HLT41115
Certificate IV in Health Care

Student Information 2017
Thank you for your interest in the Certificate IV in Health Care course offered at O'Halloran Fire & Medical (OFM).

This course information pack will provide you with all the information you will need to;

- Decide whether this is the right course for you; and
- Enrol in and successfully complete the course.

Before enrolling in this course, please read through and make sure you understand the enclosed information. If you require clarification on any matters, contact the student administration office.

It is advised that you keep this information pack handy for future reference.

**Studying at O'Halloran Fire & Medical**

Before you begin your studies with us, we strongly advise you to visit the OFM website [www.ofm4u.edu.au](http://www.ofm4u.edu.au) and familiarise yourself with its contents and student resources.

The website contains important information that is not included in this pack including but not limited to:

- Campus Facilities.
- Cancellations and Refunds.
- Fees and Charges.
- Information on other courses offered.
- Learning Support Services.
- Local Accommodation.
- Payment Plans.
- Recognition of Prior Learning.
- Security.
- Student Services.

**Student Administration Office**

The Student Administration Office can be contacted in regards to any student enquiries between the hours of 9am to 5pm (AEST) Monday to Friday or 9am to 1pm (AEST) on Saturday.

**Phone:** 1300 72 1444

**Fax:** 1300 30 6244

**e.Mail:** contact@ofm4u.edu.au
### Index

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studying at O’Halloran Fire &amp; Medical</td>
<td>2</td>
</tr>
<tr>
<td>Student Administration Office</td>
<td>2</td>
</tr>
<tr>
<td>About this Qualification</td>
<td>4</td>
</tr>
<tr>
<td>Entry Requirements</td>
<td>4</td>
</tr>
<tr>
<td>Course Delivery</td>
<td>4</td>
</tr>
<tr>
<td>Course Structure</td>
<td>5</td>
</tr>
<tr>
<td>National Police Check</td>
<td>5</td>
</tr>
<tr>
<td>Course Fee</td>
<td>6</td>
</tr>
<tr>
<td>VET Student Loans</td>
<td>6</td>
</tr>
<tr>
<td>OFM Student Financial Help</td>
<td>6</td>
</tr>
<tr>
<td>Educator Support</td>
<td>6</td>
</tr>
<tr>
<td>Student Learning and Assessment Requirements</td>
<td>6</td>
</tr>
<tr>
<td>How to enrol</td>
<td>7</td>
</tr>
<tr>
<td>Successful Application</td>
<td>7</td>
</tr>
</tbody>
</table>
About this Qualification

This National qualification HLT41115 Certificate IV in Health Care delivers the required clinical and physical assessment skills along with essential emergency care competencies that are required to treat patients in the field. This certificate is regarded as the “minimum entry qualification” for working in the Pre-Hospital Care Sector.

Common employment titles include Ambulance Officer, Industrial Medic and Medic.

Throughout the duration of the course, students will be challenged by not only the academic level but also the practical challenges that Ambulance personnel face on a day to day basis. Practical experience will be gained through a mixture of Scenarios and Field Placements.

All units of this course must be completed successfully to achieve the qualification.

Entry Requirements

Applicants are also required to:

- Hold a Valid Driver’s Licence (Green P’s are OK).
- Pass a National Police Check.
- Be physically able to perform tasks and lift weights consistent with Ambulance operations.
- Have language, literacy and numeracy skills to Year 11 level.

Course Delivery

This course will be delivered and assessed by the following methods:

- Distance education consisting of pre-course readings, assignments and workbooks.
- Face-to-face contact consisting of a 4 day block.
- On/Off road placement consisting of two 4 Day Blocks (Monday-Thursday 7am-5pm Only). Students may also accumulate work hours where they work in an approved health care setting.
- Distance education consisting of 1 post-course assignment.

Our face-to-face classes are run throughout the year at our Horsley Park (Sydney) Campus (Your Course Co-Ordinator will advise you of dates during your course).

The specific aims of field placement are:

- To apply knowledge and skills learned during your studies in the workplace;
- To become familiar with employers’ expectations;
- To increase your employment options and employability skills; and
- To broaden your understanding of the industry.

