

Faculty of Health Sciences

New Student Pre-Placement Checklist

As a Faculty of Health Sciences student, you must meet the mandatory State or Territory legal and industry policy requirements before going on placement. These requirements are outlined in the legal agreements between ACU and the placement agency as a prerequisite to students gaining access to placements.

Work Integrated Learning (WIL) site

- ☑ Review your pre-placement requirements as set out in the action list for your campus and discipline on the [Work Integrated Learning \(WIL\)](#) site.
- ☑ Take note of the submission date for your pre-placement compliance requirements; they must be completed by the submission deadline for you to be eligible for placement.
- ☑ Read more about the faculty's pre-placement requirements in the [FHS Work Integrated Learning Protocol](#).
- ☑ Check out the [Frequently Asked Questions](#) for your state, located under the first checklist item in the action list for your campus and discipline, called 'Learn more about your pre-placement requirements'

Doctor appointments

- ☑ Make an appointment with a doctor to complete your immunisations (ACU Medical Centres, or GP)
- ☑ Make sure you take your ACU Student Immunisation form, including the first page with the instructions and all historical immunisation records, to the doctor's appointment.
- ☑ Ask your doctor to complete the form with your past vaccination information, administer required vaccinations and order required serology tests.
- ☑ Identify follow-up appointments for outstanding vaccinations and serology results and take your ACU Student Immunisation form with you to be updated.
- ☑ Ask your doctor to provide you with the serology results identified on the ACU Student Immunisation form.
- ☑ Check that your doctor signs, dates and stamps your ACU Student Immunisation form when it is completed.
- ☑ Make sure you know when you need to have your annual flu vaccine.
- ☑ Obtain your COVID vaccination evidence (MyGov – Medicare Summary)

Applications

- ☑ If you have lived in another country for more than 12 months in the last 10 years, apply for an international criminal history check or complete a Statutory Declaration (if required)
- ☑ Apply for a National Police Check as directed on WIL. Make sure 'Volunteer Police History' check (\$19.90 ACU Student discount) recommended.
- ☑ Apply for a Working with Children Check as directed on WIL.
- ☑ Apply for an NDIS Check as directed on WIL (if required for your discipline) NOTE: International students may encounter some delays in obtaining this requirement, so please allow 8 weeks for your application to be processed.

Bookings

- ☑ Book in to complete your Provide First Aid qualification (includes CPR for 12 months)
- ☑ Book in to complete your Mask Fit Test (when notified by your school)
- ☑ Book in to attend the FHS Uniform Fitting on your campus (when notified)

Complete online or download to complete

- ☑ Complete the Hand Hygiene module as directed on WIL.
- ☑ Postgraduate Psychology students only, upload a copy of your Provisional APHRA Registration to InPlace.
- ☑ Victorian students only, complete the Placeright Undertaking and upload to InPlace.
- ☑ Queensland students only, complete the QLD Health Modules and upload to InPlace.
- ☑ Canberra students only, complete the ACT Health Modules and upload to InPlace.
- ☑ Paramedicine students only, complete a fitness and/ or medical assessment as directed on WIL or by your campus coordinator.
- ☑ NSW students only, complete all additional requirements for your NSW Health Immunisation and Police Check Packages as directed on WIL. (NOTE: Excludes Undergraduate Exercise Science, Nutritional Science and Biomedical Science students)

Orientation Day

- ☑ Attend the FHS Pre-placement requirements Q & A session during orientation day on your campus.
- ☑ Come and visit the Placement Services stall during orientation day on the Melbourne and Strathfield campuses.

InPlace

- ☑ Log in and look around, check out your 'To Do List' and 'Message Board' on your dashboard, and review all tabs. Your 'My Details' tab is where you will upload all of your pre-placement compliance requirements before your submission date and track any expiring items throughout your course.
- ☑ Complete Part A – Student Declaration on InPlace.
- ☑ Upload your pre-placement compliance requirements against the relevant fields as you complete them.
- ☑ You are responsible for checking your InPlace record daily and renewing any expired certificates or checks throughout the duration of your course.

Get support from Placement Services

- ☑ Download the [Student Guide](#) to get information on how to contact the FHS Placement Services team and how we can support you. Located on the WIL site, under the first checklist item in the action list for your campus and discipline, called 'Learn more about your pre-placement requirements'.

Need help in understanding or completing your pre-placement compliance requirements? Come and see us in person at the following campus locations:

Team/ Campus	Location
VIC Team - Melbourne	Reception - Room 59, Level 3, Mary Glowrey Building (420.3.59) Monday to Thursday at the following times. 10 am – 11 am 2 pm – 3 pm
NSW Team – North Sydney	Reception - Level 14, Tenison Woods House (532.14.27) Monday to Thursday at the following times. 10 am – 11 am 2 pm – 3 pm
QLD Team – Brisbane	Placement Services Office, Room 31, Level 1, Brisbane campus (200.1.31) Monday to Thursday at the following times. 9:30 am – 10:30 am 2 pm – 3 pm

Got a question about your placement/s? Email the Placement Services team for your campus.

melbplacement@acu.edu.au

ballaratplacements@acu.edu.au

nswplacements@acu.edu.au

actplacements@acu.edu.au

qldplacements@acu.edu.au

acu-fhsplacements@acu.edu.au (ACU Online students)

What next....

- ☑ Upload your pre-placement compliance documentation to InPlace as you get it, and make sure all items are completed and uploaded by your submission date as directed on WIL.
- ☑ Ensure you access and read the Student Handbook for your discipline located on CANVAS.
- ☑ The Commonwealth Prac Payment (CPP) is now available for eligible FHS students undertaking a mandatory placement in Nursing, Midwifery, or Social Work. [Discover more and apply here.](#)