

# **Work Integrated Learning: VET Student Placement Handbook**

College of Health and Human Sciences



# Acknowledgement

We value and respect the place, history and culture of Indigenous Australians.

We're deeply engaged with—and informed by—the Indigenous people of Australia and we operate on the lands of many strong Indigenous nations. Our main campus is in Darwin, on the lands of the Larrakia people, and we acknowledge and pay respect to their Elders both past and present.

Our other campuses have a footprint or activities on Indigenous nations as well, and to them we also pay our respects: the Arrernte of Alice Springs; the Jawoyn, Wardaman and Dagomon of Katherine; the Waramungu of Tennant Creek; the Kungarany of Batchelor and Adelaide River; the Yolngu of north-east Arnhem Land; the Tunuvivi of the Tiwi Islands; and the Gadigal of the Eora Nation of Sydney.

# Overview of Health & Human Sciences

## Work Integrated Learning Program

Work Integrated Learning (WIL) is a broad term used to define learning experiences that enable students to gain practical skills and knowledge within a purposefully designed curriculum<sup>1</sup>. Terms such as placement, practicum, fieldwork/education are all types of WIL programs. WIL also plays an integral role in developing work readiness skills and enhances the employability of a student. The College of Health and Human Sciences WIL units provides a unique and supervised learning experience in a health-related setting. These may be undertaken in health or medical research, counselling, service development, education or policy planning, and across different sectors such as non-government/community-based organisations, education, government.

WIL units are undertaken during semester periods, providing the student meets the prerequisite and requirements for the course, pre-placement clearances and must be enrolled in a WIL unit. Dates of placements vary between courses, and it is essential to plan ahead of time. Some host organisations will require students to work full-time and during business hours, which may impact your current studies, so you will need to allow this disruption in your schedule. You may also have prior commitments (such as employment, family obligations), so you will also need to consider this when undertaking a WIL unit. Undertaking a WIL unit requires dedication, flexibility, patience and resilience. WIL units will provide you with a rewarding experience in an authentic, real-world setting – encompassing both the knowledge and interprofessional skills to ensure you graduate as a competent practitioner, health professional, researcher or scientist.

**There are four broad categories of placement experiences. Our College hosts a diverse range of disciplines and can vary based on your course(s).**

- 1. Fieldwork / Community / Placement (Clinical or General)** – Run over a specified number of hours based on National Accreditations and Guidelines. This type of placement can be undertaken in a clinical, government or community settings.  
*Disciplines may include: Social Work, Clinical Psychology, Allied Health (Nutrition, Occupational Therapy, Speech and Language Therapy), Community Services, Individual Support*
- 2. Practicum / Practical Blocks** – Run over a specified block of weeks or hours with nominated dates for commencement through to completion.  
*Disciplines may include: Medical Laboratory Sciences, Pharmacy, Allied Health, Paramedicine, Allied Health Services, Health Services Assistance*
- 3. Industry Projects / Medical or Health Research Projects** – Project based placements can be flexible and hours will be determined on the level of the project detail. This type of placement tends to focus more on research, data analysis and conducting experiments or interviews.  
*Disciplines may include: Medical Laboratory Sciences, Health Sciences, Social Work*
- 4. Simulation Block / Observation** – This type of placement typically happens at the beginning of direct-client work. It gives the student a glimpse of the practical training involved and allows for a purely observational learning experience.  
*Disciplines may include: Paramedicine, Allied Health (Nutrition, Occupational Therapy, Speech and Language Therapy), Allied Health Services, Health Services Assistance*

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<sup>1</sup> Patrick, C. Peach, D. & Pocknee, C. (2009) The WIL (Work Integrated Learning) report: A national scoping study, Australian Teaching and Learning Council

## Definitions: Key People

The College of Health & Human Sciences have a dedicated placements team to support and manage the systems relating to the placement process. This team is made up of the following key people:

**Course Coordinator / Unit Coordinator / Field Education Coordinator** manages the course or unit and provide support to the student once they have begun their placement. They may also be your course or unit lecturer for the placement unit.

**Clinical Supervisor/ Field Supervisor / Field Education Supervisor** will provide the formal supervision to the student while undertaking their placement. This level of supervision would depend on the course and the placement you are undertaking. This is a mandatory practice for various allied health professional and often a requirement for quality accreditation and governed by external bodies. It is a requirement to meet with your Clinical / Field Supervisor on a regular basis in order to meet the accreditation guidelines of specific disciplines. Your Clinical / Field Supervisor will be responsible for undertaking your reviews on placement as well as guiding you with best practice and clinical governance. Any concerns or complaints must be discussed with your Course Coordinator / Unit Coordinator.

**Placement Officer** is responsible for managing and providing support for the student before the placement begins. This includes ensuring all pre-clinical documents (background/ screening checks, vaccinations etc.) are up to date and valid. The placement officer manages the online placement software 'InPlace' and liaise with the host organisations on start dates and clinical requirements.

**Work Integrated Learning (WIL) Manager** is responsible for the WIL implementation and strategic management of placements within the College. The WIL manager is also responsible for internal and external stakeholder engagement as well as regulating policies and procedures in accordance to CDU policy.

**Workplace Supervisor/ Organisation Supervisor** is an experienced staff member of the host organisation who provides day-to-day supervision of a student during their placement. They are also jointly responsible for planning, monitoring and evaluation the students learning and progress in the agency.

**Agency Personnel / Representative** are employees, officers, agents and contractors of the Host Agency. Students are not deemed as Agency Representative and as such do not qualify for a paid position or monetary remuneration for their time with the Partner Organisation.

Key contact details can be found on page 8-9 of this document.

# Definitions: Work Integrated Learning

**Agency Facility / Practice Facility** means a Facility owned, leased, licensed or otherwise operated by the Agency or as otherwise notified in writing by the Agency to CDU from time to time.

**Business Day** that is not a Saturday, Sunday, bank holiday or public holiday in the Northern Territory.

**CHHS** stands for College of Health and Human Sciences

**Partner Organisation / Partner Agency** are where students may undertake student placements. Partner Organisations will have a key contact person who will be able to assist you with induction and training before you begin your placement. It is important to contact the Partner Organisation and your supervisor before you commence your placement.

**Placement** means the placement of a Student at a Practice Facility for the purpose of undertaking a WIL Practical Program.

**Practical Program** means the program undertaken by a Student while on a Placement, which is part of their course work in undertaking an academic course or degree of the College of Health and Human Sciences of CDU.

**Practice Agreement** is an agreement and contract between Charles Darwin University and the Partner Organisation.

**Personal Information** has the meaning given under the Privacy Acts, which is collected or handled by either of the parties in connection with this Deed.

**Privacy Acts** means the *Privacy Act 1988* (Cth) and the *Information Act* (NT).

**Privacy Law** means the Privacy Acts, the Australian Privacy Principles under the *Privacy Act 1988* (Cth), the Information Privacy Principles under the *Information Act* (NT), any code or practice or authorisation under the Privacy Acts that apply to a party and any other legislation relating to privacy which is binding on a party.

**Student** means a student enrolled in a course of CDU.

**Student Placement Agreement** means an agreement between CDU and a Student who is undertaking a Placement.

**Work Integrated Learning (WIL)** is defined as a learning experience that enable students to gain practical skills and knowledge within a purposefully designed curriculum<sup>2</sup>. Terms such as placement, practicum, fieldwork/education are all types of WIL programs.

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<sup>2</sup> Patrick, C. Peach, D. & Pocknee, C. (2009) The WIL (Work Integrated Learning) report: A national scoping study, Australian Teaching and Learning Council





## Roles and Responsibilities

### Student Responsibility

As a student and a representative of Charles Darwin University, you are expected to adhere to the [Charles Darwin University Student Policy and Student Conduct By-laws](#) while enrolled with the University. This includes the [Charles Darwin University Act 2003](#), and all policies and procedures set out by Charles Darwin University. Students undertaking WIL within partner organisation will be under the direction and supervision of organisation personnel, and will be required to comply with appropriate directions, by-laws, policies, manuals of the organisation and the Fair Work Act 2009<sup>3</sup>.

