

**2025 Bachelor of Nursing:
Bachelor of Nursing (Enrolled Nurse) Pathway
Get Ready 4 PEP! Pack**

Welcome to the Bachelor of Nursing (BN) (Enrolled Nurse) Pathway Program.

During your nursing studies, you will undertake Professional Experience Placement (PEP). PEP is usually the highlight of the program as it is where you put your theoretical knowledge into practice.

To undertake placement, you will need to be both safe to enter practice (protecting you) and safe in practice (protecting the patients, staff, and the public).

This PEP pack contains information to assist you to complete the compliance process. You cannot undertake PEP unless your compliance is completed.

Placement

Placement attendance requirements, dates and timing.

Bachelor of Nursing (Enrolled Nurse) pathway students will undertake three placements across their BN studies. Placements vary in length from four to six weeks. Placement dates are set in line with curriculum requirements and cannot be changed.

Students will need to be prepared to attend on a range of full-time shifts, which can include morning and afternoon shift work; and at times night shifts or weekends. Students will be advised during the placement planning process of the roster model required.

Bachelor of Nursing (Enrolled Nurse) pathway students on the *two year program* will undertake all their placements in their second year of studies.

Bachelor of Nursing (Enrolled Nurse) pathway students on the *three year program* will undertake placement in the second and third year of their studies. .

As most students in this pathway are Enrolled Nurses, students will in all likelihood be almost compliant. It is a requirement of both UTas and NSW Health that all compliance requirements be completed in the first year of study.

All students need to be fully compliant to attend PEP.

Placement Location

Rozelle students will undertake placements across the Greater Sydney Metropolitan Area. Each of our partners decides when they will be able to host students, what clinical areas will be available and shift pattern. Therefore, not every facility is available for each placement.

For these reasons it is not always possible to place students close to home. In all likelihood, there will be extended commutes required for placement.

There may also be options to undertake placement in regional NSW, Northern Territory or Queensland as well as internationally throughout the programs.

Accelerated Program

As students enrolled in the Bachelor of Nursing (Enrolled Nurse) pathway are already on an 'accelerated program' it is not possible to accelerate further.

2025 NSW BN Professional Experience Calendar - New Students		
Semester 1 runs between 24/02/2025 to 31/5/2025		
In Semester 1 you prepare for placement by commencing your compliance and completing as below.		
All requirements in progress e.g. appointments made, applications completed and vaccination requirements in progress	Due 10 March 2025	
SIP, NPC, WWCC and NSW Health forms completed and verified Hepatitis B in progress, all other vaccination requirements completed	Due 30 May 2025 (required for acceleration)	
Semester 2 runs between 21/07/2025 to 25/10/2025		
SON & Partner requirements will be run on campus in semester 2 – dates to be confirmed		
School of Nursing (SON) Requirements Basic Life Support Manual Handling Mental Health First Aid	Due 8 August 2025	
All Partner Requirement Mask Fit Testing		
2026		
Placement dates and timelines will be confirmed mid-year*		
Unit Code	Unit Name	Professional Experience Dates
NUR242	Nursing Practice 3 (compliant students only)	Semester 1
NUR358	Nursing Practice 4 (compliant students only)	Winter School
NUR359	Nursing Practice 5 (compliant students only)	Summer School Early

* Placement dates are generally expected to be around the same time each, however, may move back or forward in line with the academic calendar and curriculum requirements.

What is compliance

The first step in becoming a health care professional is making sure you can practise safely. This is the compliance process. As EN's, students will already have completed most of these requirements during prior study or for employment purposes. However, as an undergraduate nursing student, these are required to be completed again to meet University of Tasmania and industry partner requirements.

As you know, compliance is complicated, takes time, and will involve personal expense. Therefore, it is important you read the following information carefully and start the process now before you commence studying.

The University of Tasmania takes student safety seriously, as do our partners. In line with legislative and policy requirements, strict criteria have been set that must be met prior to students attending placement.

There are several parts to the compliance process, and some of the items e.g. police check and vaccination requirements are mandated by multiple organisations:

1. The University of Tasmania compliance requirements
2. NSW Health ClinConnect compliance requirements
3. Private partner requirements

*See below in the section called **InPlace** for details about how to upload the relevant documents to the UTas online platform for collecting and storing these compliance documents.*

1. University of Tasmania Compliance Requirements

Safety in Practice Agreement (SIP) University of Tasmania

As you may be aware, to practise as a registered nurse, you must have the medical, physical, and psychological capacity to practise safely.

You must complete and submit the **Safety in Practice Agreement (SIP) University of Tasmania agreement** annually.