Note: Distance learning can present a range of difficulties to learners and the following personal skills should be considered before enrolling into any distance learning course:

- Your ability to study from home without structured classroom sessions.
- Your time management skills and commitment to self study / motivation.
- Your access to a computer and internet connection.
- Your computer skills and ability to communicate with your educator through email / online forum.
- Your language, literacy and numeracy skills to read and interpret course information and complete assessment tasks.
Course Structure

To successfully complete this qualification you must complete 16 units of competency; 9 core units and 7 elective units.

Core Units

- CHCDIV001 Work with diverse people.
- HLTAAP002 Confirm physical health status.
- HLTAMB001 Follow procedures for routine safe removal of patient.
- HLTAMB007 Assess and deliver basic clinical care.
- HLTAMB011 Manage a routine non-emergency scene.
- HLTAMB012 Communicate in complex situations to support health care.
- HLTINF001 Comply with infection prevention and control policies and procedures.
- HLTWHS002 Follow safe work practices for direct client care.
- HLTWHS006 Manage personal stressors in the work environment.

Electives

- CHCLEG001 Work legally and ethically.
- CPPFES2005A Demonstrate first attack firefighting equipment.
- HLTAIM007 Provide advanced resuscitation.
- HLTAMB013 Contribute to managing the scene of an emergency.
- HLTAMB014 Transport non-emergency patients under operational conditions.
- HLTCOM408D Use specific health terminology to communicate effectively.
- PUAME05A Provide Pain Management.

National Police Check

In order to undergo the Field Placement components of this course, all students now require a National Police Check. The supplied National Police Checking Form must be completed and returned with your application.

OFM recognises the introduction of the Working with Children Check which introduces screening processes for people who volunteer or work with children.

Students may be required to have this check performed by potential medical industry employers prior to an offer of employment being made. OFM strongly recommends that you complete this check.

Further information is available from:


or the student administration office.
Course Fee

This course is offered on a ‘Fee for Service’ basis.

The 2017 Fee is $3,500.00.

Additional Costs to students:

- Placement Uniform – White collared shirt, Black long pants and enclosed black shoes.

VET Student Loans

Commonwealth VET Student Loans are not available for this course.

OFM Student Financial Help

OFM Student Financial Help provides students studying this course with time-to-pay their fee’s over the duration of this course.

For the 2017 Academic Year the following plan is available to approved applicants.

On Enrollment $500.00.

Thereafter $76.17 per week for 45 weeks (includes payment plan administration fee).

To apply for OFM Student Financial Help, simply contact us during business hours on 1300 72 1444 prior to enrollment.

Educator Support

Educators are available to assist students with any course or syllabus enquiries, feel free to make an appointment to meet with an Educator as required.

They may also be contacted via email or phone.

Student Learning and Assessment Requirements

The activities included in your Student Resources will help you develop the knowledge and skills required to complete the assessment tasks. These assessments are designed to consolidate your knowledge and assess your competence.

Many of your assessments are structured in a similar way to the activities that you will complete as you work your way through the course.

The assessments will include the validation of underpinning knowledge, skills and attributes required to meet the course outcomes.

There will be 80 hours of Field Placement required to be completed for this qualification.

Assessment strategies used in this course may include:

- Observations of performance.
- Written tasks.
- Records of interviews.
- Records of appraisals.
- Portfolio / Resume / CV.
- Reports from work supervisors.
- Reports from field placements.
- Authenticated evidence of relevant work experience and/or formal/informal learning.
- Student case studies and scenarios as a basis for discussion of issues and strategies to contribute to best practice in the work environment.

How to Enrol

1. Complete the attached forms found in this Information Pack:
   - *Course Application 2017 Academic Year*
   - *National Police Checking Service (NPCS) Application / Consent Form*

2. Go to the OFM website: [www.ofm4u.edu.au](http://www.ofm4u.edu.au) and then to the 'student information and resources' section and download the *RTO Policy Manual 2017*. Once downloaded, read and understand its contents, then go to Appendix ‘A’ Acknowledgement of Receipt and Understanding of Contents and sign and date it and return with your application.

3. Go to the OFM website: [www.ofm4u.edu.au](http://www.ofm4u.edu.au) and then to the 'student information and resources' section and download the *RTO Student Handbook 2017*. Once downloaded, read and understand its contents, then go to Appendix ‘A’ Acknowledgement of Receipt and Understanding of Contents and sign and date it and return with your application.

