This checklist has been developed to assist you with obtaining and safekeeping compulsory conditional evidence documentation and is to be used in combination with the Passport to Placement (PTP) folder. Conditional Evidence is required to be current for the duration of your placement unless otherwise notified.

**Students are required to**
- Complete the checklist and place original documents in the PTP folder.
- Upload scanned copies of original conditional evidence items to InPlace (https://unisa-prod.inplace.com.au/default.aspx). All documents can be uploaded, only compulsory documents will be verified by the CPU office.
- Present conditional evidence documents to venue staff on the first day and/or as requested.

### Compulsory Conditional Evidence Requirements

<table>
<thead>
<tr>
<th>Item Required</th>
<th>Resource Information</th>
<th>Completed</th>
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</table>
| Department of Human Services (DHS) Child-Related Employment Screening* (Valid for 3 years) Formerly Department for Communities and Social Inclusion (DCSI) | Details and access to the online application are available at: www.unisa.edu.au/cpu/criminal_history_clearance  
Note: The DHS will not re-issue a clearance if more than 6 months validity is remaining on the clearance. | Upload to InPlace  
PTP Folder |
| National Police Certificate (NPC) (Valid for 3 years) must be a State Issued NPC from the police service in the state you currently reside | Details available at: www.unisa.edu.au/cpu/npc  
Please include the following descriptors:  
PURPOSE OF CHECK/OCUPATION:  
I. Position Title, Occupation or Position Being Sought  
HEALTH / AGED CARE UNI PLACEMENT  
II. Proposed Place of Work (Name of Organisation or Type or Workplace)  
HEALTH CARE SECTOR  
III. Location of Employment (Town and State/Territory, or Country if not Australia)  
VARIous – AUSTRALIA WIDE  
CONTACT WITH VULNERABLE GROUPS:  
"Yes, I will have supervised contact with vulnerable groups"  
CATEGORY: "Employment"  
CHECK TYPE: "Individual Concession (IC)" (F/T Students) or "Individual" (P/T students) | Upload to InPlace  
PTP Folder |
| Consent & Authority to Release Information Form (Expiry matching NPC form) | Details available at: www.unisa.edu.au/cpu/npc  
Form available at: http://www.unisa.edu.au/cpu/consent | Upload to InPlace  
PTP Folder |
| Immunisation Requirements for Placement Package: Certificate of Compliance (Valid on Program Entry) | Complete the Health Care Worker Immunisation Screening Questionnaire.  
Details available at: https://i.unisa.edu.au/students/health/cpu/responsibilities/immunisation/  
Complete the Certificate of Compliance (page 7&8) and upload as one file to InPlace when signed by a Medical Practitioner. | PTP Folder |
| Cardiopulmonary Resuscitation (CPR) Annual Update (Valid for 12 months) | Details available at: http://i.unisa.edu.au/students/health/cpu/responsibilities/first-aid/ | Upload to InPlace  
PTP Folder |
| EPAS (Enterprise Patient Administration System) (Valid for 12 months) | Complete online EPAS (SA Health) training module at: https://lo.unisa.edu.au/enrol/index.php?id=4344  
Print certificate of completion | Upload to InPlace  
PTP Folder |
| SA Health Deed Poll (Complete once only) | Deed Poll available at: https://i.unisa.edu.au/siteassets/students/health/documents/cpu/sa-health-deed-poll.pdf  
Read and complete the SA Health Deed Poll. Witness must be 18 years of age or older. | Upload to InPlace  
PTP Folder |
| Undertaking a Safe Student Placement Work Health and Safety (WHS) (Valid for duration of the program) | Complete the Undertaking a Safe Student Placement Work Health and Safety (WHS) Module at: https://lo.unisa.edu.au/course/view.php?id=5521  
Print certificate of completion. | PTP Folder |
*Note Checklist is to be completed and signed by student and venue supervisor. One checklist is required for each placement venue. | PTP Folder |

*Note Students attending interstate placements may need to meet additional requirements. Following the allocation of an interstate clinical placement, additional requirement details will be communicated to students through InPlace or by email.