

To commence placement you need a current Queensland Working with Children Check (Blue Card) that has either been obtained through the University or link your existing card to the University. It must remain current for the entire duration of your placement. You will not be able to commence placement until your Blue Card has been issued so be mindful of the processing time of up to eight weeks and plan accordingly.

Where can I obtain the Forms?

If you do not have a current Blue Card:

Students will need to complete the [Blue Card Application](#) form (New/Renewal) and present the *form in person* to the Fit for Placement Office (G01 2.02) at Gold Coast Campus or Student Centre on one of the other campuses. Ensure you bring your original Identification **and** a copy of your Identification.



If you are more than 50km away from a University campus you can complete the Application form, [Confirmation of identity form](#) and email both forms and a copy of Identification that has been verified to fitforplacement@griffith.edu.au.

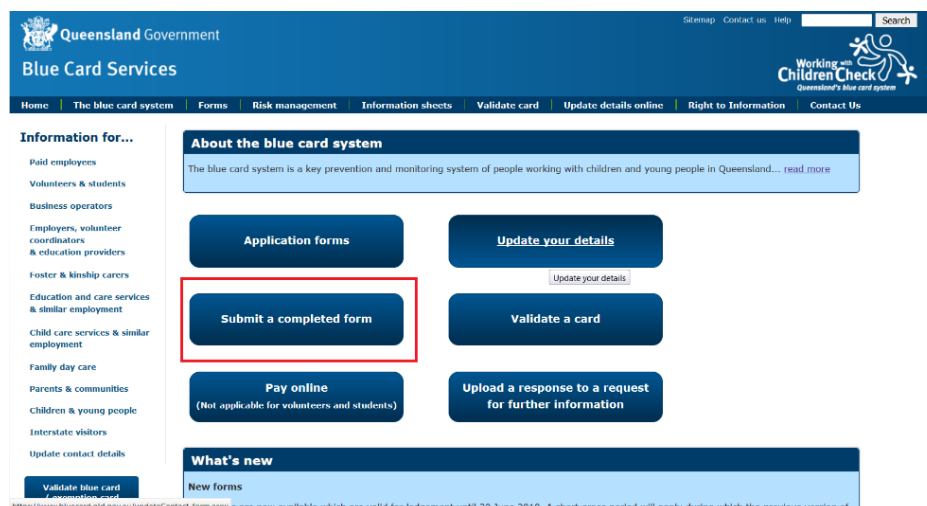
If you have already been issued a Blue Card with another organisation:

Students will need to complete the [Link an applicant/cardholder to this organisation form](#) and present the form in person to the Fit for Placement Office (G01 2.02) at Gold Coast Campus or Student Centre on one of the other campuses. Please bring your current Blue Card with you so it can be verified. With this Authorisation process you do not receive a new card OR confirmation letter.

Where do I lodge the form?

All Blue Card forms must be presented in person to either the Fit for Placement Office (G01 2.02) at Gold Coast Campus or Student Centre on one of the other campuses.

The Fit for Placement Office/Student Centre will complete the organisation details sections, sign the application form and then hand back the application form to the student. The student must then scan and upload their application on the Blue Card website <https://www.bluecard.qld.gov.au/>.



Upload form

This service can be used to submit a scanned copy of various blue card forms.

Option 1

Upload form
(no payment)

Upload a form that **does not require payment of a fee.**

Option 2

Upload form
(payment)

Upload a form that **requires payment of a fee** and you have **already paid online.**

Option 3

Pay here

Pay for a form that **requires payment of fee** but you have **not yet paid.**

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Queensland Government

Upload form (no payment)

This service can be used to upload a scanned copy of various blue card forms as listed in the "Form type" field below.

Please note the following important information when submitting a form using this service:

- Uploaded forms must be in **pdf format only**
- Uploaded forms must be **less than 10MB** in size
- Each pdf file uploaded should only contain a **single form**, and
- Fields below marked with * are mandatory and must be completed.