4. Attach any supporting documentation that you application requires.

5. Photocopy your Driver’s Licence or Passport.

6. Return all of the above to the address shown on the *Course Application 2017 Academic Year*.

Once your application is received, it will be processed and you will be advised of its outcome within 7 Days.

Successful Application

Should your application be successful, you will be considered a Student and you will be invoiced and required to pay a **Non-Refundable** enrollment fee of $1000.00 within 7 days.

If you have been approved for OFM Student Financial Help, you will be required to pay a Non-Refundable enrollment fee of $500.00 within 7 days.
This form is used to enrol in the HLT41115 Certificate IV in Health Care course.

All fees listed on this form are **GST free** and include the following:

- The non-refundable enrollment fee;
- Readings and Workbooks;
- Work placement;
- First Theory and practical assessments; and
- Educator support.

When completing this form, be sure to print clearly and legibly in all required fields. Incomplete or illegible forms may delay your enrolment.

**Applicants must download the ‘rto-policy-manual-2017’ and ‘rto-student-handbook-2017’ from the www.ofm4u.edu.au website in the ‘future students’ section and read both publications, then sign and return the acknowledgement section at the end of each with your application.**

The amount of $1000.00 ($500.00 if you are an approved OFM Student Financial Help student) is required to secure your enrolment.

OFM Student Financial Help (OFMSFH) is not available to businesses or companies.

**Note:** You have one (1) year from your enrolment date to complete this course. Excluding Scheduled Assessments.

**Lodging your Enrollment Form**

Once you have completed your enrollment form, return to:

**RTO Admissions Officer**
O’Halloran Fire & Medical Pty Limited
P.O. Box 303
Horsley Park 2175

and email a copy to:

**contact@ofm4u.edu.au**
HLT41115 Certificate IV in Health Care
Enrollment Form 2017

Applicant Details

Title

Given Name/s

Surname

D.O.B.

Home Address

Post Code

Mailing Address (If different from home address)

Post Code

Home Phone

Mobile

Work Phone

e.Mail Private

e.Mail Work

Unique Student Identifier (USI)  See www.usi.gov.au  Driver’s License Number / State / Expiry

If you are undertaking this course as parts of a Traineeship or Apprenticeship, please provide your Employers Name and Phone Number

Applicant Declaration (Tick each box below to acknowledge your understanding)

☐ The information I have provided in this application is true and correct.

☐ I the Applicant or Employer hereby agree to pay all course fees and charges that may arise from this enrollment and acknowledge that no assessments, academic transcripts or certificates will be issued while course fees are outstanding.

☐ I understand that this course has a non-refundable enrollment fee of $1000.00 or $500.00 for OFMSFH.

☐ I understand that there is a one (1) year time limit to complete this course.

☐ I understand that minimum PPE provided by me consisting of a long sleeve shirt, long pants and enclosed footwear are required to be worn for work placements and assessments as required.

☐ I understand that this course consists of distance learning material that will involve reading and completing workbook tasks that will need to be studied prior to attending assessment sessions.

☐ I understand that information concerning my enrollment will be disclosed to Government Departments and other entities as required by law.

Applicant Signature

Employers Name and Signature  (if Paying Fee’s)

Date
## Government Required Enrollment Data Collection

### Language and Cultural Diversity

**Were you born in Australia?**
- [ ] Yes
- [ ] No
  - If no, specify country & town: [ ]

**How well do you speak English?**
- [ ] Very Well
- [ ] Well
- [ ] Not Well
- [ ] Not at all

**Do you speak a language other than English at home?**
- [ ] Yes
- [ ] No
  - If yes, specify: [ ]

**Are you of Aboriginal or Torres Strait Islander origin?**
- [ ] No
- [ ] Yes, Aboriginal
- [ ] Yes, Torres Strait Islander
- [ ] Yes, Both

### Disability

**Do you consider yourself to have a disability, impairment or long term condition?**
- [ ] Yes
- [ ] No
  - If Yes, select applicable below:
    - [ ] Acquired brain impairment
    - [ ] Learning
    - [ ] Physical
    - [ ] Hearing/Deaf
    - [ ] Medical condition
    - [ ] Vision/Blindness
    - [ ] Intellectual
    - [ ] Mental illness
    - [ ] Other

### Schooling

**What is your highest completed school level?**
- [ ] Year 12 or equivalent
- [ ] Year 11 or equivalent
- [ ] Year 10 or equivalent
- [ ] Year 9 or equivalent
- [ ] Year 8 or below
- [ ] Never attended school

