

# LICENCES AND CERTIFICATES

## AUSTRALIAN FEDERAL POLICE (AFP) NATIONAL POLICE CERTIFICATE

Placement providers require students to obtain an Australian Federal Police (AFP) National Police Certificate which may also be necessary for some industries to comply with legislative requirements. If you have been a citizen or permanent resident of a country other than Australia after turning 16, you must also complete a statutory declaration.

### REQUIREMENT

You are required to provide the Australian Federal Police (AFP) National Police Certificate as evidence. The approved form of evidence (what to submit in Sonia) is to be submitted before the closing date that is designated for the WIL placement unit. It is mandatory for students to maintain current evidence for the duration of their course.

**VALID:** 3 years

### INSTRUCTIONS AND LINKS

<b>Information about the cost and processing time with the AFP:</b> (Fingerprint check is not required)	<a href="https://www.afp.gov.au/what-we-do/national-police-checks">https://www.afp.gov.au/what-we-do/national-police-checks</a>
<b>AFP online application:</b> (Must apply directly with the AFP)	<a href="https://afpnationalpolicechecks.converga.com.au/">https://afpnationalpolicechecks.converga.com.au/</a>
<b>Purpose type required:</b>	Commonwealth Employment/Purpose
<b>Purpose of check required:</b> (37 is compulsory)	<b>37</b> – Care, instruction, or supervision of children/care of disabled persons/aged care staff/volunteers
<b>Correct certificate example:</b>	<a href="#">Correct AFP certificate example as at August 2021</a>
<b>Students who have resided Overseas</b>	Please see the “What you Should Know” Section

### WHAT TO SUBMIT TO SONIA

Your Australian Federal Police (AFP) National Police Certificate, issued by the AFP in Canberra ACT, and only if it applies to you, the certified statutory declaration.

The hard copy certificate must be uploaded and must state the correct purpose of check as informed in the table.

Certificates provided by private organisations other than the Australian Federal Police (AFP) directly will not be accepted. Your evidence must be current and not expired.



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## WHAT YOU SHOULD KNOW

Application time can take up to 8 weeks. It is important to apply early to ensure that you receive the certificate prior to the designated closing date prior to a WIL placement.

Having a criminal history may not mean that you cannot complete your course or attend placement however depending upon your course, further assessments must be made in accordance with the AHPRA registration standards or other body (if this applies to your course) or against the inherent and legal requirements of the course.

### Students who have resided overseas

If you have lived in an overseas country for a period of six consecutive months or more over the age of sixteen (16), then you must also submit a National Police check from your home country. If this is not possible, you must complete a statutory declaration.

For **New South Wales** Students – The statutory declaration must be made on the [Overseas Student Statutory Declaration](#) form.

For students in all other States or Territories statutory declaration must be made on the [Commonwealth Statutory Declarations Act 1959 \(the Declarations Act\) prescribed form](#)

The statutory declaration must state that you *have never, in Australia or another country, been convicted of murder or sexual assault, or convicted of and sentenced to imprisonment for any other form of assault*. This declaration must be certified and uploaded to Sonia in addition to your AFP certificate. Please note: It is an offence to make a [false statement in a statutory declaration](#).

## RELATED WIL ARTICLES

Find out more about MANDATORY CHECK CLOSING DATES and SONIA in the related MyCQU articles.

## CONTACT THE WIL TEAM

(07) 4930 9124

Mandatory Checks:

[WILCompliance@cqu.edu.au](mailto:WILCompliance@cqu.edu.au) All schools

Placements:

<a href="mailto:WIL-NMSS@cqu.edu.au">WIL-NMSS@cqu.edu.au</a>	School of Nursing, Midwifery and Social Sciences
<a href="mailto:WIL-HMAS@cqu.edu.au">WIL-HMAS@cqu.edu.au</a>	School of Health, Medical and Applied Sciences
<a href="mailto:WIL-EduArts@cqu.edu.au">WIL-EduArts@cqu.edu.au</a>	School of Education and the Arts
<a href="mailto:WIL-SBL@cqu.edu.au">WIL-SBL@cqu.edu.au</a>	School of Business and Law

Complaints: and Feedback:

Information is [available here](#) in relation to complaints and feedback.

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