Form types that require payment cannot be uploaded using this page. You can lodge a paid form on our [Upload form and receipt \(payment\) page](#).

Select Form

Form type:*

Details

Applicant first name:*

Applicant middle name:

Applicant family name:*

Blue card/Reference number:
(if known)

Browse file:(PDF)* No file selected.

I declare that my uploaded documents do not contain copies or information relating to a credit/bank card or any other banking information.

Email me confirmation of successful lodgement (please untick this box if you do not require email confirmation).

Email address:*

What do I upload on SONIA as my evidence of Applying for a Blue Card?

You will need to upload a copy of your Confirmation of successful lodgement for the Check Blue Card Application Submission.




Confirmation of successful lodgement

Thank you for submitting your form. We confirm that your form has been received.

Generally, applications are processed within 28 business days unless further information or assessment is required. If further information is required, you will be contacted by letter.

Information submitted included:

- Applicant first name:
- Applicant middle name:
- Applicant family name:
- Blue card number:
- Form type uploaded: Blue card application (BC) – Students
- File Name:
- Email Address:
- Date and time of upload: Tuesday, 18 July 2017 9:08:01 AM

 [Print this page](#)

[Submit another form](#) or [return to Blue Card Services home page](#).

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What do I upload on SONIA as my evidence of a Blue Card?

Once you receive your Blue Card, then upload a copy of the Blue Card or Positive Letter of Notice for the Check Blue Card.

What identification will I need?

You will need two forms of identification, generally a Drivers Licence and Bank Card or Medicare Card will suffice. Please see page three of the application form for other possible combinations. Griffith University Student ID Cards are not accepted as they do not have student signature on them.

How long is the processing time?

It can take from six to eight weeks to receive your card after lodging the application.

Are there any exemptions?

Registered Teachers and Police Officers **must** apply for an [Exemption Card](#). Examples of this include where a police officer is volunteering at a local sporting club or community group and / or a registered teacher is working in a child care centre or private tutoring business.

Who doesn't need a Blue Card?

Registered health practitioners who are providing services or activities that relate to the person's functions as a registered health practitioner are exempt from the requirement to hold a blue card. A registered health practitioner is a person registered under the Health Practitioner Regulation National Law (this includes medical practitioners, nurses and midwives), other than as a student. It is important to note the exemption for registered health practitioners only applies if the person is providing services or conducting activities that relate to the person's *functions as a registered health practitioner*. ie: Registered with APHRA as an Enrolled Nurse and further their studies in Nursing or Midwifery.

I am concerned my Blue Card will not be issued in time for placement

If the processing timeframes stated above and the commencement of your placement are close, you will need to advise your Placement Officer immediately.

My Blue Card is about to expire

Blue Card Services will send you a notification 10 weeks prior to your card expiring advising you need to renew your card. You will also receive an email from Fit for Placement 60 days prior to your card expiring. You are able to apply for your new card 10 weeks prior to your current Blue Card expiring. It is advisable to keep the processing timeframe and your placement dates in mind, allowing sufficient time in the case of unexpected delays.

Can I get an update on my application?

Yes. You can contact Blue Card Services directly on 1800 113 611 (free call within Qld) or 07 3211 6999 to get a progress update.

Do I need to pay for my Blue Card?

For your placement with the University, you will not be required to pay for your Blue Card. If you commence paid work that requires a Blue Card, you will need to organise to have your 'Volunteer' Blue Card, transferred to a 'Paid' Blue Card with the organisation that will be paying you.

How long is a Blue Card Valid for?

Your Blue Card will remain valid for three years.

Do I need to carry my Blue Card with me whilst on Placement?

Yes, it is likely your Host Provider will ask you to present your card on your first day of placement.

For more information you can visit the [Blue Card Services Website](#)

Contact the Fit for Placement Office on: 07 5552 9480 or fitforplacement@griffith.edu.au

Visit the [Fit for Placement Website](#)