Master of Social Work Pre-enrolment Requirements

(Please note: First Aid certificate is NOT needed for Social Work students)

Congratulations on receiving an offer for a place in the Master of Social Work. There are important compulsory pre-enrolment screening requirements that you must now commence.

In order of priority:

1.   National Police Certificate (NPC)

2.   Working With Children Check

DEADLINE FOR SUBMISSION

16th February 2026

International students – Please see the note at the end of this document

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IMPORTANT INFORMATION

Please note that additional checks may be required once you commence the course depending on the nature and location of your placement. These checks can include, but are not limited to an Infection Control & MRSA Declaration and a WA Department of Health Criminal Record Screening (CRS) Clearance Card.

The School of Allied Health - Field Education team will contact you in due course.

CHECKS REQUIRED AT TIME OF ADMISSION

1 – National Police Certificate (NPC)

All students will need to obtain a clear National Police Certificate. Applications can be made online (https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates) or in person at participating Australia Post Outlets.

Steps required

1.   Complete a National Police Certificate application form online or in person at Australia Post.
2.   Submit a copy of the certificate via Sonia (UWA online system).

Important notes

-   Certificates not issued by WA Police are accepted provided the issuing organisation is accredited by the Australian Criminal Intelligence Commission (see list of accredited bodies servicing the public at https://www.acic.gov.au/our-services/national-police-checking-service/find-out-more-information/accredited-bodies).
-   National Police Certificates (and equivalent) must have been **issued in the last 12 months**.
-   We are unable to accept "Volunteer" National Police Certificates
-   National Police Certificates issued by the Australian Federal Police are also accepted. For more information refer to https://www.afp.gov.au/our-services/national-police-checks

2 – Working With Children Check

As part of your course, you will undertake placements within WA sites where you may interact with children and are required to provide a valid Working With Children Check card. The WWC Check applications are received and assessed by the Department of Communities Working With Children Screening Unit. They consider a person's criminal record to see if they have any previous charges or convictions that indicate they may be a risk of harm to a child.

Steps required

1. Complete an application form. Application Forms are currently provided in hardcopy format and are available from authorised Australia Post outlets.
2. Before lodging your form, you will need to have it signed by a university's representative. Detailed instructions for this are provided in the next pages of this document.
3. When lodging a WWC Check Application Form at an authorised Australia Post outlet you must present certain documents to prove your identity. A list of current identification documents accepted for WWC Checks can be found in the Sample WWC Check Application Form (PDF, 1.01MB).
4. When you receive the outcome of your Working With Children Check, upload a clear colour copy of your document on SONIA.

Important notes

- Online applications are not available.
- Working With Children checks previously issued for volunteer work are accepted if it is still valid. Please note you will be required to renew your WWC if it expires during your study in the Master of Social Work.
- When lodging your application make sure to pay the fee for volunteers/unpaid people/students on unpaid placement.

SUBMITTING YOUR DOCUMENTS

Documents are to be submitted via Sonia. Sonia is the University's student placement system. Please see the instruction manual included in this document pack on How to use this system. Any enquiries can be sent directly to preenrolment-fmdhs@uwa.edu.au

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INTERNATIONAL STUDENTS

If you are an international student **currently overseas**, we recommend that you wait until you have arrived in Australia before you start working through these requirements as they may need to be lodged when you are onshore.

Do you need your Working with Children Check Authorised?