**In which year did you complete that school level?**
- [ ]

**Are you still attending secondary school?**
- [ ] Yes
- [ ] No

### Previous qualifications attained

**Have you successfully completed any of the following qualifications?**
- [ ] Bachelor or higher degree
- [ ] Diploma
- [ ] Certificate III or trade certificate
- [ ] Certificate I
- [ ] Advanced diploma or associate degree
- [ ] Certificate IV or advanced certificate/technician
- [ ] Certificate II
- [ ] Certificate other than the choices provided

### Employment

**Of the following categories, which best describes your current employment status?**
- [ ] Full-time employee
- [ ] Self employed – not employing others
- [ ] Employed – unpaid worker in a family business
- [ ] Unemployed – seeking part-time work
- [ ] Part-time employee
- [ ] Employer
- [ ] Unemployed – seeking full-time work
- [ ] Not employed – not seeking employment

### Study reason

**Of the following categories, which best describes your main reason for undertaking this study?**
- [ ] To get a job
- [ ] To start my own business
- [ ] I wanted extra skills for my job
- [ ] Other reasons
- [ ] To develop my existing business
- [ ] To get a better job or promotion
- [ ] To try for a different career
- [ ] It was a requirement of my job
- [ ] For personal interest/self-development
Course subject requirements

To meet the course requirements, you must complete nine core and seven elective subjects.

### Core subjects

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td>HLTAAP002</td>
<td>Confirm physical health status</td>
</tr>
<tr>
<td>HLTAMB001</td>
<td>Follow procedures for routine safe removal of patient</td>
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<tr>
<td>HLTAMB007</td>
<td>Assess and deliver basic clinical care</td>
</tr>
<tr>
<td>HLTAMB011</td>
<td>Manage a routine non-emergency scene</td>
</tr>
<tr>
<td>HLTAMB012</td>
<td>Communicate in complex situations to support health care</td>
</tr>
<tr>
<td>HLTINF001</td>
<td>Comply with infection prevention and control policies and procedures</td>
</tr>
<tr>
<td>HLTWHS002</td>
<td>Follow safe work practices for direct client care</td>
</tr>
<tr>
<td>HLTWHS006</td>
<td>Manage personal stressors in the work environment</td>
</tr>
</tbody>
</table>

### Elective subjects – Select 7 in total

1. [ ] CHCLEG001 Work legally and ethically
2. [ ] CPPFES2005A Demonstrate first attack firefighting equipment
3. [ ] HLTAID007 Provide advanced resuscitation
4. [ ] HLTAMB013 Contribute to managing the scene of an emergency
5. [ ] HLTAMB014 Transport non-emergency patients under operational conditions
6. [ ] HLTCOM408D Use specific health terminology to communicate effectively
7. [ ] PUAEME005A Provide pain management

### Assessment State Preference

- [ ] Brisbane
- [ ] Sydney
**Course Cost**

The 2017 price for the course is **$3500.00**

Payment of a $1000.00 ($500.00 if you are an approved OFM Student Financial Help student) non-refundable enrollment fee is required with this application to secure your enrollment. The remaining balance must be received prior to your first assessment date or by approved payment plan.

**Payment details**

Payment for this enrollment will be made by:  
- [ ] Individual Applicant  
- [ ] Employer/Other (Complete details below)

**Employer/Other Name**

**Contact Person**

**Mailing Address**

**Post Code**

**Phone**

**Contact e.Mail**

**Payment**

- [ ] Cheque / Money Order attached. Payable to: O'Halloran Fire & Medical Pty Limited

- [ ] EFT Payment.  
  Account Name: O'Halloran Fire & Medical Pty Limited  
  BSB: 062468  
  Account Number: 10640229  
  Include your Name as the Payment Reference

- [ ] Credit Card.  
  Card Number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _  
  Expiry Date: _ _ / _ _  
  CSV Number: _ _ _ Name on Card: ____________________________  
  Authorised amount to be processed: A$___________ + 1.5% Processing Fee  
  Cardholders Signature: ____________________________

**RTO Use Only**

- [ ] Course Confirmed  
- [ ] ID Verified  
- [ ] USI Verified  
- [ ] E/Fee Received  
- [ ] Balance Fee/s Received  
- [ ] Student Number Issued  
- [ ] Resources Allocated  
- [ ] Enrollment Not Accepted (Record Reason in Notes)