All students wishing to undertake a placement unit will need to abide by the Student Placement Agreement and email the signed document to the placement admin team. In addition to this, students will be required to submit pre-placement clearances such as National Police Check, Working with Children Check and undertake pre-placement training such as Equal Opportunity Training and Infection Control Training. **Students are responsible for ensuring their pre-placement documents are up to date and valid throughout their placement duration.** Students will need to cover the costs of all pre-placement documents, however, are also entitled to received concession costs for Police and Working with Children Check.

Each study discipline will have a set of pre-placements requirements and some host organisations may have additional requirements. For more information on what type clearances are required for your placement, please read page 14 this document.

Students are NOT required to approach organisations and arrange their own placement, unless advised by a CDU staff.

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<sup>3</sup> Stewart, A. & Owens, R. (2013) The Nature, Prevalence and Regulation of Unpaid Work Experience, Internships and Trial Periods in Australia Experience or Exploitation? Report for the Fair Work Ombudsman, Adelaide Law School

# Roles and Responsibilities

## University Responsibility

The University is responsible for ensuring the WIL program meets the quality assurance under the [Higher Education Standards Framework 2015](#) and developing and managing the WIL courses and program requirements. The University will negotiate the details of the placements on behalf of students as well as coordinating the placement dates, practical and learning programs and other related matters with the Host Organisation. The University will comply with all applicable laws, all applicable Australian standards and tertiary education industry standards and guidelines and any CDU policies, standards or guidelines advised by CDU.

The University will provide insurance protection for all eligible students. Protection under CDU's personal accident and public liability policies, the student's need to:

- be enrolled in the appropriate unit/course/degree at CDU;
- complete the placement as a prescribed part of the unit/course/degree or gain approval by the College as being relevant; and
- be placement ready (e.g. prerequisite units have been successfully completed).

For more information on insurance and coverage, please see the list of appendices.

## Partner Organisation Responsibility

The Partner Organisation will be responsible for ensuring that students undertaking a WIL program with CDU completes all aspects of the applicable practical program, assess the performance of Students undertaking WIL in relation to the Practical Program. Partner Organisations will provide task allocations, ongoing supervision and support as well as a safe workplace environment in accordance with the Fair Work Act.

The Organisation will ensure the Students are appropriately inducted into the workplace, provide and inform Students with the workplace policies and procedures, and comply with Work Health and Safety Standards. The Organisation also agrees to maintain contact with a CDU WIL/Placement Staff Representative and promptly advise the University should an incident or issues relating to Students wellbeing or performance activity should occur.

# Key Contact Details

## Course / Unit Coordinators for WIL & placement units

While on your placement, the Unit Coordinator is your **primary point** of contact at CDU. They can assist you with academic advice regarding:

- Unit assessments
- Study and learning plans for placement/practicals
- Learning outcomes and competencies while on placements
- Supervision while on placement
- Discuss your area of interest for placements

Vocational Education and Training	
Certificate III Allied Health Assistance HLT33015	Jessica Blakemore   E: jessica.blakemore@cdu.edu.au
Certificate IV Allied Health Assistance HLT43015	Jessica Blakemore   E: jessica.blakemore@cdu.edu.au
Cert III Health Services Assistance HLT33115	Jessica Blakemore   E: jessica.blakemore@cdu.edu.au
Certificate III Individual Support CHC33015	Pam McLennan   E: Pam.mclennan@cdu.edu.au
Certificate III Community Services CHC32015	Lynne Hendry   E: lynne.hendry@cdu.edu.au
Certificate IV Community Services CHC42015	Lynne Hendry   E: lynne.hendry@cdu.edu.au
Certificate IV Mental Health CHC43315	Amanda Brain   E: amanda.brain@cdu.edu.au
Certificate IV Mental Health Peerwork	Amanda Brain   E: amanda.brain@cdu.edu.au
Higher Education	
Clinical Psychology	Malcolm Flack   E: Mal.flack@cdu.edu.au
Exercise & Sports Science	Liz Grylls   E: Liz.grylls@cdu.edu.au
Health Science	Lynn Moloney   E: Lynn.moloney@cdu.edu.au
Medical Laboratory Science	Natalie Milic   E: Natalie.milic@cdu.edu.au
Nutrition	Judith Myers   E: Judith.myers@cdu.edu.au
Occupational Therapy	Nicole O'Reilly   E: Nicole.oreilly@cdu.edu.au
Paramedicine	Paul Reeves   E: Paul.reeves@cdu.edu.au Duncan McConnell   E: duncan.mcconnell@cdu.edu.au>
Pharmacy	Heather Volk   E: Heather.volk@cdu.edu.au
Social Work	Gucki Reissenberger   E: Gucki.reissenberger@cdu.edu.au E: fieldplacement@cdu.edu.au
Speech and Language Therapy	Hamid Karimi   E: hamid.karimi@cdu.edu.au



# Key Contacts Details

## CHHS WIL & Placements Team

The WIL Team is responsible for arranging placement agreements between the partner organisations and CDU. The team also coordinate and maintain placement management, to ensure students meet the pre-placement requirements. They can assist you with:

- Arranging contracts and agreements
- Pre-placement documents (Working with Children Checks, Police Checks)
- Immunisations and vaccinations
- Start dates of placement
- Uniforms, PPE and WHS

CHHS Placement Team	<p>P: 08 8946 7528 E: <a href="mailto:hhs.placements@cdu.edu.au">hhs.placements@cdu.edu.au</a> W: <a href="https://www.cdu.edu.au/health-human-sciences/placements">https://www.cdu.edu.au/health-human-sciences/placements</a></p> <p><i>It is best to contact the team via email to ensure prompt response.</i></p>
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# Student Support Services

## Student Central

Student Central provides a range of administrative support to students and manages aspects of admissions, student records, timetabling and examinations. You can also contact them to renew your student ID cards, and with enquiries about troubleshooting *InPlace*.

**Casuarina Campus Orange 1.1** | Mon-Thurs: 8:30-4pm, Friday: 8:30-3pm (ACST)

E: [Student.central@cdu.edu.au](mailto:Student.central@cdu.edu.au)

T: 1800 061 963 (freecall)

W: [ask.cdu.edu.au/app/ask](https://ask.cdu.edu.au/app/ask)

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## IT Support

ITMS will provide student support with information technology and communication systems, and with technical advice with *InPlace*.

**Casuarina Campus Red 8** | Mon-Fri: 8:00-4pm (ACST)

Log a job via Student Portal: [portal.cdu.edu.au](https://portal.cdu.edu.au)

T: 08 8946 6600

W: [logit.cdu.edu.au](https://logit.cdu.edu.au)

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## Access and Inclusion

Access and Inclusion coordinates services and support to assist students with a disability and/or health condition. The way that we do this is by working with you to put in place reasonable adjustments to allow equal access and participation in university life.

You may register for support at any time if your studies are impacted by:

- Disability
- Medical and/or mental health condition
- are the primary carer of someone with a disability or ongoing health condition

**Casuarina Campus** Building Blue 5.1

**Alice Springs Campus** Information Centre Building 1.1.1

[Book an appointment online](#)

T: 08 8946 6288

E: [inclusion@cdu.edu.au](mailto:inclusion@cdu.edu.au)

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## Scholarships

Visit the website for more information about what scholarships you may be eligible to receive.

**Casuarina Campus Orange 1.1**

T: 08 8946 7766 | T: 1800 061 963 (freecall)

E: [scholarships@cdu.edu.au](mailto:scholarships@cdu.edu.au)

W: [cdu.edu.au/scholarships](https://cdu.edu.au/scholarships)

# Student Support Services

## Student Accommodation

Choose to live on or off-campus while you study with CDU or undertake a placement, there are many options available for you.

Visit [cdu.edu.au/accommodation-services](http://cdu.edu.au/accommodation-services) for more information

### On-campus accommodation | T: 08 8946 6591

Casuarina Campus | E: [accommodation@cdu.edu.au](mailto:accommodation@cdu.edu.au)

Katherine Campus | E: [katherine.accommodation@cdu.edu.au](mailto:katherine.accommodation@cdu.edu.au)

Alice Springs | E: [alicesprings.accommodation@cdu.edu.au](mailto:alicesprings.accommodation@cdu.edu.au)

### Off-campus accommodation | T: 08 8946 6228

E: [accommodation.assistance@cdu.edu.au](mailto:accommodation.assistance@cdu.edu.au)

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## Counselling

The CDU Counselling Service aims to assist students who maybe be experiencing personal difficulties that are distressing and having a negative impact on their studies. The counselling provided by CDU is undertaken by Social Workers or Psychologists with a counselling and mental health sub-speciality and are members of the Australian Association of Social Workers (AASW) or are registered through the Australian Health Practitioner Registration Authority (AHPRA).

