

Working with Vulnerable People (Children) Registration Process

April 2023

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Responsible Officer	Director of Professional Experience
Approved by	College Learning and Teaching Committee
Approved and commenced	July, 2017
Amended	November 2020; 2021; March 2023
Review by	March 2024
Relevant Policy or Procedure the Guideline supports	University of Tasmania Child Safety Policy; Child Safety Code of Conduct; Professional Experience Placement Procedure
Responsible Organisational Unit	College of Health and Medicine

1 Objectives

To ensure all College of Health and Medicine students, who undertake professional experience placement (PEP) as part of their program, establish and maintain their capacity to practise safely in compliance with legislative, [University of Tasmania Child Safety Policy](#); [Safety and Wellbeing Policy](#) and [Professional Experience Placement Procedure](#) and professional accreditation agency requirements.

2 Scope

Students enrolled in College of Health and Medicine programs, which include a professional experience placement component and College/School personnel with associated duties. Students not meeting this requirement may be deemed ineligible to participate in such programs.

Exemption:

The Laboratory Medicine discipline does not involve contact with children. Students undertaking Bachelor and Master of Laboratory Medicine are therefore exempt from this process.

3 Working with Vulnerable People (Children) Registration Process

This process contains information relevant to University of Tasmania College of Health and Medicine students undertaking PEP in Tasmania and/or New South Wales (NSW), due to the existence of College of Health and Medicine campuses in both states. Students undertaking PEP in any other Australian state or territory must ensure they adhere to the Working with Vulnerable People (Children) Registration legislative requirements of that State or Territory.

3.1 Actions

3.1.1 College of Health and Medicine students enrolled in courses involving PEP require Working with Vulnerable People (Children) (WvVP) Registration, in accordance with the:

- [Registration to Work with Vulnerable People Act 2013 \(Tas\)](#) for **students undertaking PEP in Tasmania**. Registrations are valid for 5 years or as determined by the Registrar.
- [Child Protection \(Working with Children\) Act 2012 \(NSW\)](#) for **students undertaking PEP in NSW**. Registrations are valid for 5 years and subject to ongoing monitoring.

Students can apply for Working with Vulnerable People (Children) Registration by accessing the [How to obtain Working with Vulnerable People \(Children\) Registration](#) information sheet located on the College of Health and Medicine PEP [Compliance](#) webpage.

Note: If you have **current** Tasmanian Working with Vulnerable People (Children) Registration (Employee or Volunteer) relating to your involvement with another 'Organisation', you can just transfer the registration to the 'University of Tasmania Health and Medicine'.

3.1.2 Once application for registration has been made, students will receive:

- a Working with Vulnerable People (Children) Registration Card (Tasmania) or Email (NSW);
- or
- notification that their application for Working with Vulnerable People (Children) Registration is rejected, in which case they must immediately inform their College of Health and Medicine Head of Program, who will discuss potential options with the student.

3.1.3 Students must then upload a scanned copy of their Working with Vulnerable People (Children) Registration Card/Email into [InPlace](#) to enable sighting and Verification by their Program PEP Administrator.

3.1.4 If a student commits a serious criminal offence, which may result in revocation of their Working with Vulnerable People (Children) Registration, the student must immediately notify their Head of Program.

3.1.5 If a student's Working with Vulnerable People (Children) Registration is revoked, the student will become ineligible to attend PEP and should meet with Head of Program, who will discuss potential options with the student.

3.2 International Students Coming to Tasmania

All international students coming to Tasmania require Tasmanian Working with Vulnerable People (Children) Registration. As part of the application process above, international students and students who have been a citizen of or have resided in another country since turning 18 years of age, must submit a National Police Certificate (NPC) (or equivalent that has been translated into English) from the country of birth or country of residence.

Applicants from overseas can complete the online Working with Vulnerable People (Children) Registration application form before coming to Australia and post or email their ID, photo and payment to the Department of Justice (within 20 days of completing the form or it will expire).

Important Note:

In cases where a person cannot obtain a NPC from their country of origin for a genuine reason (e.g., the country won't provide it once they have left), the Department of Justice may accept Visa documents (copy) and a character reference letter supplied by someone the person has worked for or volunteered with in their country of origin.

Students in this case, or where their resident country process for providing a NPC takes quite some time, should proceed with the application and, once payment has been made, the Department of Justice will contact them to request additional documentation as required.

Once the application is completed and payment made, students can download the Supervised Employment Statutory Declaration form at:

https://www.cbos.tas.gov.au/_data/assets/pdf_file/0004/408064/Supervised-Employment-Statutory-Declaration.pdf.

Completion of the Statutory Declaration form allows the students to undertake PEP under the supervision of a registered practitioner (who must be present at all times) until approval of their Working with Vulnerable People (Children) Registration has been received.

The above process information is accessible via the [How to obtain Working with Vulnerable People \(Children\) Registration](#) information sheet located on the College of Health and Medicine PEP [Compliance](#) webpage.

3.3 Interstate Students Undertaking Electives in Tasmania

In accordance with Tasmanian legislation as identified on the [Tasmanian Government Consumer, Building and Occupational Services](#) website (see excerpt below), students with interstate Working with Vulnerable People (Children) Registration undertaking PEP in Tasmania for **not more than 28 days per year are exempt** from acquiring WwVP Registration.

Exemptions for Interstate visitors:

You will be exempt if:

you are registered under another State's law and the activity is of a similar nature to the activity that you are already registered to engage in under that corresponding law;

you are engaged in the regulated activity for not more than 28 days in any 12-month period.

3.4 Tasmanian Students Undertaking PEP in NSW

In accordance with NSW legislation as identified on the [NSW Office of the Children's Guardian](#) Working with Vulnerable People (Children) Check website (see excerpt below), Tasmanian students with Tasmanian WwVP Registration undertaking PEP in NSW for **not more than 30 days per year are exempt** from acquiring NSW Working with Children (WwC) Checks.

Exemptions for Interstate visitors:

A person - can work or volunteer in any child-related work for up to 30 days a year, if the person holds an interstate Working with Vulnerable People (Children) Check, or is exempt from the requirement to have such a check in his or her home jurisdiction.

3.5 Placements in other States and Territories

Students undertaking placements in other states and territories will be required to abide by the relevant State or Territory Working with Vulnerable People (Children) Registration, **Part A: Overview** and **Part B: State and territory requirements** located online at [Child, Family Community Australia Pre-employment screening: Working with Vulnerable People \(Children\) Checks and Police Checks](#).

4 More information

Contact the College of Health and Medicine Manager, PEP Safety in Practice
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5 Glossary

Term/Acronym	Definition
Organisational Unit	College of Health and Medicine
PEP	Professional Experience Placement or 'PEP' is a structured and formal learning experience that enables students to put theory into practice within a workplace setting.
Program	College of Health and Medicine course (e.g., medicine, nursing, pharmacy)
WIL	Work integrated learning is a purposeful, organised, supervised and assessed educational activity that integrates theoretical learning with its applications in the workplace.

6 Versioning

Version	Version 1	Approved 17th July 2017; by Faculty of Health PEP Committee
	Version 2	Amended April 2023; by College of Health and Medicine
		For Review March 2024