**Notes:**

**Processing Officer Name**

**Signature**

**Date**
SECTION 1: PERSONAL INFORMATION - Use BLOCK LETTERS and black ink to complete this form. Mark check boxes with an (X)

<table>
<thead>
<tr>
<th>Given Name</th>
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<th>Middle Name</th>
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<td>Surname</td>
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<tr>
<td>Gender:</td>
<td>Male</td>
<td>Female</td>
<td>Unknown/Other</td>
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<td>Date of Birth</td>
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Place of Birth (Required)

Suburb/Town | | | | State | | Country | | | | | | | |

Current Residential Address (Required)

Unit No. | Street No. | Street | Postcode | | | | | | | | | | |
| Suburb   | | | State | Country | | | | | | | | | | |

Additional Details

If more room is required, list on separate sheet, sign and send the sheet with this application form. Additional sheet included? Yes No

Previous names (if applicable)

Given Name | | | | Middle Name | | | | | | | | |
| Surname    | | | | Type: Maiden Previous Alias | | | | | | | | |

Previous Address (if applicable)

Unit No. | Street No. | Street | Postcode | | | | | | | | | | |
| Suburb   | | | State | Country | | | | | | | | | | |

Previous Address (if applicable)

Unit No. | Street No. | Street | Postcode | | | | | | | | | | |
| Suburb   | | | State | Country | | | | | | | | | | |

Contact Details

Phone | | | Private | Business | Mobile | | | | | | | | |

Email | | | | | | | | | | | | | | |

Documents

Aust. Driver's Licence No. | | | State/Territory | | | | | | | | |
Firearms Licence No. | | | State/Territory | | | | | | | | |
Passport No. | | | Passport Country | | | | | | | | |
Passport Type: Private Government UN Refugee | | | | | | | | | | | | | | |
SECTION 2: PROOF OF IDENTITY (100 POINT CHECK)

When applying for a national police history check you must provide proof of your identity with your application. You will be asked to provide personal identity documents that add up to at least 100 points. The combination of documents supplied should, as a minimum, evidence your full name and date of birth. All documents must be originals or certified true copies. Documents must be selected from the list below.

Change of Name
If the name you use to apply for a national police history check is different from that shown on any of your personal identity documents, you must provide evidence of the name change, e.g. Marriage or Change of Name Certificate issued by a State or Territory Registry of Births, Deaths and Marriages and Divorce papers issued by the Family Court. These documents must be originals or certified true copies and DO NOT count towards the 100 points. If you use a change of name document you must provide in Section 1 the other names you have used.

You must use ONE Primary document
OR
At least ONE Secondary Document which MUST contain a photograph

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document</th>
<th>Points Value</th>
<th>Points Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td>Birth Certificate/Birth Extract</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Australian Passport (current, or expired within the previous two years, but not cancelled)</td>
<td></td>
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<tr>
<td></td>
<td>Australian Citizenship Certificate</td>
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<tr>
<td></td>
<td>International Passport (current, or expired within the previous two years, but not cancelled)</td>
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<td></td>
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<tr>
<td></td>
<td>Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)</td>
<td>70</td>
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</table>

Your initial Secondary Documents will score 40 points, any additional documents will be awarded 25 points each

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<tr>
<th>Document Type</th>
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<th>Points Scored</th>
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<tbody>
<tr>
<td>SECONDARY</td>
<td>Current Licence or Permit (Government Issued)</td>
<td>40 or 25</td>
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<td></td>
<td>Working With Children/Teachers Registration Card</td>
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<td>ASIC/MSIC Card</td>
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<td></td>
<td>Public Employee Photo ID Card (Government Issued)</td>
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<td>Department of Veteran Affairs Card</td>
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<td></td>
<td>Centrelink Pensioner Concession Card or Health Care Card</td>
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<td>Current Tertiary Education Institution Photo ID</td>
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<td>Reference from a Doctor (must have known the applicant for a period of at least 12 months)</td>
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If you wish to use more than one of these documents they must be from different organisations

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<tr>
<td></td>
<td>Utility Bills (e.g. Telephone, Gas, Electricity, Water)</td>
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<tr>
<td></td>
<td>Credit/Debit Card</td>
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<tr>
<td></td>
<td>Bank Statement/Passbook</td>
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</table>