### Casuarina Campus Blue 5.1 | T: 08 8946 6288

E: [counselling@cdu.edu.au](mailto:counselling@cdu.edu.au)

**For out-of-hours telephone crisis support, please call 1300 933 393**

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## Security

For peace of mind, we recommend you download the CDU SafeZone app on your mobile device. Its free and connects your directly to security services (24/7). Safe Zone is available for Casuarina, Palmerston, Katherine, Slice Springs and Sydney Campuses.



### Casuarina Campus Orange 2.1 | T: 08 8946 7777 | T: 1800 646 501 (freecall)

E: [security@cdu.edu.au](mailto:security@cdu.edu.au)



# Overview of organising your placement

A quick guide to arranging your placement with the College of Health and Human Sciences




## Step 1: Academic / placement advice

-  Seek academic advice about:
  - Unit eligibility, prerequisites, availability
  - Area/field of interest
  - How and when the placement unit will fit into your academic calendar.
-  Email your course or unit coordinator for more information (see page 8)




## Step 2: Check the dates and nominate

-  Check the dates on page 15 for the dates of placement offerings. CHHS offers 3 placement blocks per year. These blocks allow you to undertake your placement hours within this frame. Nominations for placements can also be found on page 15.
-  You will need to check the website for dates when placements are available for your course, and make your nominations accordingly.

## Step 3: Get your pre-placement documents ready

-  When you have received all the information you need to make an informed decision, you will need to submit all your pre-placement documents to the placements admin team on [hhs.placements@cdu.edu.au](mailto:hhs.placements@cdu.edu.au)
-  To ensure your placement is not delayed, please send only one email with all your documents attached. Email the placements team on [hhs.placements@cdu.edu.au](mailto:hhs.placements@cdu.edu.au)
-  Please make sure you use your CDU student email address, or we may not receive it.

## Step 4: Nominations are received and processed

-  Once you have completed all your prerequisite units and have enrolled into the placement unit, you will be shortlisted for a tentative placement offer.
-  Check your student email for more information.
-  During this time, you may also be asked to attend an interview with the organisation we have matched you with. This is just a quick meet and greet and a great chance to ask the organisations any questions you may have about your placement.

# Overview of organising your placement

A quick guide to arranging your placement with the College of Health and Human Sciences

## Step 5: Confirmation of your placement



A confirmation email will be sent to your student email address. A placement will only be offered if:

- You have submitted your expression of interest
- You have passed all the prerequisite units
- You have enrolled in the unit
- Submitted ALL your pre-placements documents.



Check your student email for more information.

## Step 6: Starting your placement



You are now ready to begin your placement. A confirmation email will contain more information regarding location, start dates and time, supervision, contact person at location.



Check your student email for more information.



Email your course / unit coordinator and the partner organisation to inform them of your placement. Make sure you maintain regular contact with your course/ unit coordinator so they can keep track of your progress.

### Top Tips:

1. Ensure all your pre-placement documents are valid and up to date.
2. Make sure you check our calendar of important dates, so you don't miss out.
3. Check your CDU student email regularly and the CHHS website.
4. Think carefully and plan ahead. Plan your semester and units so you can fulfil your placement hours without missing classes, paid work or family commitments.
5. Contact with a CDU staff member if you have concerns about your placements.

# Pre-placement requirements

Before you begin your placement, you will need to ensure you meet all the requirements. This includes completion of all prerequisite units, enrolment into the placement unit and submission of the pre-placement documents.

Students are entitled to receive volunteer/concession costs for their Working with Children Check and/or Police Check. Please check with your local state for more information.

## You will need to complete the following:

1. CDU Student Placement Agreement (see resources section)
2. Renew your CDU Student ID Card (expires 31<sup>st</sup> March each year)
3. National Police / Criminal History Check
  - a. *Check with your local police state or visit [nationalcrimecheck.com.au](http://nationalcrimecheck.com.au)*
4. Working with Children Check
  - a. *Check with your local police state or visit [nationalcrimecheck.com.au](http://nationalcrimecheck.com.au)*
5. Equal Opportunity Online Training Module 1
  - a. <https://eonlinev2.uow.edu.au/splash.aspx>
6. Covid-19 Infection Control Online Training
  - a. <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

**If you are enrolled in Allied Health / Health Services, immunisations and vaccinations are mandatory. Some organisations may require additional documents. This may include the following:**

7. Immunisation / Vaccination or Serology reports for Hepatitis B, Measles, Mumps, Rubella, Varicella, Diphtheria, Tetanus, Pertussis, annual influenza vaccine
8. Tuberculosis (TB) Screening (Mantoux; QuantiFERON; IGRA)
9. **If you live or intend to undertake your placement in NT or WA**, you will need to provide evidence of immunity or vaccination for Hepatitis A
10. **If you live or intend to undertake your placement in WA only**, you will need to provide evidence of MRSA testing (methicillin-resistant *Staphylococcus aureus*)

**You will be advised if these additional documents are required for your placement.**



# Placement Offerings for 2021

Please check the CHHS website for current information. Students who have met their prerequisite units and submitted all pre-placement documents will be prioritised. Dates are a guide only and may be subject to change.

## Community Services

Certificate III Community Services x 80 placement hours / 2-week block  
*Placement numbers are capped at 12 students per block offering*

## Health

Certificate III Allied Health Assistance x 80 placement hours  
Certificate IV Allied Health Assistance x 120 placement hours  
Certificate III Health Services Assistance x 60 placement hours (not enrolled in HLTHAIN001)  
Certificate III Health Services Assistance x 80 placement hours (enrolled in HLTHAIN001)  
*Placement numbers are capped at 12 students per block offering*

## Mental Health

Certificate IV Mental Health x 80 placement hours / 2-week block  
*Placement numbers are capped at 6 students per block offering*

## Individual Support

Certificate III Individual Support x 120 placement hours  
*Placement numbers are capped at 6 students per block offering*

# Important Dates

## July Block (Teaching Period 3): 01 July – 15 August 2021

*Nomination Period: 26 May – 2 June 2021*  
*Pre-placement documents due by 13 June 2021*

## September Block (Teaching Period 4): 01 September – 17 October 2021

*Nomination Period: 5 – 11 July 2021*  
*Pre-placement documents due by 18 July 2021*

## March 2022 Block (Teaching Period 1): 07 March – 17 April 2022

*Nomination Period: 17 – 21 January 2022*  
*Pre-placement documents due by 31 January 2022*

## During your placement

Students must take their CDU Student ID to placement and any pre-placement documents. If you are unable to attend due to illness you are required to contact your line supervisor and your unit coordinator. If your illness has the potential to impact your ability to complete some or all of the requirements of your placement you must speak with your supervisor and unit coordinator. 100% attendance at placement is compulsory and any time missed must be made up.

Students on placement are expected to work the same hours as other agency workers and to be on placement during standard operational hours of the agency. Students cannot request changes to a placement without the consent of the relevant Unit Coordinator and Placement Officer.

If the organisation requires any placement activities to be undertaken outside of normal working hours, these hours should be counted towards the total required for the placement. However, students are not permitted to unnecessarily accrue overtime or take a 'flexi-time' approach to placement due to the potential for field education learning and performance to be compromised.

Your CDU unit coordinator may conduct a site visit at the beginning and mid-placement. Discuss this with your host supervisor and unit coordinator to find a suitable time.

### Public Holidays

Students are entitled to all public holidays observed by the organisation during their time on placement, however this time must be made up.

### CDU End of Year Closedown

It is compulsory for CDU Staff to take leave during the closedown period, which usually falls for 2 weeks between mid-December and early January. For the student's safety, placements are not to be undertaken during this time as the unit coordinator and placement officer will be unavailable for supervision and support.

### Reporting and Concerns

If you are having difficulty in your placement with serious matters, you should contact your unit coordinator as soon as possible. These matters should be addressed verbally either via phone or a meeting and then followed up in writing.

If your unit coordinator is away, please contact the CHHS Placements Team on [hhs.placements@cdu.edu.au](mailto:hhs.placements@cdu.edu.au) or 08 8946 7528, for guidance and ongoing support.

