



NSW Health Student Compliance requirements 2025



As part of your program with Western Sydney University (Western) you may be required to attend professional placement. To be eligible for placement, you may be required to provide evidence of your current vaccinations and/or immunity plus police checks. Read about your program subjects in the Handbook and subject outlines, to confirm your Student Compliance, as well as University Special Requirements, and other placement requirements.

NSW Health requires all students that may have a placement in a NSW Health facility to be 'assessed' for Student Compliance in the first year of enrolment at Western, even if the placement is not going to occur until future years of your program.

Assessment vs Outcome - what's the difference?

- ▶ A student compliance **'assessment'** is where your evidence is 'assessed' by NSW Health and reviewed against requirements set by NSW Health policy
- ▶ The result of an assessment is called an **'outcome'**: The outcome of the assessment can be either 'Compliant', 'Temporary Compliant' or 'Not Compliant'
- ▶ Your School may need you to have a 'Compliant' outcome in your first year of enrolment, *regardless of placement timing*. Refer to your subject outline or vUWS site

What evidence do I need to become assessed?

Evidence refers to proof of vaccinations and/or blood tests, police check certificates and NSW Health forms.

To be 'assessed' you must provide your Student ID card, completed NSW Health forms, and evidence of at least one (1) vaccination that is not flu or COVID.

You can provide proof via your:

- ➔ Recent Immunisation History Statement (AIR) available through [Medicare](#)
- ➔ Vaccination Record Card in English - Every entry must be dated, stamped, and signed by doctor.
- ➔ Serology reports (blood test) - ensure your name and date of birth are clearly visible
- ➔ Current Police Check certificate in colour

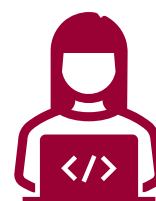
WHERE DO I START?

1. Read this booklet, and bookmark the booklet link for future reference
2. Access the vUWS Student Compliance companion site and complete the "Preparing for Student Compliance" module and quiz
3. Follow the 'Five Steps to NSW Health Student Compliance Assessment'
4. Be ready for an email from the Student Compliance team with how to submit your documents for assessment by NSW Health



FIVE STEPS TO NSW HEALTH STUDENT COMPLIANCE ASSESSMENT

Check the HANDBOOK, your SUBJECT OUTLINES, and **complete** the vUWS QUIZ to review all the requirements for your subjects and program



Print/Download a copy of the blank Vaccination Record Card and **collect** your vaccination and immunisation evidence



Apply for your Student ID Card (SID) and National Police Check (NPC) making sure to include your FULL legal name (including middle names) – all names on your NPC must match your SID, forms, vaccinations, and any other evidence you have provided

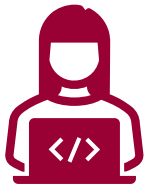


Complete the NSW Health Forms, then **scan/save** all evidence you have collected and **combine** into one PDF file less than 5MB



Be Ready for an email from the Student Compliance team with how to submit your evidence for assessment

by NSW Health

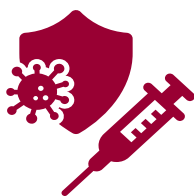


STEP 1 HANDBOOK/ SUBJECT OUTLINE AND TAKE THE QUIZ

Read about your program subjects in the Western [Handbook](#), to confirm whether you are required to be 'assessed' for NSW Health Student Compliance as part of your program. If yes, continue with all steps following.

Review the [vUWS](#) 'NSW Health Student Compliance' companion site. Complete the Quiz.

Visit Western's [Library website](#) to access Handbook, Subject Outlines and more!



STEP 2 VACCINATION AND IMMUNITY EVIDENCE

You **MUST** provide evidence of your vaccination/immunisation history for specific infectious diseases for assessment by NSW Health. NSW Health will advise if/what additional vaccinations and/or serology tests may be required at your own cost and within required timeframes.

[NSW Health Policy](#) outlines the requirements for all people entering NSW Health facilities. Students on placement are considered as Category A students.

WHAT DISEASES DO I NEED EVIDENCE OF PROTECTION FOR?

Print/Download a copy of the blank [Vaccination Record Card](#). The last page of the card outlines what infectious diseases you need to be protected for, and what evidence is required, and instructions for how to complete the card if you are using it as a form of evidence for assessment.

