

Faculty of Health

Negative National Police Certificate (NPC) and International Police Certificate.

All National Police Certificates with a charge or listed conviction presented to the PEU compliance team will be forwarded for an Internal Risk Assessment to be completed.

An Internal Risk Assessment will be completed for all students who;

- have offences or pending charges disclosed in their National Police Certificate, Overseas Police Certificates or Statutory Declaration; or
- have been charged or convicted of offences after initially being assessed by NSW Health for employment or student placements.

Before an Internal Risk Assessment can be arranged students must submit to peuteamleader@scu.edu.au a written response for each charge/conviction listed on the submitted NPC addressing the following;

- a) Details of the charge/conviction (e.g. drink driving – High PCA; Shoplifting, etc) including the court date.
- b) Describe the event/s that led to you being charged.
- c) Were there any mitigating circumstances at the time of the offence/s (i.e. personal difficulties, relationship issues etc) that you think should be considered as part of this risk assessment? If so, describe them.
- d) State how your life has changed or what action you have taken that demonstrates your commitment to avoiding criminal charges in the future.

Student must include an original certified copy of the following documents where applicable:

- Work/Character reference
- Evidence of relevant training, education or treatment courses completed following the offence/s that demonstrate your commitment to avoiding criminal charges in the future

Each application is considered on its merits, and its relevance to undertaking Professional Experience activities within the enrolled course and the relevant disciplines [registration standards](#).

Mitigating factors, including but not limited to the length of time since the convictions, the nature of the convictions and action taken since by the student will be considered.

Important Note: Approved students once allocated to placement may be required to meet additional requirements depending on the specific placement site requirements. Failure to meet these requirements may delay or prevent course progression and completion.

All students allocated to NSW Health facilities will be required to have a separate risk assessment performed by the Employment Screening and Review Unit (ESRU), HealthShare NSW. Students in this position will need to complete a [Student Application for a Risk Assessment form](#) Applications should not be submitted without a scheduled placement in NSW Health.

PEU (Compliance)

Faculty of Health

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[Professional Experience Unit](#)