## In an emergency

1. Remove yourself from any danger
2. Call 000 if necessary
3. Report incident to your host supervisor (the organisation may have their own emergency procedures to follow)
4. Contact your unit coordinator and advise them of the incident and seek guidance.
5. If you are experiencing difficulties and need to speak to a CDU counsellor on 08 8946 6288 or for out-of-hours telephone crisis support, please call 1300 933 393

# Ethics in Placement Practice

As you begin your placement journey, students must be aware of the ethical issues that may arise in terms of student/ supervisor conduct during placement. These are issues relating to professional boundaries, dual relationships and conflicts of interest.

Common ethical issues are students forming friendships with clients, discovery of information that may be detrimental to the student's placement and the decision to disclose this information, student and clients/ educators entering personal relationships and alleged harassment.

As a student you are encouraged to pause and reflect on your role and ensure that you have a sound understanding of the ethical responsibilities you have as a part of your role. Things to consider are issues of power, boundaries, your values and how they relate to others, conflicts that may arise during your placement, issues regarding disclosure of information and confidentiality.

## As CDU student representatives, you should;

### Promote and protect the interests of clients

- Treat clients and carers as individuals, respecting their privacy and dignity
- Make sure that you have consent from clients or other appropriate authority before you provide any care, treatment or other services
- Follow CDU or placement provider's policy on consent
- Make sure that before you provide any care, treatment or other services, the client is aware that you are a student
- Respect a person's right to have their care, treatment or other services carried out by a professional and not a student
- Treat everyone equally and not discriminate against anyone because of your personal views
- Keep relationships with clients professional

### Communicate appropriately and effectively

- Be polite and considerate to clients, other students and staff at CDU and placement provider
- Listen to clients and carers; take account of their needs and wishes when carrying out any care, treatment or other services
- Take all reasonable steps to make sure that you can communicate appropriately and effectively with clients and carers
- Tell your relevant CDU staff and placement provider if you are experiencing any difficulties or other issues which may affect your learning or ability to successfully participate in your placement
- Use all forms of communication appropriately and responsibly, including social media and networking websites

### Work within the limits of your knowledge and skills

- Ensure that you are appropriately supervised for any task that you are asked to carry out
- Ask for help when you need it
- Be aware of any restrictions which apply to you in carrying out certain tasks. Follow any relevant CDU policies or that of your placement provider
- Only carry out an unsupervised task if you feel that you have the appropriate knowledge and skills to do so safely
- Take responsibility for your own learning

- Be aware of and follow any guidance issued by CDU staff or placement provider for working with clients and carers
- Ask for, listen to, think about and respond proactively to feedback you are given

### **Delegate appropriately**

- Recognise that the opportunities for delegation will vary during your program depending on your knowledge, understanding, skills and experience
- Discuss the delegation of tasks with an appropriate member of staff at CDU or placement provider before you take any action
- Follow local policies or guidelines on delegation and working with others produced by CDU or placement provider
- When giving tasks to another person to carry out on your behalf, you should make sure that they have the knowledge, skills and experience to carry out the tasks safely and effectively.
- If you give tasks to another person to carry out on your behalf, you should make sure that they have the appropriate information to carry out the tasks safely and effectively
- Explain to clients and carers when you have asked another person to provide any care, treatment or other services

### **Confidentiality**

- Keep information about clients and carers confidential. Only use it for the purpose for which it was intended
- Follow CDU policy on privacy and confidentiality, and in line with that of your placement provider
- Remove anything that could be used to identify a client or carer from information which you use in your assessments or other academic work
- Ensure that the records you keep are clear and accurate
- Take care to protect records from being damaged, lost or accessed by someone without permission
- Follow placement provider's policy on record keeping

### **Manage risk**

- Take all appropriate steps to limit the risk of harm to service users, carers and others
- Do not do anything that you think will put someone in danger or at unacceptable risk
- Follow your placement provider's policy on managing risk
- If confidential information raises concerns about the safety or wellbeing of someone, you should discuss this promptly with an appropriate member of staff at CDU or placement provider
- Be aware that you may put your clients or yourself at risk if your performance or judgement is affected by your physical or mental health
- Ask for appropriate support and adapt your study or stop studying if your performance or judgement is affected by your physical or mental health and could put clients, yourself or others at risk

### **Be open when things go wrong**

- Tell an appropriate member of staff at CDU or practice placement provider if something has gone wrong in any care, treatment or other services you have carried out involving a client or carer
- Co-operate with members of staff at CDU and placement provider if something has gone wrong in any care, treatment or other services you have carried out involving a client
- Tell an appropriate member of staff at CDU or placement provider if a client or carer wants to raise concerns about any care, treatment or other services they have received

**Conduct**

- Ensure that your conduct and behaviour does not damage public trust and confidence in your profession
- Be aware that your conduct outside of your placement and CDU may affect current and future placements
- Ensure that your personal appearance is appropriate for your practice placement environment
- Reference other people's work appropriately and not pass it off as your own
- Provide constructive feedback on the quality of your teaching and learning experience in both the education and practice placement setting through the appropriate channels
- Advise CDU as soon as possible if you are charged with, convicted of, or accept a caution for any offence
- Co-operate with any investigation into your conduct or competence



## PLACEMENT RESOURCES SECTION

### Contents

Student Placement Agreement

Instructions for Equal Opportunity Training

COVID-19 Infection Control Training

Immunisation Checklist

NT Volunteer Form – Police Check (NT students only)

NT Volunteer Form – Working with Children Check (NT students only)



# Student Placement Agreement

College of Health and Human Sciences  
Charles Darwin University

Charles Darwin University (CDU) has agreements with various health care agencies/facilities across Australia (Agency/Organisation) which enable the placement of students for Work Integrated Learning (placement) required for the programme in which they are enrolled.

Prior to CDU organising a placement for you in an **Agency/Organisation**, you are required to read and sign this Student Placement Agreement. This document describes your responsibilities to CDU and the Agency during your placement (s) and other important information of which you should be aware. The Agency may place additional requirements upon you as part of your placement.

## By signing this Agreement, I agree to the following:

1. I will NOT attempt to find my own placement without prior approval of the University;
2. I will not contact agencies and/or other universities to discuss possible placement availability and options;
3. I will conduct myself as a responsible student representative of Charles Darwin University.
4. Prior to the placement I will:
  - a. undertake all the necessary immunisations and health screening relating to my degree and provide CDU with evidence of completion;
  - b. advise CDU and the Agency of any medical or health conditions that may affect my ability to perform the duties required by the placement or complete the placement;
  - c. provide CDU with a copy of my Student ID Card;
  - d. provide CDU with a National Police Check that is less than twelve months old and will not expire before or during the placement;
  - e. provide CDU with a current Working with Children Check (and/or criminal screening as per state or territory requirements);
  - f. undertake the Equal Opportunity Online Training Module 1 and provide CDU with a certificate of completion;
  - g. undertake the COVID-19 Infection Control Online Training Module and provide CDU with a certificate of completion;
  - h. provide CDU with current registrations with AHPRA<sup>1</sup> and/or other relevant registrations.
5. I acknowledge that:
  - a. CDU will inform the Agency that a National Police Check (and where applicable, Working with Children Check and/or criminal screening as per state or territory requirements) has been obtained;

---

<sup>1</sup> Under the National Law, information about students will be entered on the AHPRA Student Register. This information is not published online and is not publicly available. The information AHPRA requests from education providers include: Name of Education Provider; student ID number; student personal details; name of the approved program of study or clinical training being undertaken by the student; the date on which the student started the approved program of study or clinical training; the date on which the student is expected to complete the approved program of study or clinical training; for students that have completed or otherwise ceased to be enrolled in the approved program of study or clinical training; the date of the completion or cessation and; the reason why the student completed or otherwise ceased to be enrolled in the approved program of study or clinical training. No fee applies to student registration.

