All compliance documentation must be completed by 28 January 2026

School of Medicine Placements Team
03 5227 3001
som-clinical@deakin.edu.au

Dear Medicine Student

The following documents must be completed & uploaded to InPlace (Clinical Placement System)
https://placements.deakin.edu.au/

		Completed	Uploaded
1	**Fit2Work Police Check** • Complete a Fit2Work Police Check (an invitation will be sent to your Deakin email address). • After completing all required documentation, your police check will be processed after the 1st of January 2026. **Please do not use an alternative process to apply for a Police Check (wait for your Deakin email invitation).**	☐	The report does not need to be uploaded to InPlace
2	Working with Children Check *For Deakin clinical placement purposes, you are only required to obtain a VOLUNTEER Working with Children Check. There is no cost for this.*	☐	☐

New Working with Children Check	Existing Working with Children Check
To **apply** please go to: https://www.vic.gov.au/working-with-children-check#Complete_online_application Include the following organisational details for Deakin University: **Organisation Name:** Deakin University School of Medicine **Postal Address:** Locked Bag 20000 **Suburb:** Geelong **State:** VIC **Postcode:** 3220 **Phone:** 03 5227 3001 **Email:** som-clinical@deakin.edu.au The Occupational Codes to be included are: 14, 16, 18, 20, 22, 26, 44 or 58 and the type is "Volunteer". • Obtain a passport size photo of yourself • Go to Victorian Australia Post Outlet, prove your identity and submit application • Upload a digital copy of your card to InPlace.	If you already have an existing Volunteer or Employee Working with Children Check Card, you must update your details to include the organisational details for Deakin University, **Organisation Name:** Deakin University School of Medicine **Postal Address:** Locked Bag 20000 **Suburb:** Geelong **State:** VIC **Postcode:** 3220 **Phone:** 03 5227 3001 **Email:** som-clinical@deakin.edu.au The Occupational Codes to be included are: 14, 16, 18, 20, 22, 26, 44 or 58. If you have an Employee card, the type will remain as Employee. Employee cards are valid for paid and unpaid work. If you have a Volunteer card, the type will remain as Volunteer.

3	Deakin University Pre-Placement Occupational Risk Check List • You must take the checklist (see other email attachment) to a GP or our Deakin campus nurse for completion 03 5227 1221 • Upload completed checklist	☐	☐