

Note: This Checklist only applies for students who are not employees of the host placement organisation.
 (For students who are employees, compliance requirements should be covered by existing policies and procedures of host organisation.)

This Checklist has been developed to assist you with obtaining compulsory conditional evidence documentation. You can view and submit your conditional evidence documentation in the student placement system (**InPlace**). Conditional Evidence is required to be current for the duration of your placement unless otherwise notified.

You are required to:

- Review the conditional evidence checklist below.
- Upload scanned original copies of conditional evidence items to InPlace: (<https://unisa-prod.inplace.com.au/>). All documents can be uploaded, only compulsory documents will be verified by the CPU office.
- Present conditional evidence documents to venue staff on the first day and/or as requested
- Keep your conditional evidence documents current for the duration of your placement.
- **Important* Do not action the conditional evidence requirements on this checklist, until you have reviewed the Conditional Evidence Matrix below**

Conditions Evidence Key

- ☑ = Condition must be met by student and evidence submitted to CPU.
- ☒ = Condition is not mandatory but recommended
- = Condition must be met by student, only if it is a site-specific requirement.

Conditions Evidence	Requirement
Working with Children Check / Child related Employment Screening	☑
National Police Certificate (NPC)	☑
Consent & Authority to Release Form	☑
Immunisations	■
Influenza Vaccination Certification	■
Provide First Aid ²	■
Responding to Risks of Harm, Abuse and Neglect – Education and Care (Fundamentals) / Child Safe Environments	☑
State Specific Deed Poll/Code of Conduct	■
COVID Vaccine	☒
Undertaking a Safe Student Placement Work Health and Safety (WHS)	☑

Conditional Evidence Requirements

Item Required	Resource Information	Expiry Date	Completed ✓
DHS Working with Children Check* (Valid for 5 years) *Please complete your states requirements*	Details regarding each state's requirements can be found via the ACIC link below. https://www.acic.gov.au/services/national-police-checking-service/find-out-more-information/working-children-checks	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace
National Police Certificate (NPC)* (Valid for 3 years) *must be a State Issued NPC from the police service in the state you currently reside	Details available at: www.unisa.edu.au/cpu/npc Note: 1. When applying for the NPC ensure you specify that "you will have <i>unsupervised</i> contact with vulnerable groups". 2. Reason for check: "HEALTH / AGED CARE UNI PLACEMENT" 3. Proposed Place of Work (Name of Organisation or Type or Workplace): "HEALTH CARE SECTOR" Location of Employment (Town and State/Territory): "VARIOUS – AUSTRALIA WIDE"	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace
Consent & Authority to Release Information Form (Expiry to match NPC form)	Details and Form available at: www.unisa.edu.au/cpu/consent	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace
Influenza Vaccination Certification (Yearly)	Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/ Please ensure your certificate includes the details as listed on the CPU website.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace
Provide First Aid Course (Valid for 3 years)	Details available at: http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace
Responding to Risks of Harm, Abuse and Neglect – Education and Care (Fundamentals) (Valid for 3 years) formerly: UniSA Child Safe Environments (Valid for 4 years)	Complete the Fundamentals course: Responding to Risks of Harm, Abuse and Neglect – Education and Care online training at: https://www.education.sa.gov.au/working-us/rrhanc/fundamentals-course-responding-risks-harm-abuse-and-neglect-education-and-care Print certificate on completion.	<input type="checkbox"/> Renewal Reminder Set	<input type="checkbox"/> Upload to InPlace
State Specific Deed Poll/ Code of Conduct (Valid for Program Duration)	Please complete your states/workplaces requirement	N/A	<input type="checkbox"/> Upload to InPlace
COVID Vaccine (Annual)	Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/	N/A	<input type="checkbox"/> Upload to InPlace
Undertaking a Safe Student Placement Work Health and Safety (WHS) (Valid for Program Duration)	Complete the Undertaking a Safe Student Placement Work Health and Safety (WHS) Module at: https://lo.unisa.edu.au/course/view.php?id=5521 . Print certificate of completion and add to PTP folder.	N/A	<input type="checkbox"/> Upload to InPlace