SPECIAL PROVISIONS ONLY TO BE USED IF 100 POINT CHECK ABOVE CANNOT BE MET

The full 100 point check is required when the applicant has been in Australia for longer than 6 weeks

For recent arrivals in Australia (6 weeks or less – proof of arrival date required) current passport

Aboriginal person or Torres Strait Islander resident in a remote area/community

Identity of applicant ordinarily resident in an isolated area verified by TWO persons recognised as ‘Community Leaders’ of the community to which the applicant belongs

Child Under 18

<table>
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OR

Statement from an educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institution’s letterhead)

TOTAL POINTS

Points must equal or exceed a total of 100

Total Points Scored:

VERIFICATION - (OFFICE USE ONLY)

I declare that I have sighted and confirmed the applicant’s original or certified true copy personal identity documents and that verification has been achieved using the 100 point check. I am satisfied as to the correctness of the applicant’s identity.

Signature of person who has confirmed 100pts of ID: __________________________ Printed name of person who has confirmed 100pts of ID: __________________________

Date: ______/_____/______
SECTION 3: ACCREDITED AGENCY DETAILS

Accredited Agency (Legal Name): MERCURY SEARCH & SELECTION PTY LTD t/a fit2work.com.au

ABN: 86 080 799 720

SECTION 4: AUTHORISATION TO DISCLOSE PERSONAL INFORMATION

Is the result of the national police history check to be forwarded/disclosed only to the accredited agency named in Section 3 above? Yes No

If No: I authorise the result of the national police history check to be forwarded/disclosed to the following employer/organisation:

Employer/Organisation (Legal Name): Mercury Search and Selection Pty Ltd
ABN: 86080799720

SECTION 5: PURPOSE OF THE NATIONAL POLICE HISTORY CHECK

Provide details of relevant position/entitlement, place of work and whether you have contact with vulnerable groups. e.g. Client Services Officer in a call centre, Janitor at a school, Nurse in aged care facility with direct care of disabled & aged persons or Flight Attendant with direct care of children).

Purpose/Description of Duties: Student Medic

SECTION 6: CONSENT TO OBTAIN PERSONAL INFORMATION

National Police History Check

I, ___________________________ hereby:

Given Names (Current) _______ Family Name (Current) _______

1. acknowledge that I have read the General Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects “spent convictions” from disclosure;
2. understand that the national police history check for which I am applying may be in a category for which exclusions from Spent Convictions legislation may apply;
3. have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
4. acknowledge that the provision of false or misleading information is a serious offence;
5. acknowledge that the Accredited Agency named in Section 3 above is collecting information in this Form to provide to the CrimTrac Agency (an Agency of the Commonwealth of Australia) and the Australian police agencies;
6. consent to:
   i. the CrimTrac Agency disclosing personal information about me to the Australian police agencies;
   ii. the Australian police agencies disclosing to the CrimTrac Agency, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned;
   iii. the CrimTrac Agency providing the information disclosed by the Australian police agencies to the accredited agency named in Section 3 above, in accordance with the laws of the Commonwealth; and
   iv. where applicable, the accredited agency named in Section 3 above disclosing to the employer/organisation named in Section 4 above personal information about me to assess my suitability in relation to my employment/entitlement; and
7. acknowledge that any information provided by me on this Form, relates specifically to the purpose identified in Section 5 above;
8. acknowledge that any information provided by the Australian police agencies or the CrimTrac Agency, relates specifically to the purpose identified in Section 5 above;
9. acknowledge that personal information that I provide in this Form may be disclosed to the Accredited Agency named in Section 3 above (including contractors or related bodies corporate) located in Australia or overseas for administrative purposes; and
10. acknowledge that it is usual practice for an applicant’s personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

Note: The information you provide on this Form, and which the CrimTrac Agency provides to the accredited agency named in Section 3 above, on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.

Applicant’s Signature: ___________________________ Date: __/__/_____

Parent/Guardian Consent - If you are under 18 years of age provide consent below from a parent /guardian.

Parent/Guardian Signature: ___________________________ Date: __/__/_____
Parent/Guardian name: ___________________________ printed in full: ___________________________

Office Use

Check Urgency: X Normal  e Urgent  Type of Check:  e Employee  X Volunteer  Applicant Role: C4HC Student
Department: OFM RTO  Supervisor: __________  Other Info: 2017

Version 2.1
GENERAL INFORMATION

This Form is used as part of the assessment process to determine whether a person is suitable for employment or other engagement for work or other entitlement.

