply. This is a free service.

If your card is lost or stolen, you must apply for a replacement card by submitting a [Replacement Blue/Exemption Card Form](#).

Before renewing or applying for your Blue Card, please read [Who cannot apply for or hold a Blue Card?](#) on the Blue Card Services site. If you have been convicted of a [disqualifying offence](#) or [serious offence](#), or have been issued a negative notice, you may not apply for a Blue Card.

NDIS Card

NDIS – Disability Worker Screening Clearance:

Students are required to access this website <https://www.ndiscommission.gov.au/workers/worker-screening> for their application for National Disability Insurance Scheme (NDIS) clearance

For more information about how to apply for a Disability Worker Screening Check, including application fees, please visit the WSU webpage for the state or territory where you live or work:

Australian Capital Territory	Access Canberra
New South Wales	Service NSW
Northern Territory	NT Police, Fire and Emergency Services
Queensland	Disability Worker Screening
South Australia	Department of Human Services Screening Unit
Tasmania	Consumer, Building and Occupational Services
Victoria	Department of Justice and Community Safety
Western Australia	Department of Communities

Students who are declined a WWCC/Blue Card or receive a negative notice from their application, including a declined NDIS screening application, will need to discuss their ability to attend placement with the Course Coordinator.

First Aid / CPR currency

Students must have a valid First Aid certificate with current CPR.

To remain current, it is recommended that the CPR component of the First Aid Certificate be refreshed annually. This evidence must be provided/sighted by TAFE Queensland.

You are be required to obtain and maintain First Aid currency throughout their studies.

A copy of the First Aid certificate (certified by a Commissioner for Declarations or Justice of the Peace) must be submitted to facilitate this process

STUDENT SELF-CHECKLIST

Police Check

Applied and received Working with Children Check (WWCC/Blue Card)

Applied and received NDIS - Disability Worker Screening Check

First Aid certificate with current CPR.