School Operations staff (School of Health and Clinical Sciences) will be available to sign off on Working With Children Check applications on the following dates and during the following times:
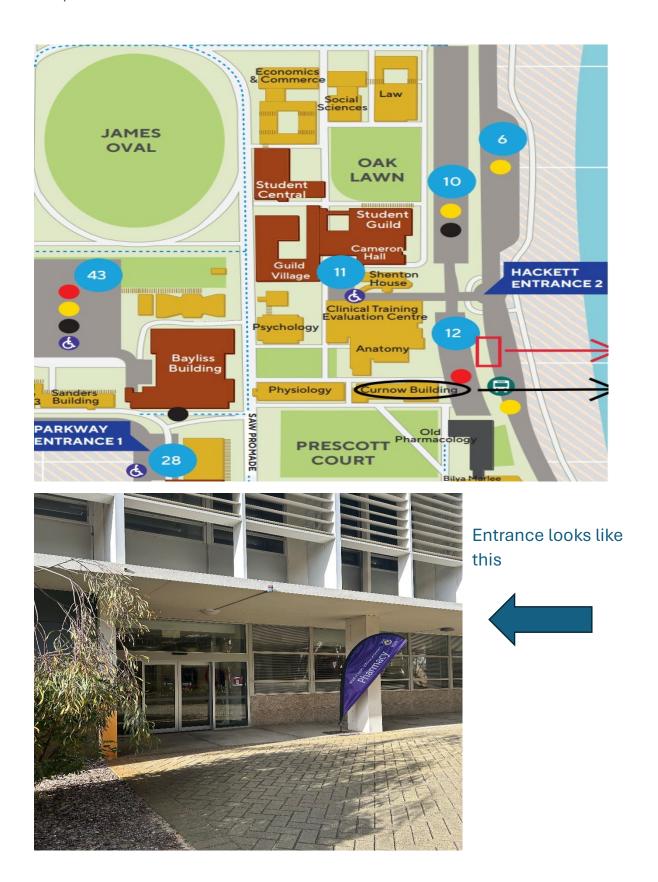
2025

Date	Time	Location
Wednesday 22nd October 2025	10am-12pm	Curnow Building 345 Office G13
Wednesday 29th October 2025	10am-12pm	Curnow Building 345 Office G13
Wednesday 5th November 2025	10am-12pm	Curnow Building 345 Office G13
Wednesday 12th November 2025	10am-12pm	Curnow Building 345 Office G13
Wednesday 19th November 2025	10am-12pm	Curnow Building 345 Office G13
Wednesday 26th November 2025	10am-12pm	Curnow Building 345 Office G13
Wednesday 3rd December 2025	10am-12pm	Curnow Building 345 Office G13

2026

Date	Time	Location
Wednesday 14th January 2026	10am-12pm	Curnow Building 345 Office G13
Wednesday 21st January 2026	10am-12pm	Curnow Building 345 Office G13
Wednesday 28th January 2026	10am-12pm	Curnow Building 345 Office G13
Wednesday 4th February 2026	10am-12pm	Curnow Building 345 Office G13
Wednesday 11th February 2026	10am-12pm	Curnow Building 345 Office G13
Monday 16th February 2026	TBA	TBA
Monday 23rd February 2026	TBA	TBA

Directions G13 School / Teaching Operations within the Curnow Building No. 345, UWA Campus.

Entrance looks like this

What do I need to do to have my WWC Application Signed?

1. Check out what is required https://www.wa.gov.au/organisation/department-of-communities/working-children-check
2. Pick up a Working with Children Check application from an Australian Post Outlet.
3. Complete sections 1-5.
4. Important: Part 5: Child-related work details: See below
5. Bring your form with you and please bring valid identification, such as your UWA Student Card (preferred), Driver's Licence, or passport, so staff can verify your identity.

What should I do once I have submitted my Working with Children Application?

1. Make sure you retain a copy of your application receipt as proof that you've applied.
2. Your physical Working with Children Card will be delivered by mail within 4-6 weeks. If you don't receive it within this timeframe, please follow up with Australia Post.
3. Once you receive your card, please upload a copy to your Sonia profile under the 'Checks' section. Please ensure it's in JPEG or PDF format.

Sonia Online: Submitting Your Pre-enrolment Documents

Student User Guide

Erin Richardson
Specialist Admissions
preenrolment-fmdhs@uwa.edu.au
(08) 6488 1426

What is Sonia?

Sonia is the University's student placement system. Sonia Online enables you to upload and review all pre-enrolment and placement requirements, as well as view and manage your placement details.

Submitting your Pre-enrolment documents

STEP 1: Log into Sonia Online

1.1: Logging in for the first time.

