Federation University

Mandatory Documents
for Clinical Placements

Bachelor of Nursing
Bachelor of Nursing/Bachelor of Midwifery

Use these instructions to help organise and upload your mandatory documents.

Mandatory documents are a requirement of commencing your placement and must be uploaded via InPlace account.

This information was correct as of 30 July 2025. Please be aware that mandatory document requirements change often. You should always refer to InPlace for a full list of required documentation.

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Working with Children Check (WWCC)

When you should do this task

- Apply 6–12 weeks before the start of your first semester.

If you already have a Working with Children Check

- WWCCs are valid for 5 years. If you have a current WWCC upload a copy of the card/digital card to your InPlace account.
- When your card is within 6 months of expiry, <u>you must renew it</u> and upload a copy of your new card to your InPlace account.

Where to apply

- Apply online through <u>Service Victoria</u>.
- For further information on the Working with Children Check application process visit the <u>WWCC website</u>.

<u>Note:</u>

If you don't have a compatible phone or the right documents to prove your identity through the Service Victoria portal, you'll have to apply directly through <u>Working with Children Check Victoria</u>. Please visit the website for further details.

What you'll need to apply

- Three (3) ID documents (at least one with a photo). Please review the ID requirements under the <u>'How it works' tab</u>.
- A list of the addresses you have lived at in the past 5 years.
- A smartphone with a camera.

How to apply

1. Apply online through <u>Service Victoria</u>.
2. Select 'Get started'.
3. Under 'Choose a check type' select 'Volunteer'.
4. Enter your details as they appear on your identity documents.
5. When asked if you know the specific organisation you will be doing paid and/or volunteer child related work for, select 'Yes'.
6. Manually enter the organisation name and postal address depending on your campus:

Federation University Australia PO Box 663, Ballarat Victoria 3353 1800 333 864	Federation University Australia PO Box 859, Berwick Victoria 3806 1800 333 864	Federation University Australia PO Box 3191, Gippsland Mail Centre Victoria 3841 1800 333 864

7. Under 'Occupational field' select '58'.
8. Follow the steps to verify your identity online.
9. Select 'Sign and submit'.

Note:

If you are unable to verify your identity at Service Victoria, you may verify your identity and apply via Australia Post. Visit Working with Children Check Victoria for further details on in-person applications.

What to do when you receive your card

1. Upload a copy of your WWCC card/Digital Card to your InPlace account.

Police Check

When you should do this task

- Apply as soon as you receive an email from Fit2Work in your student inbox. This will be sent from January and contains a personalised link to complete your Police Check application.
- Your Police Check must be issued in the year of course commencement and is valid for 3 years.
- Some providers require an annual check. If your placement requires an annual check you will be notified by the Health Placements team.

If you already have a police check

- You can use a Police Check that is not provided by Fit2Work, but it must be issued in the same year your studies commence.
- Upload a copy of your report to your InPlace account.

Where to apply

- Click the personalised link in your student inbox from Fit2Work to apply for your Police Check at a discounted student rate. As each Fit2Work invitation link is unique, please do not share your link with other students.

What you'll need to apply

- A minimum of four ID documents (at least one with a photo).
- A selfie style photo of yourself holding a form of photo ID.
- Access to a credit card or PayPal account.

How to apply

1. Click the personalised link in your student inbox to apply via the Fit2Work website.
2. Log in with your student email address and set up your password. (Do not create an account as one has already been created for you.)
3. Upload your selfie and the images of your four ID documents.
4. Select 'Process check' to pay.

What to do when you receive the Fit2Work Police Check report (in your student inbox)

1. Upload a copy of your report to your InPlace account.
2. Take a copy of your Police Check outcome to your clinical placements.

** Please contact Health Placements directly if you have not received an email and wish to apply for a Police Check using Fit2Work.

Immunisation Verification

When you should do this task

- Get your immunisation history verified as soon as you're enrolled.
- If you need to complete outstanding vaccinations, do so before classes commence.

How to verify your vaccination status

- Download and print the Immunisation Verification Form from your InPlace account, under the "Shared Documents" section.
- Make an appointment with your GP (Medical Practitioner).
- Take the form to your appointment.

What to do next

1. Upload a copy of your completed form to your InPlace account.

** If you are working towards completing your vaccinations or waiting for a 2nd/3rd dose, you can upload a copy of your incomplete Immunisation Verification form to your Inplace account to show your progress. This will not be 'verified' in Inplace until it has been completed in full. Update InPlace once you have received all vaccinations.

Student Placement Agreement

When you should do this task

- Complete the online survey as soon as you're enrolled.

How to complete the online survey

- Login to your [InPlace](#) account.
- Click on your InPlace "My details" section.
- Scroll down to "Student Placement Agreement".
- Click the link and sign form online.

Consent Form to Hold and Release Information

When you should do this task

- Complete the online survey as soon as you're enrolled.