Student Initials \_\_\_\_\_

- b. in the event that the National Police check (and where applicable, Working with Children Check and/or criminal screening as per state or territory requirements) discloses a court outcome, charge or matter under investigation, CDU will provide the Agency with a certified copy of the National Police check (and where applicable, the Working with Children Check and/or criminal screening as per state or territory requirements), as required by the Agency agreement, and CDU and the Agency will decide whether I can undertake the Placement;
  - c. my pre-placement documents may be provided and held on file by CDU and/or the Agency;
  - d. I will notify CDU and the Agency if the status of my police record (and where applicable, Working with Children Check and/or criminal screening as per state or territory requirements) changes prior to or during the course of the Placement.
6. During the placement I will:
- a. commit myself fully to the work involved in the placement and conduct myself responsibly as a student of CDU;
  - b. notify both CDU and the Agency if, for any reason, I am unable to attend all, or part of the placement;
  - c. immediately inform both CDU and the Agency of any accident or incident in which I am involved during placement hours;
  - d. only accept assignment of duties which are commensurate with my level of skill and ability;
  - e. work within my scope of practice as a CDU student;
  - f. neither be employed by the Agency nor receive any remuneration or other entitlement as a result of my placement unless agreed to by CDU and the Agency prior to placement;
  - g. not allow my personal employment to impact on my placement;
  - h. not drive a Northern Territory Government vehicle.
7. During the placement, I will comply with:
- a. all occupational, health, safety and welfare legislation, as set out by the Agency;
  - b. all reasonable instructions from CDU and the Agency. The Agency provides the final instruction on matters of client/patient care or service;
  - c. all policies, procedures and regulations of the Agency, relevant regulation bodies and the CDU policies, including CDU academic and disciplinary policies.
8. I acknowledge that:
- a. I have read and understand the CDU Student Code of Conduct By-Laws and will abide by them <http://www.cdu.edu.au/governance/>
  - b. the Agency may refuse the request for my placement;
  - c. the Agency may terminate my placement prior to the start date;
  - d. I am responsible for demonstrating appropriate behaviour while in the Agency, particularly concerning privacy and confidentiality of client/patient's records and all other Agency related information and matters. I will not disclose what I see or hear or pass on information from written records concerning any client/patient, except for the purposes of client/patient care or service. I will not discuss clients/patients publicly, either within or outside the Agency. If confidentiality is breached, the penalty may include termination of my placement;
  - e. any client/patient of the Agency has a right to refuse to be my client/patient or to be subject to my care or service;
  - f. my placement may be terminated by CDU at any time if my performance or conduct is not satisfactory or if I have breached any of the terms of this Agreement;

Student Initials \_\_\_\_\_

- g. my placement may be terminated by the Agency at any time if my performance or conduct is not satisfactory or if I have breached any of the terms of this Agreement. This right will not be exercised without prior discussion with CDU, except in extraordinary circumstances;
- h. my placement may be terminated if I have not supplied my pre-placement documents by the specified deadline;
- i. I must disclose to CDU any other matter arising prior to or at any time during the placement that may reasonably be seen to impact upon my ability to carry out the placement.

## Declaration

By signing this document, I can confirm that I have read, and I agree to the terms & conditions as set out by Charles Darwin University and the Agency.

---

Full Name

---

CDU Student ID Number

---

Degree/Course

---

Campus Location

---

Signature

---

Date

# Equal Opportunity Online Training

College of Health and Human Sciences (VET)

**Completion of Module 1 of EO Online is mandatory for all students enrolling/enrolled in any placement units.**

**It is not necessary for students to complete Module 2.**

The Module 1 takes between 1-2 hours to complete. On the first visit, students must register to use EO Online. A Certificate of Attainment will be issued on completion of the module, which must be emailed to [hhs.placements@cdu.edu.au](mailto:hhs.placements@cdu.edu.au)

By working through the EO Online module, students will:

- Learn how to deal with and prevent discrimination and harassment in the workplace;
- Understand legal rights and their responsibilities to achieve a discrimination and harassment free environment; and
- Increase their awareness of equity policies, issues and strategies at this university and in the workplace.

## **What technical specifications do I need?**

A relatively recent JavaScript-capable browser is required for EO Online to work. Scripting is generally on by default unless the setting has been manually changed. Please contact ITMS on 08 8946 6600 for advice on how to turn scripting on your browser if you don't know how.

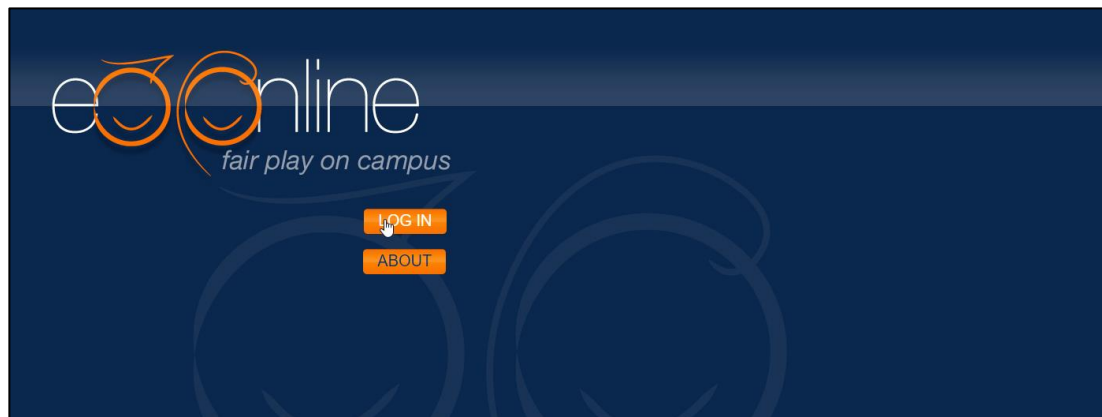
## **I cannot connect to EO Online server**

Ensure you are using Mozilla Firefox. If you receive a "can't connect" or "page unavailable" type of error message, please try connect again in an hour or so. It could be a temporary server glitch - if so, no-one would be able to access EO Online, so try a few other computers if possible. If the problem persists please contact Cynthia Forteza on 8946 6761 or [eoonline@cdu.edu.au](mailto:eoonline@cdu.edu.au).

Use this link to gain access to EO Online Training <https://eoonlinev2.uow.edu.au/splash.aspx>



# Instructions to access the EO Online Training

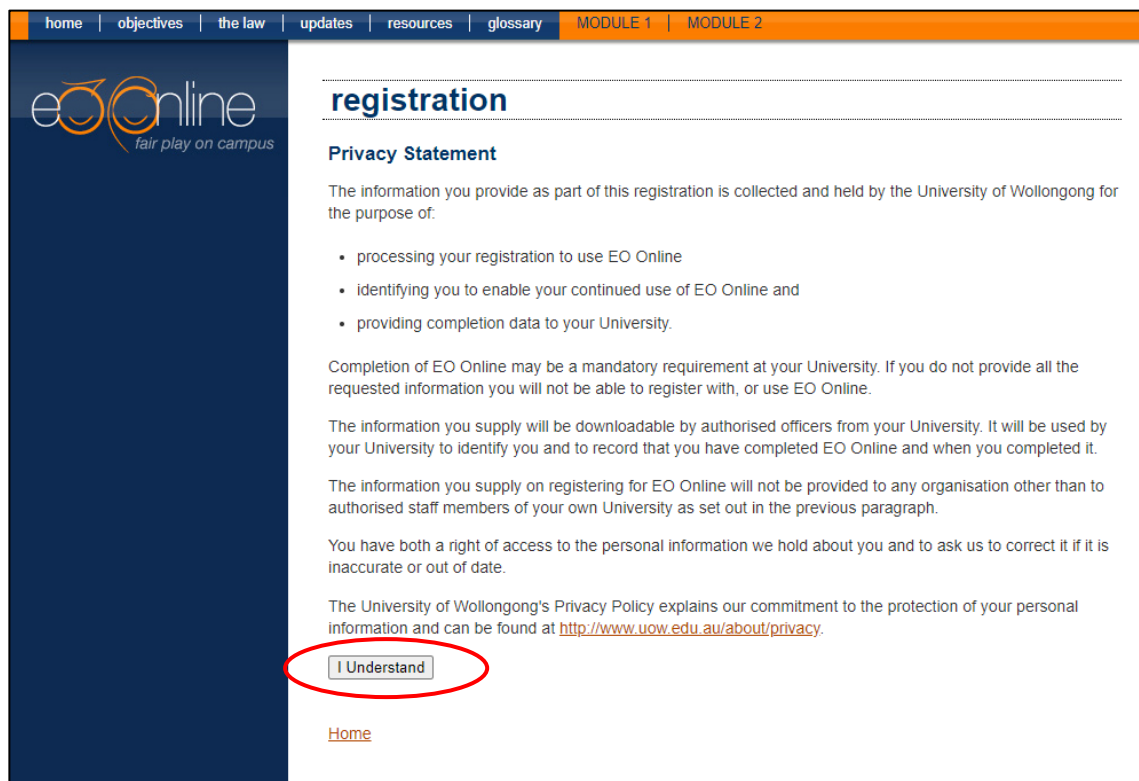
The image shows the 'IP Notice and Disclaimer' page. On the left is the 'eo online' logo. The main content area has a white background with a blue header 'IP Notice and Disclaimer'. Below this, it states: 'EO Online has been designed for educational purposes only and should not, under any circumstances, be regarded as or substituted for legal advice.' It then has a section 'Intellectual Property and Use of EO Online' with text explaining its restricted use for participating universities and permitted student use. At the bottom, there is a link 'Please [contact us](#) if you are in doubt about permitted usage of EO Online.' and a button 'I have read and understood'.