You should have received an email from the Pre-enrolment Officer with your username and a link to the password reset. Click on the password reset link, and follow the instructions to set up your password.

1.2: Returning to Sonia Online (you have previously set up your password).
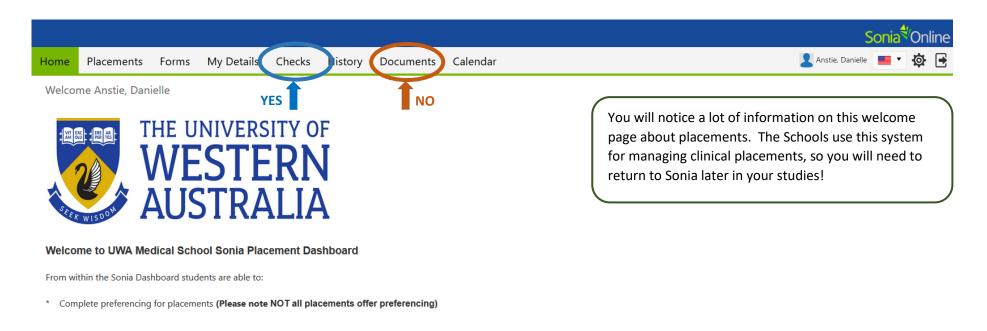
Go to placements.uwa.edu.au and click on the School that is applicable to you (SMED Medicine if you are an MD student). From there, login using your username (student ID) and password.

- Make sure that the "Role" is "Student"

STEP 2: Access the "Checks" page

2.1: On the top navigation ribbon, select "Checks". Do NOT use the "Documents" section for this purpose!

You will notice a lot of information on this welcome page about placements. The Schools use this system for managing clinical placements, so you will need to return to Sonia later in your studies!

2.2: You will now see a list of all required pre-enrolment documents to work through.

STEP 3: Submit your documents

3.1: In the Document field, click on "Browse" to select your file to upload.

You can submit more than one document if you wish.

Note: You will not be able to delete a document uploaded. If you uploaded an incorrect file, please email preenrolment-fmdhs@uwa.edu.au.

3.2: Complete all the other fields, as necessary (Reference, Date Completed, etc).

Click on the small "i" icon next to the field for more information about what is expected.

> There is no need to re-upload the Infection Control Form for every check. Just upload this form once in the Infection Control Form section.

3.3: Click "Submit".

The "Submit" button will tell the Admissions team that your document is ready for review.

The "Save" button will save your work, but not advise the Admissions team that you have started this requirement.

3.4: Continue onto the next requirement.

Mandatory items have a red asterix next to its name, as shown below.

* ⚠ HIV check	Hepatitis B vaccination - Booster
All students must have a blo	Not mandatory unless your HBsAb titre is <10m
Mandatory	Not mandatory

3.5: Repeat steps 3.1 – 3.4 until all requirements have been completed.

You do not need to complete the Hand Hygiene Australia requirement at this stage.

Home   Placements   Forms   My Details   **Checks**   History   Documents   Calendar

👤 Anstie, Danielle   🇺🇸 ▼   ⚙   ⤷

Welcome to the Sonia Checks page!
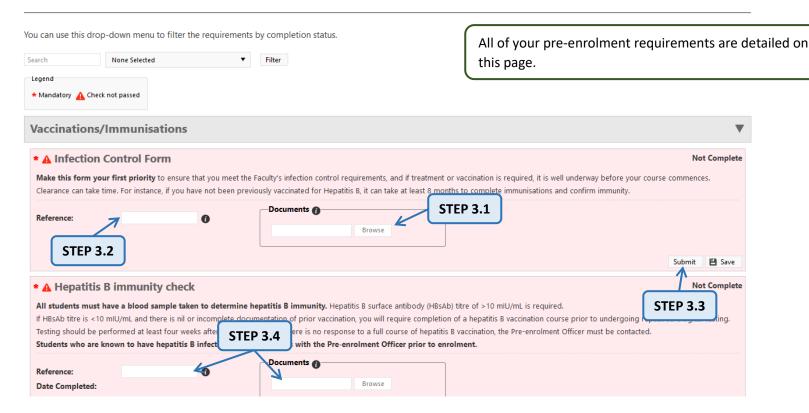
Please use this page to submit your pre-enrolment and placement requirements. Be sure to upload your documents by the due date specified by the relevant officer.
It is important that you visit this page regularly, to ensure that you have completed all necessary requirements (some Checks have an expiry date).