How to complete the online survey

- Login to your [InPlace](#) account.
- Click on your InPlace "My details" section.
- Scroll down to "Consent Form: Hold and Release Student Information".
- Click the link and sign form online.

Aged Care Statutory Declaration

When you should do this task

- Complete and upload the form as soon as you're enrolled.

Where to download the form

- Download and print the Aged Care Statutory Declaration from your InPlace account, under the "Shared Documents" section.

Who can witness my Statutory Declaration

- The Aged Care Statutory Declaration must be signed by an approved witness. Eg Justice of the Peace. Please refer to page 2 of the Statutory Declaration form for further details.
- [Who can witness a Commonwealth statutory declaration](#)

What to do after you've completed the form

- Upload a copy to your [InPlace](#) account.

Hand Hygiene Certificate

When you should do this task

- Complete the learning module and upload your certificate of completion as soon as you're enrolled.

How to apply

1. Go to the National Hand Hygiene Initiative (NHHI) Learning Management System (LMS) website.
   Please note: The NHHI LMS is not compatible with Internet Explorer.

2. Select 'Register a new profile'.
   a. Enter your student email address.
   b. Enter 'Federation University Australia' under 'Find your Organisation' and select 'Continue'
   c. Select 'My organisation is not listed'.
   d. Select 'Cannot find my organisation'.
   e. Manually enter the organisation name and postal address depending on your campus:

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   f. Enter your personal information and create a password. Enter 'Nursing/Midwifery student' under 'Occupation'. Keep a record of your username and password.
   g. Select 'Register now'.

3. Under 'Online Learning Module Categories' select 'Click here for hand hygiene modules'.
4. Enrol in the 'Hand Hygiene for clinical healthcare workers'.
5. Complete the module.

What to do when you receive your certificate (in your student inbox)

- Upload a copy to your InPlace account.

Mask Fit Testing

When you should do this task

- Book a test time as soon as you receive the Mask Fit Testing booking page link. This will be sent to your student email prior to your placement commencing.

If you have already completed Mask Fit Test

- A Mask Fit Test certificate is valid for 12 months.
- Upload a copy your certificate to your InPlace account.

Where to do the test

- Mask Fit Testing is available at our Berwick, Mt Helen and Gippsland campuses.

About the test

- A mask will be supplied.
- The test will take 45 minutes.

What to do when you receive your certificate (in your student inbox)

- Upload a copy to your InPlace account.

Further Information

A Frequently Asked Questions sheet is available in InPlace under the "Shared Documents" section.

NDIS Worker Screening Check

When you should do this task

- Apply for your NDIS Worker Screening Clearance as soon as you're enrolled. Screening can take several weeks to be processed.

If you already have an NDIS Worker Screening Check

- An NDIS Worker Screening Check is valid for five years from the date of the notice.
- Upload a copy of your NDIS clearance email to your InPlace account.

Where to apply

- Apply online via the Service Victoria website.

What you'll need to apply

- Three different identity documents
- A smartphone with a camera

Note: If the names on your identity documents don't match, you will also need to provide:
- change of name certificate
- marriage certificate issued by Births, Deaths and Marriages (not the one you got on your wedding day).

How to apply

1. Go to the Service Victoria website.
2. Read through all four tabs: 'Before you start', 'How it works', 'Costs' and 'FAQ'.
3. Select 'Get started' then follow the instructions. Make sure you choose a 'Student on placement' application.
4. At Step 4 ('Work details') write:

Employer Id	4-GCUIY98
Legal name	FEDERATION UNIVERSITY AUSTRALIA
Business name	Federation University Australia

What to do when you receive your NDIS Worker Screening confirmation email

- Upload a copy of the email to your InPlace account.

Further Information

A Frequently Asked Questions sheet is available in InPlace under the "Shared Documents" section.

Work Integrated Learning Declaration

When you should do this task

- Fill out the form after you have uploaded all other mandatory documents.

Where can I download the form

- The form can be downloaded from your InPlace account under the "Shared Documents" section.

What to do after you've completed the form

- Upload a copy to your **InPlace** account.

Student Undertaking Form – SSIP Dept of Health

When you should do this task

- Complete and upload the form as soon as you're enrolled

Where can I download the form

- The form can be downloaded from your InPlace account under the "Shared Documents" section.

What to do after you've completed the form

- Upload a copy to your [InPlace](#) account.

Mandatory Placement Documents Checklist

The following documents are required to be uploaded to your InPlace account:

Police Check

Working With Children Check

NDIS Worker Screening Clearance

Consent Form Hold and Release Student

Aged Care Statutory Declaration

Immunisation Verification Form

Flu Vaccination (required Annually)

Covid-19 Vaccination - Evidence

Student Placement Agreement

Hand Hygiene Certificate

WIL Declaration

Student Undertaking Form – SSIP Dept of Health

Face Mask Fit Test (exempt from due date, required only prior to placement)

All Mandatory Placement Documents are required to be completed and uploaded to your InPlace account by the due date.