If you answer yes to any of the questions in the Safety .Please consider this form carefully a Health Assessment Form must be completed by you and your ,in Practice Disclosure This will allow the university to make any reasonable .treating healthcare practitioner adjustments necessary where possible to assist you to undertake your placement.

Working with Children Check:

NSW students who already have an NSW WWCC can submit their current clearance. For students who need to apply or renew their WWCC, this can be done through [Service NSW](#) website. Once you have your application receipt, please upload to InPlace.

Police Check:

If you do not already have a police certificate issued since **01/09/2024** from an Australian police service, the University of Tasmania will accept a Fit2work certificate. You should visit the [College Compliance](#) website and scroll down to the Fit2work link. This is the only online police check provider the University will accept and therefore provides a discounted price to students. You must enter your reference number into InPlace.

- Students who since turning 16 years old, have lived in a country other than Australia for six months or longer, must also complete an **NSW Health Appendix 5 Statutory Declaration**, which the Sydney PEP Team will witness for you – this document must be presented to the Sydney PEP Team in person.

2. NSW Health/ClinConnect Compliance Requirements

NSW Health Code of Conduct Form: Confidentiality and code of conduct agreement with NSW Health.

NSW Health Undertaking/Declaration Form: Agreement with NSW Health to complete all required vaccinations.

NSW Health Vaccination/Screening Records: This is a student's record of their required vaccination and screening status and will be part of your professional nursing life. As some vaccination programs can take up to eight (8) months to complete, please ensure you get this aspect started promptly.

STEP 1 – upload a copy of your complete Medicare Immunisation History Statement to InPlace

(Staff health records or previously completed NSW Health vaccination cards for health care workers can also be uploaded under NSW Vaccination Record (NSW ONLY) in InPlace)

STEP 2 – upload a copy of your completed **NSW Health Tuberculosis (TB) Assessment Tool** to InPlace

The NSW Senior Immunisation Advisor will review both documents and provide comments on InPlace including detailed information regarding any further vaccination or screening requirements that may be needed. You can then take this list to your GP to complete as needed. If you require any further advice about this requirement, please contact the Senior Immunisation Advisor directly (contact details are listed at the end of this document).

More information can be found [here](#). Please upload a pdf scanned copy of your records into InPlace as each vaccination is received/serology result available. A hard copy NSW Vaccination Record Card is available from the Sydney PEP Team if needed.

All forms are available via InPlace or through the hyperlinks at the end of this pack.

Mask Fit

All industry partners require students to have been Mask Fit Tested (MFT) per the [Clinical Excellence Commission](#) guideline. Students who have been mask fit tested in a healthcare setting are able to upload evidence of this testing into InPlace.

Students without documented evidence can either be tested on campus at the beginning of semester two 2025 or source testing elsewhere and upload documentation into InPlace

Where the University of Tasmania organises opportunities for compliance requirements to be met through on-campus assessment, UTas has worked with partners to minimise the cost to students as much as possible.

3. School of Nursing Mandatory Requirements:

1. Basic Life Support (BLS)
2. Hazardous Materials Task Handling (Manual Handling)
3. Mental Health: First Responder

In line with both healthcare industry and accreditation requirements, all Bachelor of Nursing students must be deemed competent on an annual basis in Hazardous Materials Task Handling (Manual Handling) and Basic Life Support (BLS).

Students are also required to complete a Mental Health First Aid Certificate. From 2025, this is recognised as valid for three years.

The School of Nursing has partnered with [Intellilearn](#) as its preferred provider to deliver the required practical training and assessment on-campus. As a preferred provider of UTas, a special price has been negotiated with Intellilearn for students.

As Intellilearn training will only be held yearly on campus from 2026, **it is highly recommended that Bachelor of Nursing (Enrolled Nurse) book into Intellilearn Mental Health First Responder training on campus in August 2025. The Intellilearn training is significantly cheaper than other courses available.**

In 2025, Intellilearn training will be held on campus in August, with final dates TBC. Students will be advised when bookings open.

Students who work in healthcare may be able to complete some of these requirements through their workplace and provide completed evidence to InPlace.

If you require training outside of these dates, you are responsible for finding appropriate providers. Further information is available [here](#).

InPlace

InPlace is the software program used by the University of Tasmania to manage all aspects of PEP including compliance and placements.

To start familiarising yourself with InPlace, there is a quick reference guide on the [InPlace](#) home page. You log in to InPlace with your University of Tasmania email and password. All compliance documents can be uploaded there, except for the police check certificate. Due to the Privacy Act, you will need to enter your reference number only into InPlace.