Login and read the notice and disclaimer, agree to proceed

The image shows the login page of EO Online. It has a dark blue sidebar with the 'eo online' logo. The main content area has a white background with a blue header 'login'. Below this, it asks 'New to this version of EO Online?' and says 'If you are a first-time user of this version of EO Online, [please register here](#)'. It then asks 'Returning to EO Online?' and provides a form with a dropdown menu for 'Please select your institution' (currently showing 'Charles Darwin University'), fields for 'University Email Address' and 'Password', and a 'Login' button. Below the form, it says 'Forgot your password?' and provides a link 'Please click here to [re-set your password](#)'. At the bottom, there is a link 'Privacy Statement'.

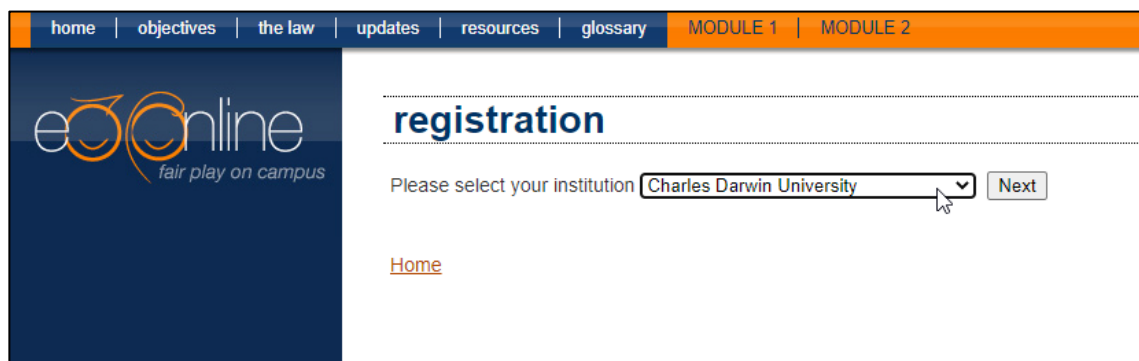
For first time users, click on “Please Register here”

# Instructions to access the EO Online Training



The screenshot shows the EO Online registration page. The header includes navigation links: home, objectives, the law, updates, resources, glossary, MODULE 1, and MODULE 2. The left sidebar features the EO Online logo with the tagline 'fair play on campus'. The main content area is titled 'registration' and contains a 'Privacy Statement' section. The statement explains that information provided during registration is collected and held by the University of Wollongong for specific purposes: processing the registration, enabling continued use, and providing completion data. It also states that completion of EO Online may be a mandatory requirement at the user's university. The statement further clarifies that information supplied will be downloadable by authorized officers and used for identification and record-keeping. It also notes that information will not be provided to other organizations except to authorized staff members of the user's own university. A link to the University of Wollongong's Privacy Policy is provided. At the bottom of the statement, the 'I Understand' button is circled in red, indicating the next step in the process. A 'Home' link is also visible at the bottom left of the main content area.

Read the Privacy Statement and click the 'I understand' button to proceed

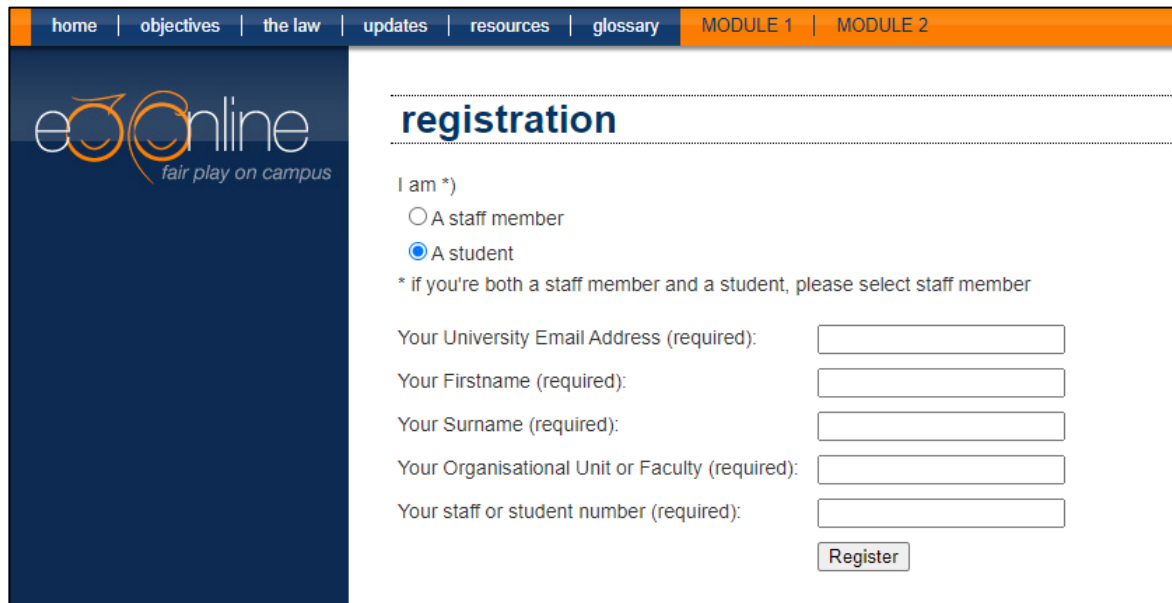


The screenshot shows the EO Online registration page after the privacy statement. The header and sidebar are the same. The main content area is titled 'registration' and contains a form with the text 'Please select your institution'. A dropdown menu is open, showing 'Charles Darwin University' as the selected option. A 'Next' button is located to the right of the dropdown menu. A 'Home' link is also visible at the bottom left of the main content area.

Select "Charles Darwin University" from the drop-down box and click "Next"



# Instructions to access the EO Online Training



The screenshot shows the 'registration' page of the EO Online training system. The header includes navigation links: home, objectives, the law, updates, resources, glossary, MODULE 1, and MODULE 2. The left sidebar features the 'eo online' logo with the tagline 'fair play on campus'. The main content area is titled 'registration' and contains the following fields and options:

- I am \*)
  - ☐ A staff member
  - ☒ A student
- \* if you're both a staff member and a student, please select staff member
- Your University Email Address (required):
- Your Firstname (required):
- Your Surname (required):
- Your Organisational Unit or Faculty (required):
- Your staff or student number (required):
- 

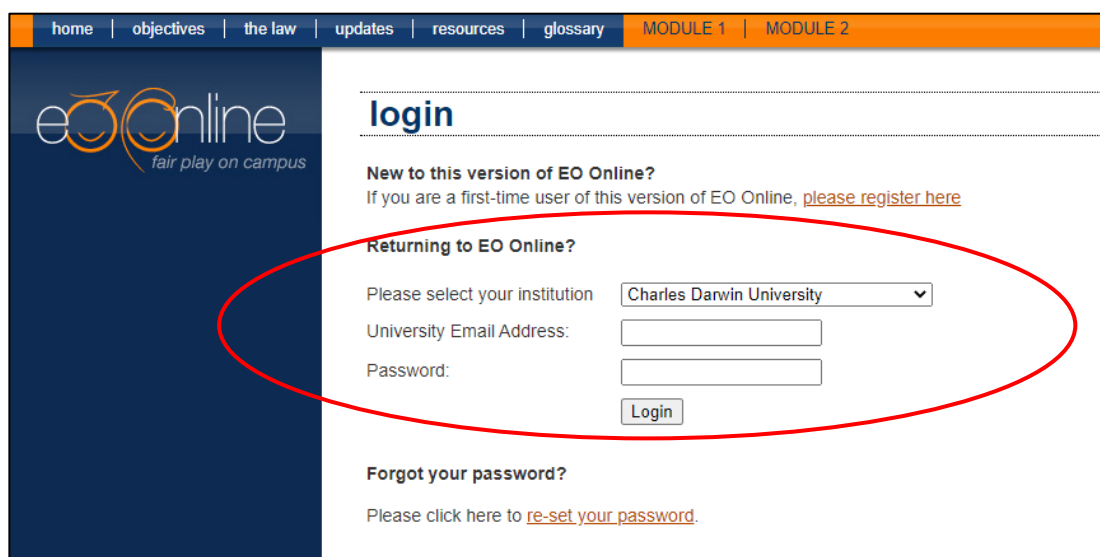
Select “Student” and input your details. **Students MUST use their CDU student email, and please include your student ID number**

Your Organisational Unit is: College of Health and Human Sciences (CHHS), and include your discipline or degree (ie: Bachelor of Social Work, Bachelor of Pharmacy etc.)