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability. You may be required to complete another consent form in the future in relation to employment in other positions.

NATIONAL POLICE HISTORY CHECK

A national police history check is an integral part of the assessment of your suitability. You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the form.

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police agencies for checking action. By signing this Form you are consenting to these agencies accessing their records to obtain and disclose police history information that relates to you to: (i) the accredited agency named in Section 3 above; and (ii) where applicable the employer/organisation named in Section 4 above.

Police history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction’s information release policy.

It is usual practice for an applicant’s personal information to be disclosed to Australian police agencies for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

SPENT CONVICTIONS SCHEMES

The aim of spent convictions legislation is to prevent discrimination on the basis of certain previous convictions. Spent convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt.

Spent convictions of specific offences will be released where the check is required for certain purposes regardless of how old they are.

Each Australian police agency will apply the relevant Spent Convictions legislation/information release policy prior to disclosure.

If further information or clarification is required please contact the individual police agencies directly for further information about their release policies and any legislation that affects them.

Western Australia

Under the provisions of Section 7(1) of the Spent Convictions Act 1988 (WA) only “lesser convictions” can be spent by Western Australia Police, after a time period of 10 years plus any term of imprisonment that may have been imposed. A lesser conviction is one for which no imprisonment of 12 months or less, or a fine of less than $15,000 was imposed.

All other convictions, such as “serious convictions” applicable under Section 6 of the Act can only be spent by applying to the District Court. At the time of sentencing, the Court may make a “spent conviction order” under the Sentencing Act 1995 (WA) that the conviction is a spent conviction for the purposes of the Spent Convictions Act 1988 (WA).

South Australia

Release of information on a National Police Check is governed by the South Australian Spent Convictions Act 2009. It is an offence to release information regarding the convictions of a person if those convictions are deemed to be ‘spent’ under the Act.

A spent conviction is one that cannot be disclosed or taken into consideration for any purpose. Eligible convictions become spent following a 10 year conviction and proven offence-free period for adults, and a 5 year conviction and proven offence-free period for juveniles.

The Act defines a conviction as:

1. a formal finding of guilt by a Court;
2. a finding by a Court that an offence has been proved.

Certain convictions can never be spent. These include but are not limited to:

1. convictions of sex offences;
2. convictions where a sentence is imposed of more than 12 months imprisonment for an adult, or 24 months imprisonment for a juvenile.

Schedule 1 of the Act sets out a number of exceptions to the rule where spent convictions can be released. Some examples of this include:

1. the care of vulnerable people (including the aged and persons with a disability, illness or impairment);
2. activities associated with statutory character tests for licensing.

Interstate offences are released in accordance with that State or Territory’s spent conviction/rehabilitation legislation and policy. Intelligence-type information is not released.

Commonwealth

Part VIIIC of the Crimes Act 1914 (Cth) deals with aspects of the collection, use and disclosure of old conviction information. The main element of this law is a “Spent Convictions Scheme”. The aim of the Scheme is to prevent discrimination on the basis of certain previous convictions of a person if those convictions are deemed to be ‘spent’ under the Act. The Scheme has not re-offended during this period. The Scheme also covers situations where an individual has had a conviction “quashed” or has been “pardoned”.

A “spent conviction” is a conviction of a Commonwealth, Territory, State or foreign offence that satisfies all of the following conditions:

1. it is 10 years since the date of the conviction (or 5 years for juvenile offenders); AND
2. the individual was not sentenced to imprisonment or was not sentenced to imprisonment for more than 30 months; AND
3. the individual has not re-offended during the 10 years (5 years for juvenile offenders) waiting period; AND
4. a statutory or prescribed exclusion does not apply.

Part VIIIC and Crimes Regulations 1990 provide for “statutory” or “regulatory” exclusions that will prevent certain Commonwealth convictions from being spent in certain circumstances.

Queensland

Under Queensland’s Criminal Law (Rehabilitation of Offenders) Act 1986 a conviction automatically becomes spent upon completion of the prescribed (rehabilitation) period. This period is:

1. 1-10 years for indictable offences where the offender was an adult at the time of conviction; and
2. 5 years for other (summary offences or where the offender was a juvenile).

