

## National Police Check (NPC)

National Police Check: post receipt **InPlace** process

- Student acknowledges consent, in InPlace, for Flinders University to retain a copy of their NPC and release details in accordance with the University's [Student Information Policy](#). The release of Student Information must only be undertaken in accordance with instructions provided by the College's WIL Coordinator.
- Student uploads NPC document and enters the date of its issue in InPlace.
- Staff check NPC for clearance and date of issue and, if appropriate, check compliance box.
- In the event that NPC clearance has been revoked staff will:
  - uncheck compliance box in InPlace and remove NPC attachment.
  - refer removal of NPC compliance to College WIL Coordinator, and topic and course coordinator.

National Police Check: post receipt **non-InPlace** process

- Areas are able to retain a copy of the student's NPC for a period of 3 months.
- Students should initial and date their NPC copy.
- Staff maintain a database with student #, name, NPC status, and date of issue
- Staff to securely store NPC in a location determined by the College's WIL Coordinator.
- Staff destroy the NPC copy at the end of the 3 month period.