Click “Register” to complete.

An email will be sent to your student email address. Retrieve the email and click the “verification link” in the email

You will be asked to create a password. Do so and click “Create Password”



The screenshot shows the 'login' page of the EO Online training system. The header and sidebar are identical to the registration page. The main content area is titled 'login' and contains the following elements:

- New to this version of EO Online?**  
If you are a first-time user of this version of EO Online, [please register here](#)
- Returning to EO Online?**  
Please select your institution:
- University Email Address:
- Password:
- 
- Forgot your password?**  
Please click here to [re-set your password](#).

A red oval highlights the login fields: institution dropdown, email address, password, and the login button.

You can now log in to EO Online using your username (student email address) and your new password (as per Step 1).

# COVID-19 Infection Control Training

## College of Health and Human Sciences (VET)

**Completion of Module: Infection Control Training is mandatory for all students undertaking Work Integrated Learning (placement) units.**

**Host Organisations may request additional courses to be completed.**

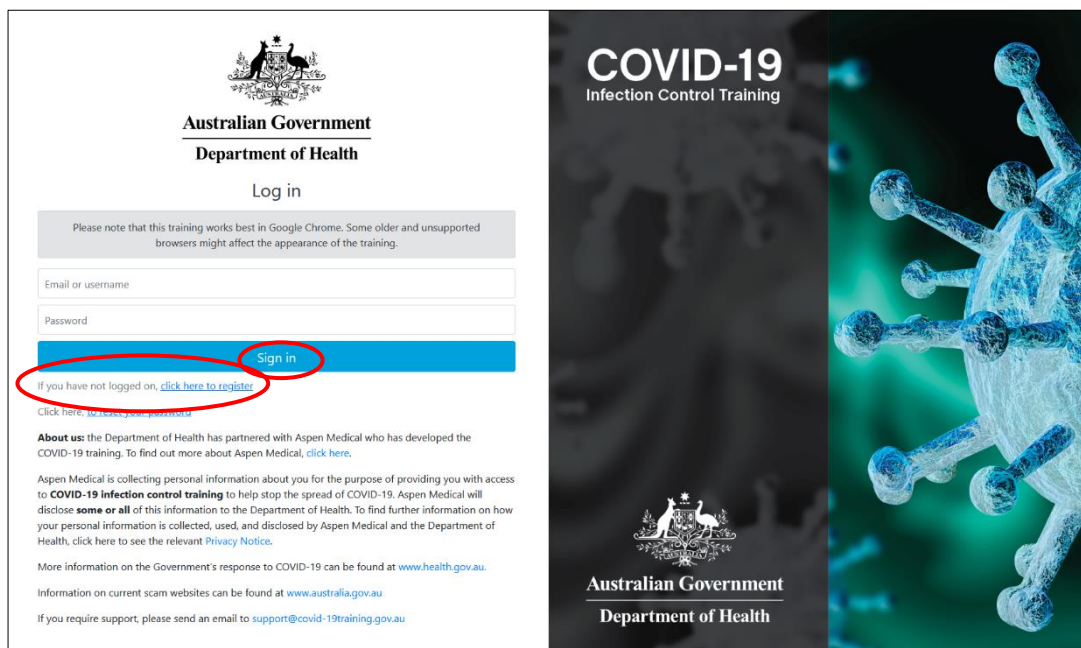
Department of Health has partnered with Aspen Medical who has developed the COVID-19 training. The Infection Control Training takes between 30-45 minutes to complete. On the first visit, students must register to use online system. A Certificate of Acknowledgement will be issued on completion of the training, which must be which must be emailed to [hhs.placements@cdu.edu.au](mailto:hhs.placements@cdu.edu.au)

Please note that this training works best in Google Chrome. Some older and unsupported browsers might affect the appearance of the training. If you require support, please send an email to [support@covid-19training.gov.au](mailto:support@covid-19training.gov.au)

## Instructions to access the Department of Health COVID-19 Infection Control Training

**Step 1:** Go to [www.covid-19training.gov.au](http://www.covid-19training.gov.au)

**Step 2:** Sign in with your user, or if you are a new user, [click here to register](#)



**Australian Government**  
**Department of Health**

Log in

Please note that this training works best in Google Chrome. Some older and unsupported browsers might affect the appearance of the training.

Email or username

Password

**Sign in**

If you have not logged on, [click here to register](#)

Click here: [do not have your password](#)

**About us:** the Department of Health has partnered with Aspen Medical who has developed the COVID-19 training. To find out more about Aspen Medical, [click here](#).

Aspen Medical is collecting personal information about you for the purpose of providing you with access to **COVID-19 infection control training** to help stop the spread of COVID-19. Aspen Medical will disclose **some or all** of this information to the Department of Health. To find further information on how your personal information is collected, used, and disclosed by Aspen Medical and the Department of Health, click here to see the relevant [Privacy Notice](#).

More information on the Government's response to COVID-19 can be found at [www.health.gov.au](http://www.health.gov.au).

Information on current scam websites can be found at [www.australia.gov.au](http://www.australia.gov.au)

If you require support, please send an email to [support@covid-19training.gov.au](mailto:support@covid-19training.gov.au)

**COVID-19**  
Infection Control Training

**Australian Government**  
**Department of Health**

# COVID-19 Infection Control Training

## College of Health and Human Sciences

**Step 3:** Fill out form as required, create your password and click submit.

The screenshot shows the registration form for the COVID-19 Infection Control Training. The form is titled 'Register' and is part of the Australian Government Department of Health. It includes fields for personal and professional information, a password creation section, and a 'Submit' button. Red lines and boxes highlight specific areas with instructions:

- Email Address:** A red line points to the 'Email Address' field with a box stating: 'Please use your dedicated CDU student email address'.
- Type Of Work:** A red line points to the 'Type Of Work' dropdown menu, which is set to 'Other', with a box stating: 'Please select 'Other' on drop-down menu'.
- Workplace:** A red line points to the 'Workplace' dropdown menu, which is set to 'Hospital', with a box stating: 'Please use postcode relevant to your placement location address, and select appropriate workplace (placement organisation)'.

The form also includes a note about browser compatibility: 'Please note that this training works best in Google Chrome. Some older and unsupported browsers might affect the appearance of the training.' and a 'Return to login' link at the bottom left.

**Step 4:** You will be redirected to the courses page. Under eLearning, scroll to the bottom of the list and enrol in course 'Infection Control Training - COVID 19'

Registration successful.

### Instructions

Welcome to the COVID-19 Infection Control Training Portal

1. Please refer to the Helpful Resources section for important material on COVID-19
2. You will be required to complete the e-learning course
3. Please enrol into the COVID 19 - Infection Control Training course and then click on launch to start the e-learning course
4. You might have to allow pop-ups on your computer when you do the course for the first time. Please find the document on how to allow pop-ups on different internet browsers in the Helpful Resources section below or [click here](#)
5. Once you allow the pop-up, you can launch the e-learning
6. Please take your time reading through the content and complete the quiz at the end
7. Once you completed the quiz you can print an Acknowledgment of Completion by clicking the print acknowledgement button in the completed training section
8. You can always log back into your profile and redo the training at any time and reprint your Acknowledgement of Completion
9. You will receive notifications when there are updates to the training
10. If you have any technical questions relating to the training portal please email [support@covid-19training.gov.au](mailto:support@covid-19training.gov.au)
11. Please call the Coronavirus Health Information Line on 1800 020 080 if you are seeking information on COVID-19. The line operates 24 hours a day, seven days a week. Please note this line will not be able to support any queries regarding this training website.
12. Google Chrome is the preferred web browser for this application
13. On successful completion of the COVID-19 Infection Control Training course a reference guide built on the eLearning content will become available for download in the Helpful Resources section

### eLearning

Available Courses  
The list below is all of the courses available for enrolment.