Where a person is convicted of a subsequent offence (an offence other than a simple or regulatory offence) during the rehabilitation period, the period runs from the date of the subsequent conviction.

Convictions where the offender is sentenced to more than 30 months imprisonment (whether or not that sentence is suspended) are excluded from the regime.

Once the rehabilitation period has expired, it is lawful for a person to deny (including under oath) that the person has been convicted of the offence, and the conviction must be disregarded for occupational licensing purposes (subject to certain exceptions, see below).

It is unlawful for any person to disclose the conviction unless: (i) the convicted person consents; (ii) the Minister has granted a permit authorising disclosure (where there is a legitimate and sufficient purpose for disclosing); (iii) the disclosure is subject to an exemption.

Victoria Police

For the purposes of employment, voluntary work or occupational licensing/registration, police may restrict the release of a person’s police record according to the Victoria Police “Information Release Policy”. If you have a police record in the “Information Release Policy” may take into account the age of the police record and the purpose for which the information is being released. If 10 years have elapsed since you were last found guilty of an offence, police will, in most instances, advise that you have no disclosable court outcomes. However, a record over 10 years may be released if: (i) it includes a term of imprisonment longer than 30 months; (ii) it includes a serious, violent or sexual offence; (iii) the check is required for the purpose of working with children, elderly people or disabled people; (iii) it is in the interests of crime prevention or public safety.

Findings of guilt without conviction and good behaviour bonds may be released. Recent changes or outstanding matters under investigation that have not yet gone to court may also be released.

New South Wales

In New South Wales the Criminal Records Act 1991 (NSW) governs the effect of a person’s conviction for a relatively minor offence if the person completes a period of crime-free behaviour, and makes provision with respect to quashed convictions and pardons.

A “quashed” conviction is a conviction that has been set aside by the Court. A “pardon” means a free and absolute pardon that has been granted to a person because he/she was wrongly convicted of a Commonwealth, Territory, State or foreign offence. In relation to NSW convictions, a conviction generally becomes a “spent conviction” if a person has had a 10 year crime-free period from the date of the conviction. However, certain convictions may not become spent. These include: (i) where a prison sentence of more than 6 months has been imposed (periodic or home detention is not considered a prison sentence); (ii) convictions against companies and other corporate bodies; (iii) sexual offences pursuant to the Criminal Records Act 1991; and (iv) convictions prescribed by the Regulations.

PROVISION OF FALSE OR MISLEADING INFORMATION

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

It is a serious offence to provide false or misleading information
Persons Authorised to Certify Documentation

In a situation where you are unable to bring your original 100 points of ID to be physically sighted by the organisation, you may have copies officially certified by a person listed below. Documents only need to be certified if you are unable to provide the original documents to the organisation performing the check.

1. Only persons holding positions identified below are authorised to certify documentation for the undertaking of a National Police History Check (NPHC). The exception to the list is where a potential conflict of interest may arise, such as certifying a family members identification
2. Authorised persons, in certifying a NPHC document, MUST:
   1. Sight ORIGINAL documentation
   2. Verify that the photocopy is a true and accurate record of the original document
   3. Verify that the photographic identification is a true and accurate likeness of the applicant
   4. Declare on the document to be signed that it is a ‘true and accurate record of the original document
   5. Sign and date each photocopy as a true and accurate record of the original document
   6. Print your name and position (authorised position – below) on each document to be certified
3. Applicants must ensure that documents must be certified in accordance with the above

- Australian Lawyer (Legal Profession Act 2004)
- Registered Medical Practitioner
- Member of the police force
- Principal/teacher in the teaching service
- Registered Nurse
- Secretary of building society
- Councillor of a Municipality
- Public Notary
- Veterinary Practitioner
- Pharmacist
- Justice of the Peace, Bail Justice or Register of the magistrate’s Court
- Permanent employee of Australia Post with 5 or more years continuous service
- State non-executive public service employee (Grade 2 - 6)
- Commonwealth exec public service employment (Level 1, 2 or 3)
- Commonwealth non-exec public service employee (APS 2 - 6)
- Accountant (member of the ICA,ASA or NIA)
- Registered Dentist (Dental Practice Act 1999)
- Bank manager of employee with 5 or more years of continuous service
- Minister of Commonwealth or State Parliament
- Casino special employee