Vaccination Record Card for Category A Workers (including Students)

INSTRUCTIONS

Enough information must be provided to enable an assessment to be made if a worker has been administered by a registered vaccination provider therefore:

- Providers should record First, S, L, name, signature, date specific vaccine given and official provider stamp at the time of vaccine administration.
- Recent birth numbers were possible.
- Serological results should be recorded on the card as numerical values or positive/negative, as appropriate, not simply "normal".
- Category of vaccine records: e.g. 01 (Blood screening and copies of relevant serology reports) may be attached to the card, if available.
- For medical contraindications, attach a copy of the Australian Immunisation Register (AIR) - immunisation medical exemption form (IM01) and AIR Immunisation History Statement with the required medical contraindication.
- Attach another card if additional recording space is required.

Disease	Evidence of vaccination	Documented serology results	Other evidence
COVID-19	If strongly recommended, record up to date with COVID-19 vaccination as recommended for your age and health status by the Australian Immunisation Handbook.	Not applicable	
Diphtheria, tetanus, pertussis	<input type="checkbox"/> One adult dose of pertussis containing vaccine (DTaP) within the last 10 years.		

WHAT CAN I USE AS EVIDENCE FOR PROTECTION?

- ➔ Recent Immunisation History Statement (AIR) available through [Medicare](#)
- ➔ Vaccination Record Card in English – every entry must be dated, stamped, and signed by doctor.
- ➔ Serology reports (blood test results) - ensure your name and date of birth are clearly visible

Australian Government **medicare**

Immunisation history statement

Age at: 24 October 2024
 Sex: M
 Date of birth: 11 January 2012
 NRP immunisation status: Not up to date

Date given	Immunisation	Brand name given
No immunisation services recorded.		

Next NRP immunisation due	Date due
Diphtheria Tetanus Pertussis	11 Mar 2012
Polio	11 Mar 2012
Measles Mumps Rubella	11 Mar 2012
Varicella	11 Jul 2013
Neisseria	11 Jul 2013

Disclaimer

The Australian Immunisation Register is a national register that records vaccinations given to people of all ages in Australia. Vaccinations given before 1 January 1980 are not displayed on the Immunisation history statements.

Check the last page of the [Vaccination Record Card](#) for what evidence is required. If you are including a vaccination card as a form of evidence, it MUST be completed correctly by a doctor or medical practitioner. i.e. EVERY entry MUST be signed, dated, and stamped by a medical practitioner/nurse immuniser. The final page of the card has instructions on how to complete the card. Our [example vaccination card](#) can be shared with your doctor as a guide.

All evidence MUST be English. Vaccination records recorded in a foreign language may be translated using the Free Translating Service [website](#) provided by the Department of Home Affairs or using a local translation service.

INTERNATIONAL STUDENTS WITHOUT MEDICARE NUMBER?

When you arrive in Australia, apply for an Individual Healthcare Identifier (IHI). Read [What is an Individual Healthcare Identifier \(IHI\) and how do I apply for it?](#) Then visit a General Practitioner (GP) with all the evidence you can find, and request the GP update ALL your vaccinations/evidence into the Medicare system

WHAT IF CAN'T FIND ANY EVIDENCE?

It's ok. You might be surprised to find you already have immunity to some of the infectious diseases needed. Simply obtain blood test results for the following. Get 'assessed' and go from there!

- ▶ Measles/Mumps/Rubella (MMR)
- ▶ Varicella
- ▶ Core Antibody Positive Hepatitis B

COLLECT WHAT YOU HAVE AVAILABLE TO YOU

Simply.

- ▶ Gather up whatever evidence you can find
- ▶ Download your records from Medicare
- ▶ Find your vaccination record card if you have one
- ▶ Get copies of any blood test results you have

NSW Health staff will assess the available documents and provide you with advice on what you need to do next. **DO NOT** get vaccinations unless NSW Health have advised you to. Our [How To - Find my vaccination evidence](#) document may assist with options to help you find your evidence.



STEP 3 STUDENT ID CARD AND POLICE CHECKS

STUDENT ID CARD

If you don't have a Student ID Card (SID), click the link <https://onlineid.westernsydney.edu.au/> to start the process.

- ▶ Your Student ID card MUST be your FULL legal name, (including middle names)
 - If your name is incorrect on your SID card, you will need to change your enrolled name with Western. Refer to [Changing your personal details](#)
- ▶ If your photo is not accepted, refer to [Student ID cards for Acceptable Supporting Docs, Updating your Personal Details and Photo Guidelines](#)
- ▶ Your SID card will be posted to you. Please be patient as there may be a delay in processing by Student Services Hub
- ▶ Sign the back, scan a colour copy of the card, and save it ready to submit with your documents.
- ▶ If you have any further queries, contact [Student Services Hub](#)



POLICE CHECKS

Students (both domestic and international) MUST provide a current Australian National Police Check (NPC) certificate in colour.