For pre-enrolment enquiries, please contact preenrolment-fmdhs@uwa.edu.au. For all other enquiries, please contact your relevant placement officer.

_____

You can use this drop-down menu to filter the requirements by completion status.

[Search]   [None Selected ▼]   [Filter]

| All of your pre-enrolment requirements are detailed on this page. |

Legend
* Mandatory   ⚠ Check not passed

Vaccinations/Immunisations ▼

* ⚠ **Infection Control Form**   Not Complete

Make this form your first priority to ensure that you meet the Faculty's infection control requirements, and if treatment or vaccination is required, it is well underway before your course commences.
Clearance can take time. For instance, if you have not been previously vaccinated for Hepatitis B, it can take at least 8 months to complete immunisations and confirm immunity.

Reference: [_____] ⓘ

STEP 3.1

Documents ⓘ
[_____] [Browse]

STEP 3.2

[Submit] 💾 Save

STEP 3.3

* ⚠ **Hepatitis B immunity check**   Not Complete

All students must have a blood sample taken to determine hepatitis B immunity. Hepatitis B surface antibody (HBsAb) titre of >10 mIU/mL is required.
If HBsAb titre is <10 mIU/mL and there is nil or incomplete documentation of prior vaccination, you will require completion of a hepatitis B vaccination course prior to undergoing repeat serology testing.
Testing should be performed at least four weeks after [...] ere is no response to a full course of hepatitis B vaccination, the Pre-enrolment Officer must be contacted.
Students who are known to have hepatitis B infect[...] with the Pre-enrolment Officer prior to enrolment.

STEP 3.4

Reference: [_____] ⓘ
Date Completed:

Documents ⓘ
[_____] [Browse]

Special Note!

The Hand Hygiene Australia Certification is not required until later in your studies. Please ignore this requirement for now – the Admissions team will get in touch with you when you need to complete this section.

* ⚠ Hand Hygiene Australia   **Not Complete**

This check is not required until you are in Year 2 of the MD program.

Hand Hygiene Australia Certification. This certification expires after 12 months. Students are required to complete HHA every 12 months (i.e. achieve and upload yearly certification for Y2/Y3/Y4 of MD program)

Documents ℹ

Value: 📅

Reference: ℹ   [Browse]

Date Completed: 📅 ℹ

[Submit] [💾 Save]

STEP 4: The Admissions team checks your documents and processes approvals, missing information and rejections.

4.1: If your document has been approved, the status will change to "Cleared" (and the box will turn grey).

Cleared ℹ

STEP 5: Respond to further information requests if required.

5.1: Ensure that you keep checking your email (both your personal and UWA student account).

If you need to provide more information, additional documents or similar, you will receive an email advising you of this.

5.2: Provide further information or upload a new document as necessary.

The status on the Checks page for that requirement will change to "Rejected" or "Missing Information" (and the box will remain pink if it's a mandatory requirement).

Click on the "i" icon for information on what is missing or incorrect, as shown below.

Important Note!

Emails sent directly from the Sonia system directly will likely go to your UWA student email address once you have enrolled in your. At this stage, you will no longer receive automatic notifications to your personal email address.

Missing Information ⓘ
Please submit your blood test result

STEP 6: The Admissions team will notify you when all requirements have been approved.