COVID 19 - Aged Care Module 1 - Personal Safety Course Materials: Aged Care Module 1 - Personal Safety	<a href="#">Enrol in Course</a>
COVID 19 - Aged Care Module 2 - Families and Visitors - Part 1 - Residential Care Course Materials: Aged Care Module 2 - Families and Visitors Part 1 - Residential Care	<a href="#">Enrol in Course</a>
COVID 19 - Aged Care Module 2 - Families and Visitors - Part 2 - In-home Care Course Materials: Aged Care Module 2 - Families and Visitors Part 2 - In-Home Care	<a href="#">Enrol in Course</a>
COVID 19 - Aged Care Module 3 - COVID 19 and Aged Care Course Materials: COVID 19 - Aged Care Module 3 - COVID 19 and Aged Care	<a href="#">Enrol in Course</a>
COVID 19 - Aged Care Module 4 - Outbreak Management Procedures Course Materials: COVID 19 - Aged Care Module 4 - Outbreak Management Procedures	<a href="#">Enrol in Course</a>
COVID 19 - Aged Care Module 5 - Personal Protective Equipment (PPE) Course Materials: COVID 19 - Aged Care Module 5 - Personal Protective Equipment (PPE)	<a href="#">Enrol in Course</a>
COVID 19 - Aged Care Module 6 - Laundry Course Materials: COVID 19 - Aged Care Module 6 - Laundry	<a href="#">Enrol in Course</a>
COVID 19 - Aged Care Module 7 - Cleaning Course Materials: COVID 19 - Aged Care Module 7 - Cleaning	<a href="#">Enrol in Course</a>
COVID 19 - Aged Care Module 8 - If you suspect a person has coronavirus COVID-19 Course Materials: COVID 19 - Aged Care Module 8 - If you suspect a person has coronavirus COVID-19	<a href="#">Enrol in Course</a>
COVID 19 - Aged Care Module 9 - Supporting Older Australians - Part 1 Residential Care Course Materials: COVID 19 - Aged Care Module 9 - Supporting Older Australians - Part 1 Residential Care	<a href="#">Enrol in Course</a>
COVID 19 - Aged Care Module 9 - Supporting Older Australians - Part 2 In-Home Care Course Materials: Aged Care Module 9 - Supporting Older Australians Part 2 - In-Home Care	<a href="#">Enrol in Course</a>
COVID 19 - Indigenous Health Module 1 - Introduction To COVID-19 Epidemiology Course Materials: COVID 19 - Indigenous Health Module 1 - Introduction To COVID-19 Epidemiology	<a href="#">Enrol in Course</a>
COVID 19 - Indigenous Health Module 2 - Contact Tracing Course Materials: COVID 19 - Indigenous Health Module 2 - Cases in Remote Communities, COVID 19 - Indigenous Health Module 2 - Contact Tracing	<a href="#">Enrol in Course</a>
COVID 19 - Indigenous Health Module 3 - Conducting interview with our mob	<a href="#">Enrol in Course</a>
COVID 19 - Indigenous Health Module 4 - Using Personal Protective Equipment in remote communities	<a href="#">Enrol in Course</a>
COVID 19 - Indigenous Health Module 5 - Line listing and data management for COVID-19	<a href="#">Enrol in Course</a>
<b>Infection Control Training - COVID 19</b>	<a href="#">Enrol in Course</a>

**Step 5:** The course will appear on your 'Current Enrolments' list. Click on Continue Course and proceed with the online training.

### eLearning

#### Current Enrolments

The list below is all of the courses you are currently enrolled into within this system.

Infection Control Training - COVID 19	<a href="#">Continue Course</a>
---------------------------------------	---------------------------------

**Step 6:** Upon completion of training, you will be issued with a certificate which must be emailed to [hhs.placements@cdu.edu.au](mailto:hhs.placements@cdu.edu.au) prior to starting your placement.

# Immunisation Checklist

College of Health and Human Sciences  
Charles Darwin University

Disease	Documented evidence of vaccination	Serology Report	Notes
Hepatitis B	Age-appropriate course of Hepatitis B vaccination (3 doses – 0, 1, 6 months interval)	<b>AND</b> Anti-HBs greater than or equal to 10ml U/ml	Accelerated schedule is not accepted
Hepatitis A (NT & WA students only)	2 doses of Hep A vaccine (6 months apart), OR 3 does of Twinrix vaccine (0, 1, 6 months interval)	<b>OR</b> Positive IgG for Hep A	NT & WA students only
Measles, Mumps, Rubella (MMR)	2 doses of MMR vaccine (at least one month apart)	<b>OR</b> Positive IgG for Measles, Mumps & Rubella	MMR vaccines are protection for life, but booster shots maybe required
Varicella	2 doses of Varicella vaccine (at least one month apart)	<b>OR</b> Positive IgG for Varicella	Approx. 10 years vaccine protection
Diphtheria, Tetanus and Pertussis	One adult dose of diphtheria/tetanus/pertussis vaccine (dTPA) ADT is not accepted	<b>OR</b> Serology is not accepted	Valid for 10 years ADT or serology is not accepted
Influenza	Annual/Seasonal Vaccination		Yearly
COVID-19	Vaccination (when available)		
TB Screening	Documented evidence of testing		Valid for 2 years
MRSA Screening (WA students only)	Documented evidence of testing		WA students only
NT Health VPD Form (NT students only)	<b>This is a mandatory requirement for all NT Health placements</b> Vaccine Preventable Disease Immunity Certification Form Go to <a href="https://www.cdu.edu.au/health-human-sciences">https://www.cdu.edu.au/health-human-sciences</a> to download form		
NSW Health Vaccination Record (NSW students only)	<b>This is a mandatory requirement for NSW Health placements</b> Visit <a href="https://health.nsw.gov.au">health.nsw.gov.au</a> for more information		

All pre-clinical requirements need to be organised and verified prior to starting your placement, and emailed to [hhs.placements@cdu.edu.au](mailto:hhs.placements@cdu.edu.au)



# National Police Check Application

## Eligibility for Volunteer concession fee

In order to be eligible for the volunteer concession fee for a National Police Check, you are required to be certified by the organisation you volunteer for.

Please print this form out and have your volunteer organisation representative complete the details below. The signed document will then need to be scanned to a computer and uploaded when you apply for your Clearance Notice online.

**Name of Applicant**

**Address of Applicant**

**This section to be completed by a Director or Manager of the volunteer organisation:**

I certify that the Applicant named on this form engages in volunteer work the organisation named below and will receive no payment, benefit or financial gain from work they undertake.

**Name of Organisation**

**Contact Name**

**Contact Title**

**Daytime Contact Number**

**Signature**

**Date Signed**





# Working With Children Clearance

## Eligibility for Volunteer concession fee

In order to be eligible for the volunteer concession fee for a Working With Children Clearance, you are required to be certified by the organisation you volunteer for.

Please note, the Screening Authority may notify any person who engages you in child-related employment in a paid or voluntary capacity, if your Clearance Notice is revoked or subject to imposed conditions.

Please print this form out and have your volunteer organisation representative complete the details below. The signed document will then need to be scanned to a computer and uploaded when you apply for your Clearance Notice online.

### Name of Applicant

### Address of Applicant

This section to be completed by a Director or Manager of the volunteer organisation:

I certify that the Applicant named on this form engages in volunteer work the organisation named below and will receive no payment, benefit or financial gain from work they undertake.

I acknowledge that a penalty will apply under s187 of the *Care and Protection of Children Act*, should any person or organisation engage an individual who does not have a valid clearance notice, in child-related employment as a volunteer.

### Name of Organisation

### Contact Name

### Contact Title

### Daytime Contact Number

### Signature

### Date Signed