Your NPC must be requested in your FULL legal name (including middle names). It MUST match your Student ID card. NSW Health will advise whether it is accepted or if a new NPC will be required.

Ensure all names you have been known as are also included on your NPC. This includes your name on your student ID card, NSW Health forms, vaccinations, blood test results, and any other evidence you are providing. If not, you may be required to apply and pay for a new NPC. If you already have a current NPC, provide as part of your 'assessment'.

APPLYING FOR AN AUSTRALIAN NATIONAL POLICE CHECK (NPC)

You must provide a current NPC for student compliance purposes, which means less than five (5) years from issue date.

- ➔ You DO NOT require a fingerprint check
- ➔ You MUST include ALL names, current and previous, on your application. This includes, but not limited to:



- FULL legal name including any middle name(s). Current and previous
- Married name and/or maiden name
- Any version of your name found on your Student ID card, forms, and any evidence used

→ You will be required to provide proof of identity

You MUST apply through one (1) of the below. If not, NSW Health will not accept it.:

1. An ACIC Accredited Body – You may choose any ACIC accredited body you prefer. A Volunteer NPC is accepted.
2. The NSW Police Force – Choose a 'Name and Date of Birth.'
3. the Australian Federal Police – required for **International Offshore students** – choose option 33 "Immigration/Citizenship" as purpose of check.

2.3 Purpose of Check	
If the purpose for your NPC is not listed or you are unsure which to select please call the National Police Check Help Desk on 02 6140 6502 between 8am and 5pm (Australian EST or ESST).	
Purpose Type	Commonwealth Employment / Purpose
Purpose of Check	33 - Immigration/Citizenship - for Supply to the Department of Home Affairs
Released Offences	All Commonwealth offences. Other State/Territory offences as legislation permits

Click here for NPC information <https://www.acic.gov.au/our-services/national-police-checking-service/i-need-check-myself>.

WHAT IF I HAVE DISCLOSABLE OUTCOMES ON MY CERTIFICATE?

If your NPC certificate lists Disclosable Outcomes, or you list them in Appendix 3 Statutory Declaration of Criminal History (i.e. criminal convictions or pending court charges), this will not automatically prevent you from going on placement.

However, you **MUST** undertake an NSW Health Risk Assessment process and be cleared for placement before you can be considered compliant. Our [fact sheet](#) can help you or visit [FAQ's National Police Check for Students](#).

HUB TIP:

Download and **SAVE** your NPC Certificate, with the email you received with the certificate/link.

The link will expire after **three (3) months**! So you won't be able to access it.

If you need to provide the certificate again to anyone, you will have to apply and pay for a new NPC.

The email you received the certificate in is needed if you need to have your certificate certified

INTERNATIONAL STUDENTS

International students are required to provide two (2) police check certificates:

1. one (1) from Australia (refer above), and
2. one (1) from your home country

All overseas police checks must be in English, or the original document must have an English translation provided by an accredited translator attached. Alternatively, international students may apply for an international criminal history check (ICHC) from an AHPRA-approved ICHC supplier. For more information, visit: <https://www.ahpra.gov.au/Registration/Registration-Process/Criminal-history-checks/International-Criminal-History.aspx>

International students who are unable to provide a Police Certificate from their home country are able to present a [NSW Health Appendix 3: Statutory Declaration for Overseas Student Police Check](#). This is a legal declaration that must be completed in the presence of a Justice of the Peace (JP). Find a JP via [Western Justice of the Peace Staff Directory](#).



STEP 5 COMPLETE AND PREPARE YOUR DOCUMENTS

NSW HEALTH FORMS

ALL students MUST complete the following three (3) NSW Health forms for an initial 'assessment'. These MUST be completed by the student:

1. [NSW Health Code of Conduct Agreement for students](#)
2. [NSW Health Undertaking/Declaration Form](#)
3. [NSW Health Tuberculosis Assessment Tool](#)

These forms can be filled out online and saved – making it easier to submit! You can use the electronic signature function in these forms.

