

Bachelor of Nursing

Mandatory Documents

for Clinical Placements

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

Mandatory documents are a requirement of completing your placement and must be uploaded via [InPlace](#).

This information was correct as of 9 November 2023. 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.
- Upload a photo of your WWCC card on InPlace by census date.

If you already have a Working with Children Check

- WWCCs are valid for 5 years. If your card has not expired, upload a photo of your current card.
- When your card is within 6 months of expiry, you must renew it and upload a photo of your new card.

Where to apply

- Apply completely online via the [WWCC website](#) if you're eligible.
- OR
- [Apply online](#) then get your identity verified at a participating post office.

What you'll need to apply

- Two ID documents (at least one with a photo)
- A list of the addresses you have lived at in the past 5 years
- A smartphone with a camera

How to apply

1. Go to [How to apply](#) on the Working with Children Check Victoria website.
2. Check if you can complete the check fully online. If you can't, select 'How to apply' and follow the instructions, then get your identity verified at an Australia Post outlet. If you can complete the check fully online, follow the steps below.
3. Select 'Get started'.
4. Under 'Choose a check type' select 'Volunteer'.
5. Enter your details as they appear on your identity documents.
6. When asked if you know the specific organisation you will be doing paid and/or volunteer child-related work for, select 'Yes'.
7. 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
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7. Under 'Occupational field' select '58'.
8. Follow the steps to verify your identity online.
9. Select 'Sign and submit'.

What to do when you receive your card

1. Upload a PDF (showing front only) to your [InPlace](#) account.

2. Tick the box as confirmation that you have uploaded.
3. Enter the expiry date and card number in the boxes provided.

Police Check

When you should do this task

- Apply as soon as you receive a police check email in your student inbox (from either Fit2Work or Federation).

If you already have a police check

- You can use a police check that is not provided by Fit2Work.
- Make sure your police check has been issued in the same year your studies will commence.
- Upload a PDF of your police check to your [InPlace](#) account.

Where to apply

- Click the personalised link in your email to apply via the Fit2Work website.

What you'll need to apply

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

How to apply

1. Go to the [Fit2Work website](#).
2. Log in with your student email address and the password you received. (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 PDF to your [InPlace](#) account.
2. Take a copy of your police check outcome to your clinical placements.

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 form.
- Make an appointment with your GP or a registered nurse.
- Take the form to your appointment.

What to do next

1. Upload a copy of your completed form to your [InPlace](#) account.
2. Complete any outstanding vaccinations if necessary.

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

- Log in to [InPlace](#).
- Click on your InPlace User Account Menu (top right corner) and go to your 'My details' page.

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

- Log in to [InPlace](#).
- Click on your InPlace User Account Menu (top right corner) and go to your 'My details' page.

Aged Care Statutory Declaration

When you should do this task

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

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 and upload your certificate 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:

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
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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. Select 'Find a new module' in the shortcuts menu.
 4. Under 'Online Learning Module Categories' select 'Click here for hand hygiene modules'.
 5. Enrol in the 'Hand Hygiene Nursing/Midwifery Online Learning Module'.
 6. 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 Testing

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

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.

NDIS Worker Screening Check

When you should do this task

- Apply 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.
4. At Step 4 ('Work details') write:

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

For additional tips for completing your NDIS application, please refer to the NDIS Instructions document in InPlace available in the 'Shared Documents' tab.

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

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

Work Integrated Learning Declaration

When you should do this task

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

What to do after you've completed the form

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