# Diploma of Sports Business/Diploma of Sports Management

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**Pre-Placement Compliance Checklist**

Placement compliance requirements are an industry pre-requisite for all students.

Students are responsible to:

* Allow adequate time to complete all pre-placement requirements:
  + DHS Working with Children Clearance may take 6-8 weeks.
* All documents must be valid for the entire duration of your placement. Clearances and certificates have expiry dates as noted below and must be renewed prior to placement allocation.
* Keep all ORIGINAL documents safe and secure in a placement folder which is taken to all placements. – any site can ask to view them at any time.
* Upload all required documents via InPlace. Consult the [InPlace User Guide](https://students.flinders.edu.au/content/dam/student/documents/placements/inplace-guide.pdf) for help.
* Ensure address details and emergency contact details are correct and updated on Student Systems, when required.

**Further information can be found on our** [**website.**](https://students.flinders.edu.au/my-course/placements/compliance/diploma-sports-management-sport-business)

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| **Requirement** | **Detail** | **Completed ()** | **Expiry** |
| **Global Pre-Placement Requirements – ALL Students** | | | |
| **Fitness for Placement Declaration** | Declare fitness for placement by reading and acknowledging the Fitness for Placement statement on InPlace. |  | Per Year |
| **Student Consent for Placement** | Read and acknowledge the relevant essential conditions around student consent for placement using the applicable form on InPlace. |  | Indefinite |
| **Intellectual Property for Placement** | Read the student IP declaration on InPlace and acknowledge the changes to intellectual property while you are on placement. |  | Indefinite |
| **Emergency Contact Details** | Please make sure the information you have in the Student System is correct so in case of an emergency we can respond efficiently. This information will rollover to InPlace when updated so make sure this always remains correct. |  | Update as  required |
| **Criminal history screenings –** | | | |
| **DHS Clearance – Working With Children Check** | WIL initiates this clearance and an email will be sent to students to action.  WIL will email you this information but you will need to **keep an eye on your junk folder on your flinders email account,** for the application link from DHS once application is initiated.  To complete application once issued link, refer to the WWCC How to Apply Guide on the [Essential pre-placement webpage.](https://students.flinders.edu.au/my-course/placements/compliance/diploma-sports-management-sport-business)  If you have an existing DHS issued clearance you can upload directly to Inplace |  | 5 years\* |
| **Policy Documents and other requirements** | | | |
| **Acknowledgement of Policy Documents** | Undertaking your teaching program in a sporting organisation means you must also comply with their Policies and staff expectations. The documents are located on the shared document library in InPlace. |  | Indefinite |
| **SafeWork SA** | This module assists your understanding of the basic health and safety issues you may face while undertaking a WIL experience  [Access training here](https://www.safework.sa.gov.au/resources/online-activities/introduction-to-safety-tutorial) |  | Indefinite |
| **RRHAN -EC Fundamentals Course** | Undertake Responding to Risks of Harm, Abuse and Neglect training (RRHAN-EC) – [access training here](https://www.education.sa.gov.au/working-us/rrhan-ec/check-what-training-you-need)  The type of training you need to do is – *Tertiary students on professional placements*  Upload the certificate(s) to InPlace. |  | Until end of study year |