- ▶ You MUST include your FULL legal name (including middle names) on all forms
- ▶ Your Education Provider is 'Western Sydney University'
- ▶ Your email is your Western student email
- ▶ Your ID number is your STUDENT ID number, not staff
- ▶ The date must be DD/MM/YYYY

Medicine, Midwifery and Paramedicine students MUST ALSO undergo testing for blood borne virus (BBVs) at the commencement of study or within the 12 months prior to commencement, and then have repeat tests every three (3) years. A completed [Blood Borne Virus \(BBV\) Student Declaration](#) is required after each testing.

DOCUMENT EVIDENCE PRESENTATION

Now that you have collected vaccination/immunisation evidence and filled out all of the NSW Health forms, you can start combining everything together.

Scan/download the following:

1. Student ID card
2. Vaccination Record Card / AIR Certificate / Serology reports, any other evidence

3. Australian NPC, if you have one
4. International NPC or Statutory Declaration (International students only) if you have one
5. NSW Health forms

Combine all the documents into **one (1) colour pdf file less than 5MB**. Other formats will not be accepted.



For your NSW Health Student Compliance 'assessment', don't wait until you have evidence for all the infectious diseases required. Combine everything you have been able to find so far. It's important to get assessed by NSW Health to find out what else is needed and at what date intervals.

STEP 5 BE READY!

Not all students are assessed at the same time throughout the year. *However, being ready is important.* Depending on what you are studying will determine when you are to submit your documents. You will be emailed when it is your time about the information you need and how to submit your evidence for assessment by NSW Health. Have your combined file ready to submit as soon as you receive the notification. You can always add/update your file while you wait. Some of your colleagues may get their email before you, and this is normal.

It is your responsibility to keep copies of everything you submit. Due to privacy reasons, Western does not keep copies of your documents once they have been assessed. If you need to present any of your evidence again, eg for employment with NSW Health, you will need to provide all your evidence again.

NSW HEALTH CONDUCTS YOUR ASSESSMENT

Your evidence will be checked before it is submitted to NSW Health for assessment. You will be contacted via your student email if anything is missing or not completed as per NSW Health policy requirements. Always keep an eye on your student emails!

NSW Health will assess your evidence and advise if further vaccinations or other steps are required. The result of an assessment is called an '**outcome**'. The outcome of the assessment can be either 'Compliant', 'Temporary Compliant' or 'Not Compliant'.

WHAT DOES EACH OUTCOME MEAN?

'Compliant' – you are eligible for placement (Some items will expire). Refer to [InPlace](#) for what will expire on what dates.

'Temporary Compliant' –you haven't met all requirements; however you are eligible for placement for up to six months. Your outcome will expire, and revert to 'not compliant', and be removed from placement. You can only be 'temporary compliant' once in your first



12 months with Western. Once it expires, you must complete all outstanding requirements to become 'compliant'.

'Not Compliant' – you are not eligible for placement. You have not met the minimum requirements. There is further action required for you to become 'compliant'.

It can take up to six (6) months or more to become compliant, depending on the vaccinations or steps you are required to complete. Follow the instructions from NSW Health in your outcome. Stick to the timelines/dates NSW Health advise or you risk needing to have more vaccinations and/or blood tests, which will affect your outcome and may affect your progression in your program.



WHAT IF I NEED HELP? YOU'RE NOT ALONE!

The Student Compliance team offer Drop-in Sessions regularly. The Drop-in sessions that are for all students to take advantage of one-on-one sessions with the Student Compliance team to assist with NSW Health student compliance documents and questions. These opportunities are sure to get you on the right track!

Check out the [Drop-in flyer](#) regularly for dates/times/locations.

Visit our webpage westernsydney.edu.au/student_compliance for more useful information.

Or revisit the 'NSW Health Student Compliance' vUWS site to access the compliance Module and Quiz. It won't take long, and you can re-take the test. It can be found under the 'Companion Sites' via vuws.westernsydney.edu.au.



ADDITIONAL STEPS FOR CURRENT NSW HEALTH STAFF

If you are currently employed by NSW Health, you do not need to purchase a new National Police Check for the purpose of student compliance. Email the [Health, Education and Training Institute \(HETI\)](#) using your WSU student email account with both your student details and your NSW Health staff details, to request that your NPC information be transferred from StaffLink to ClinConnect for you.

However, regarding your other evidence, you **MUST** be reassessed as a 'student'. You must complete all the NSW Health forms and provide evidence of your vaccinations/immunisations again to receive an 'outcome'. You can contact your staff health clinic and request a written result letter detailing your vaccination history and attach this to your Vaccination Record Card. It **MUST** include your full name and date of birth, or it will not be accepted.