Once all documents have been completed and approved, you should have a page of grey boxes, with the exception of any requirements due later in the course such as the Hand Hygiene Australia and Working With Children Check.
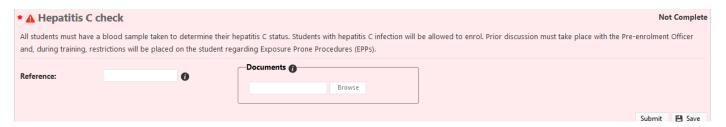
Additional information to help you along the way

Fields, icons and buttons explained

Image	Name	Description
Documents	Documents	Click on "Browse" to select your file to upload. You can submit more than one document if you wish.
Reference: Date Completed:	Text field	These fields are for entering additional text and dates. All "Date Completed" fields are mandatory.
Reference: Date Completed:	Non-editable text field	This information will be entered by the Admissions team when reviewing your documents. These fields are visible to you for your information only.
(information icon)	Information	Click on this icon for further details on what is expected.
Not Complete / Cleared	Status	Indicates if the check is not complete, submitted, rejected or has missing information.
Submit / Save	Submit / Save	The "Submit" button will send your submission to the Admissions team for review. Use this once you have finished entering the information and want to send it to the Admissions team for review. The "Save" button will save your changes, but not submit them to the Admissions team.
(red cross icon)	Mandatory	Indicates a mandatory requirement.
(red warning triangle icon)	Check not passed	Indicates a mandatory requirement not passed.

Colour Shading

Pink sections means that the item is a mandatory requirement that:

- you have not completed;
- you have completed, but has not been approved by the Admissions team ; or
- you previously received approval for, but has since expired or is due for review.

* ⚠ **Hepatitis C check**	**Not Complete**
All students must have a blood sample taken to determine their hepatitis C status. Students with hepatitis C infection will be allowed to enrol. Prior discussion must take place with the Pre-enrolment Officer and, during training, restrictions will be placed on the student regarding Exposure Prone Procedures (EPPs).	

Reference: _____ ⓘ

┌─ Documents ⓘ ─────────┐
│ _____ Browse │
└───────────────────────┘

Submit 💾 Save

Grey boxes are:

- not mandatory; or
- items that you have completed and are up to date.

Hepatitis B vaccination - Booster	**Not Complete**
Not mandatory unless your HBsAb titre is <10mIU/mL and there is documentation of prior vaccination. If this is the case, you will need to receive a booster vaccination dose prior to undergoing repeat serological testing.	

Reference: _____ ⓘ

Date Completed: _____ 📅 ⓘ

┌─ Documents ⓘ ─────────┐
│ _____ Browse │
└───────────────────────┘

Fields that you cannot edit

Don't worry when you come across fields that you can't enter information into! The Admissions team will enter this information when reviewing your documents, as shown below.

* ⚠ Pertussis (DTP) vaccination

All students must provide documentary evidence of up-to-date immunisation against pertussis (whooping cough).
Immunity against this infection cannot be determined by blood testing. Immunity is assumed if at least one documented dose of va
or if vaccination records are incomplete, vaccination will be necessary.

Reference: _____ ℹ

Date Completed:

Date Review:

Documents ℹ

_____ Browse

BEFORE

* Pertussis (DTP) vaccination

All students must provide documentary evidence of up-to-date immunisation against pertussis (whooping cough).
Immunity against this infection cannot be determined by blood testing. Immunity is assumed if at least one documented dose of vac
or if vaccination records are incomplete, vaccination will be necessary.

Reference: See Infection Control Form ℹ

Date Completed: 7/21/2018

Date Review: 4/21/2028

AFTER

Notifications

> **Important Note!**
>
> Emails sent by the Sonia system directly will likely go to your UWA student email address once you have enrolled in your course (or if you were a UWA student in 2019). At this stage, you will no longer receive automatic notifications to your personal email address.

You will receive email notifications at the following stages:

- You have submitted your document and it has been returned with a status of either "missing information" or "rejected".
- You have satisfactorily completed your pre-enrolment requirements (this will be sent once your submissions have been checked and approved by FHMS Admissions).
- Three months prior to the expiry of any of your documents or vaccinations (e.g., first aid certificate, pertussis, MRSA declaration, etc). Everything must remain current throughout your studies as each requirement is crucial for your clinical placements.

Note: To avoid sending you too many emails, please note that you will not receive an email when each individual requirement has been approved. You can always log back into Sonia Online to see the status of your submission.