



# MANAGING A DISCLOSABLE COURT OUTCOME - WHAT YOU NEED TO KNOW AND DO

## WHAT IS A DISCLOSABLE COURT OUTCOME?

A disclosable court outcome refers to

- An offence or pending charges disclosed on a National Police Certificate (NPC), Overseas Police Certificates or Statutory Declaration; or
- A charge or conviction acquired after initially being granted a NPC or Overseas Police Certificate.

## WHY IS THIS IMPORTANT?

At present, your School or discipline require students to complete a:

- Student Undertaking form and/or apply for a NPC to meet enrolment requirements
- Supply a NPC as part of providing evidence to be assessed by NSW Health.

The NSW Health Employment Screening and Review Unit (ESRU) only assess a disclosable court outcome with respect to a student being allocated to a NSW Health placement. They do not assess the disclosable court outcomes for enrolment to the University. This responsibility sits with your School or delegated discipline representative.

## WHAT IF THE NPC OR STUDENT UNDERTAKING IS AN ENROLMENT REQUIREMENT?

1. Based on current known processes, students are required to present their NPC to Student Services Hub to meet university enrolment requirements.
2. Student Services Hub staff are required to notify relevant School staff if a Disclosable Court Outcome is listed - potential early notice of a student with Disclosable Court Outcomes.
3. Schools will need to determine if the disclosable court outcome affects the student's fitness to study and/or practice.

## WHAT IF THE NPC IS PART OF THE NSW HEALTH PLACEMENT REQUIREMENT?

NSW Health's Health Employment Screening and Review Unit (ESRU) have changed the process for risk assessment due to a Disclosable Court Outcome on a student's NPC. The application now requires that *students provide evidence* of being allocated to a NSW Health placement.

[https://www.heti.nsw.gov.au/\\_data/assets/pdf\\_file/0008/953261/Student-application-for-risk-assessment-July-2024.pdf](https://www.heti.nsw.gov.au/_data/assets/pdf_file/0008/953261/Student-application-for-risk-assessment-July-2024.pdf)

1. When students present their NPC as part of initial NSW Health student compliance assessment via the Placements Hub, the relevant School staff will be notified if a Disclosable Court Outcome is listed prior to progressing their assessment.
2. Student to directly contact their School if they have a disclosable court outcome on their NPC.
3. School to consider the implications for student progression and placement.



4. The Placements Hub will request an initial compliance assessment (minus an NPC) to achieve a Health Protection status of Compliant, on the understanding that student will remain Not Compliant overall until NPC risk assessment is completed by NSW Health ESRU.
5. Once the student has achieved a Health Protection status of Compliant, no further action required by the Placements Hub (unless dTpa or BBV expires).
6. Once allocated to a NSW Health placement, Schools to provide evidence of the allocation to the student and directs the student to apply for risk assessment with ESRU (see attached template for your use).
7. Student will immediately apply to ESRU for risk assessment and notify School of the outcome.
8. Outcome of risk assessment is sent to HETI, who update the ClinConnect system. Both students and Schools can see the compliance status in InPlace.
9. Once the clearance is documented, the student can attend the allocated placement.

**For further enquiries or more information, contact  
[studentcompliance@westernsydney.edu.au](mailto:studentcompliance@westernsydney.edu.au).**

**EVIDENCE OF PLACEMENT IN A NSW HEALTH FACILITY**

This document is a confirmation of placement allocation for the following Western student at a NSW health facility, completed by School staff.

<b>STUDENT NAME</b>	
<b>STUDENT ID</b>	
<b>SCHOOL</b>	
<b>DISCIPLINE</b>	
<b>PLACEMENT LOCATION</b>	
<b>PLACEMENT NAME</b> (IF APPLICABLE)	
<b>PLACEMENT DURATION</b>	
<b>PLACEMENT SUPERVISOR</b> (IF KNOWN)	

**CONFIRMATION BY UNIVERSITY (COMPLETED BY SCHOOL STAFF):**

<b>STAFF NAME</b>	
<b>POSITION</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	