? FREQUENTLY ASKED QUESTIONS

WHAT HAPPENS IF I DON'T SUBMIT MY DOCUMENTS?

If you don't submit your documents within the first 12 months of commencing with Western:

- ➔ you will not be 'assessed' and cannot attend any NSW Health placements at any time in your program
- ➔ you may not meet your Accreditation requirements
- ➔ you may not meet your School placement deadlines
- ➔ your program progression may be affected

In addition, your School might set dates to become 'Assessed', 'Temporary Compliant' or 'Compliant', to be eligible for placement, pass specific subjects, or enrol in future subjects. Check the information provided by your School.

If you have extenuating circumstances that prevent you from submitting your evidence by the required date, you **must** notify Western at the earliest possible time outlining the reasons why you cannot comply.

DO I HAVE TO COLLECT ALL OF THE DOCUMENTS YOU'VE LISTED?

Yes. Start collecting early – as soon as you enrol!

You don't need to obtain additional vaccinations before you are 'assessed'. NSW Health will advise if you require any specific vaccinations or proof of immunisation.

WHAT IF MY EVIDENCE ISN'T ON A MEDICARE OR VACCINATION CARD?

Collect what evidence you can find. Visit with a General Practitioner (GP), and take your Medicare card or IHI number, and evidence, and request the GP upload all your vaccination information into the Medicare app so you can download an Immunisation History Statement ([AIR](#)).

WHAT HAPPENS AFTER I HAVE SUBMITTED MY COMPLIANCE DOCUMENTS FOR ASSESSMENT?

Your documents are triaged by the Student Compliance team. You will be notified by email that either your evidence has been sent to NSW Health for assessment, or further evidence is required from you.

NSW Health may take **up to 20 business days** to assess your evidence. NSW Health's outcome of their assessment will be forwarded to your student email account. You will receive one of the following outcomes:

- ▶ **Compliant** (eligible to attend placement) may require updating later
- ▶ **Not Compliant** (ineligible for clinical placement) clear instructions on steps required to become compliant will be included
- ▶ **Temporary Compliant** (1st year students only for up to a six (6) month period, with a non-extendable expiry date and clear instructions provided on how to become compliant)

DOES MY COMPLIANCE EXPIRE?

Yes. Check the dates on all documents submitted, e.g., NPC, dTpa, BBV, COVID contraindication etc. If you don't provide your updated evidence, you will automatically become 'not compliant' and no longer eligible for placement.



Your flu shot is required after 1 March every year to stay compliant during flu season.

MY STUDENT ID DOESN'T MATCH MY OTHER DOCUMENTS – IS THAT OK?

No. Your name must match across all your records/evidence. Remember – Your NPC must state your FULL legal name (including middle names). Make sure you include all names you are known by on your police check.

If your name is incorrect on your SID card, you will need to change your enrolled name with Western. Refer to [Changing your personal details](#).

I PREVIOUSLY STUDIED AT ANOTHER UNIVERSITY OR TAFE - CAN MY OLD RECORDS BE TRANSFERRED TO WESTERN?

If you studied at another University or TAFE in NSW, you are required to be reassessed as a Western student. On the upside, you should already have all your documents ready to scan and upload.

WESTERN SPECIAL REQUIREMENTS

University Special Requirements are a requirement of the University that must be met **in order to enrol** in certain programs of study or subjects. The [Handbook](#) lists the Special Requirements for each program or subject within that program.

For example, some programs of study require students to provide a copy of their NPC to Student Services Hub. This is separate to NSW Health Student Compliance requirements, and you will need to provide your NPC to both NSW Health (via your compliance document upload) AND to Student Services Hub (via the [Special Requirements](#) form).

Visit the [Special Requirements](#) webpage for more information about Special Requirements.

SCHOOL PLACEMENT REQUIREMENTS

The requirements outlined in this booklet are relevant to placement in NSW Health facilities only. Your School may have other compliance requirements in addition to NSW Health student compliance. You will receive information about these requirements directly from your School.



STILL NEED MORE INFORMATION OR HELP?

- ➔ **Review** the resources on the [Student Compliance Resources](#) webpage before making contact with the Placements Hub
- ➔ **Attend** our Drop-in Sessions. Check out a time that suits [here](#)
- ➔ **Read** the [NSW Health FAQs](#) – scroll down to the 'compliance and verification' section
- ➔ **Email** studentcompliance@westernsydney.edu.au if you still can't find an answer.