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## D Attend the Information Session

**Friday 10th February 2012 at 9:00am**  
**Room 4.32, Building G, Peninsula campus**

A map of the campus can be viewed here: <http://www.monash.edu.au/study/campuses/peninsula.html>

Please bring the following items with you to the Information Session:

- VTAC Offer Letter
- A pen
- WES Transaction Numbers for:
  - Enrolment Questionnaire
  - CSP HECS-HELP form (if applicable)
  - Unit Enrolment
- Credit application forms and certified copies of relevant transcripts and full details of previous study, (applicable only if applying for credit)

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## E Go to the Student Services Centre to receive your Student ID Card

**Level 2, Building C, Peninsula campus**

This must be completed **AFTER** attending the information session.

Take your WES Transaction Numbers and VTAC Offer Letter with you to speed up the process.

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## F Select timetabling preferences

Use Allocate+ to select timetabling preferences. Allocate+ is the timetable allocation system that allocates students into classes based on their availability rather than on a 'first-come-first-served' basis.

**Complete by Thursday 16th February 2012**

<https://allocate.its.monash.edu.au/>

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## G National Police Check

Please apply for your Police Check **as soon as possible**.

- Go to: <http://www.med.monash.edu.au/current/police-checks.html>

for the procedure, and to download your application form.

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## H Working with Children Check

Please apply for your Working with Children Check **as soon as possible**.

- Go to: <http://www.med.monash.edu.au/current/wwc-check.html>

for the procedure, and to download your application form.

**Please note:** the Working with Children Check process can take up to two months. It is requested that students apply for this and their Police Check as soon as they have accepted their offer.

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## I Attend Orientation Week

This is **compulsory** for all new students and an important part of your introduction to the university. A full orientation schedule and the opportunity to personalise your orientation experience can be found at:

<http://www.monash.edu.au/orientation/>

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### Problems? Questions?

Please feel free to email questions to our general enquiries e-mail address:

[sphc-peni.enquiries@monash.edu](mailto:sphc-peni.enquiries@monash.edu)

### School of Primary Health Care

Building B, Peninsula campus

Phone: +61 3 9904 4466



## **NATIONAL POLICE AND WORKING WITH CHILDREN CHECKS**

**These checks must be obtained prior to commencing placements.**

The first fieldwork placement will be in Semester 1, 2012 so you will need to apply and have the National Police check and Working with Children check verified before commencing the course.

Once you have received these checks, they must be verified at the School of Primary Health Care Administration Office located in Building B on Peninsula campus. The original documents will be sighted by Student Services staff and completed on a verification form. This can be completed during Orientation Week but must be completed prior to commencing study.

### **RENEWAL PROCESS**

- National police checks are valid for a period of 1 year and working with children checks are valid for a period of 5 years.
- During the re-enrolment period October-November each year you will be requested to apply for and submit relevant checks for verification.
- This will be a standing arrangement, with checks being valid from re-enrolment period to re-enrolment period each year.
- Application and verification forms are available from the School of Primary Health Care Administration Office.

### **NON-SUBMISSION OF NATIONAL POLICE CHECK**

If a student chooses not to submit their check they will be ineligible to attend clinical placements and this may lead to the discontinuation of the course as they would be unable to meet the requirements.