You are encouraged to upload all your documents and information into InPlace as soon as possible. The NSW PEP Team is available on campus regularly during the semester to assist you. We are also contactable via sydney.placements@utas.edu.au

University of Tasmania Compliance

Please follow the hyperlinks below to download your compliance documents:

- [College of Health and Medicine Compliance information page:](#)
 - Safety in Practice Agreement
 - NSW Working with Children Check
 - National Police Certificate
 - Safety in Practice Pregnancy Guidelines (if needed)

NSW Health/ClinConnect Compliance

- National Police Check – information available as above
- [NSW Health Code of Conduct](#)
- [NSW Health Undertaking/Declaration](#)
- [NSW Health Tuberculosis \(TB\) Assessment Tool](#)
- NSW Health Vaccination Requirements_(in progress)
 - Information on how to complete the vaccination requirements is available [here](#)
- [NSW Health Appendix 5: Statutory Declaration](#) (if needed)

School of Nursing Compliance

- [Bachelor of Nursing: Mandatory Training Requirements:](#)
 - Basic Life Support
 - Hazardous Materials Task Handling
 - Manual Handling and Mental Health: First Responder

ITEM	REQUIREMENTS TO ACHIEVE FULL VERIFICATION	DUE DATE
2025 Safety in Practice Agreement	Complete, then scan all pages into one PDF in a clearly readable format and upload into InPlace	10/03/2025
NSW Working with Children Check (Valid 5 years)	Scan in a clearly readable format as a PDF and upload into InPlace	10/03/2025
National Police Certificate (Valid 3 years)	Upload Fit2work reference number into InPlace	10/03/2025
NSW Health Code of Conduct	Complete, then scan in a clearly readable format as a PDF and upload into InPlace	10/03/2025
NSW Health Tuberculosis (TB) Assessment Tool	Complete, then scan all 3 pages in a clearly readable format as a single PDF and upload into InPlace	10/03/2025
NSW Health Undertaking/Declaration Form	Complete, then scan in a clearly readable format as a PDF and upload into InPlace	10/03/2025
NSW Health Vaccination/Screening requirements in progress	Vaccination requirements commenced per the NSW Health requirements. Scan all pages and supporting documentation in a clearly readable format as a single PDF and upload into InPlace after each update	10/03/2025
Health Assessment Form	Only required if you declare a medical condition or impairment that may affect your mandatory functional requirements or as advised by University of Tasmania staff	To be advised as necessary
NSW Health Appendix 5: Statutory Declaration	Declare this on InPlace – written document is only required if you have lived overseas for six months or more since turning 16 years of age. Please see the NSW PEP Team to complete it	To be advised as necessary
NSW Health Vaccination/Screening Records Finalised	Hepatitis B in progress, NSW Health Forms completed, and all other vaccination requirements completed Evidence of vaccinations uploaded into InPlace after each update	30/05/2025
All the above compliance requirements need to be met for students to be considered for Acceleration		
	Semester 2 Requirements	
Basic Life Support * (Valid 1 year)	EITHER a Certificate or a booking receipt to be scanned in a clearly readable format as a PDF and uploaded into InPlace	8/08/2025
Manual Handling * (Valid 1 year)	EITHER a Certificate or a booking receipt to be scanned in a clearly readable format as a PDF and uploaded into InPlace	8/08/2025
Mental Health First Aid *	EITHER a Certificate or a booking receipt to be scanned in a clearly readable format as a PDF and uploaded into InPlace	8/08/2025
Mask Fit Testing Status	Upload your Mask Fit Test results into InPlace in a clearly readable format	8/08/2025

*Note: Both training and assessment must include practical components. Online only certificates are not accepted.

The Sydney PEP Team acknowledges the compliance process and placement preparation may be difficult and time consuming to complete. To assist students to understand the compliance process, there will be dedicated PEP workshops during Orientation week (17 – 21 February 2025).

Further information sessions will be regularly held throughout the first weeks of Semester 1.

However, we would strongly urge that students commence the compliance process as soon as possible as it does take time. If not completed on time, this will lead to delays in placement commencement

Please also feel free to contact the Sydney PEP Team as below

Sydney PEP Team

Sydney.placements@utas.edu.au

Therese Toohey

NSW PEP Coordinator
+61 2 8572 7996

Kerstin McElvenny

NSW Placement Officer
+61 2 8572 7906

Carol Zhao

NSW Placement Officer
+61 2 8572 6316

Kathryn (Kate) Hipsley

NSW Senior Immunisation Advisor
+61 8572 7913
+61 439 154 515

Esther Marembo

NSW Fieldwork Coordinator
+61 438 379 537