

## Blue Card System – Information Sheet

# Trainee Students

**Trainee students must have a blue card if they are required to complete a practical placement within a child-related regulated environment, such as a school or child care centre, unless an exemption applies.**

### How do I apply for a blue card?

Your education provider is responsible for applying to Blue Card Services for a blue card or notifying Blue Card Services if you already hold a card.

Before you complete a blue card application form, please check with your lecturer, tutor or course convenor, as many education providers have pre-filled forms with specific details already completed for you.

If your education provider does not have pre-filled forms, you and your education provider must complete a *Blue card (BC) application* form, which is available on the Blue Card Services website.

### When do I need to apply?

You should apply as soon as possible once you have enrolled in a child-related regulated course through your education provider.

Your education provider will need to complete your application form before it can be submitted. **You cannot commence your placement until you have a blue card.**

### How long will it take to process my application?

Blue card applications, where no police or disciplinary information is received, are generally processed within 28 working days, provided the application form is completed correctly and no further information is required from you.

Some applications may take longer than 28 working days to process for a number of reasons, including where the applicant has

submitted an incorrect or incomplete application or where Blue Card Services is waiting on an applicant's police or disciplinary information from an interstate or Queensland agency.

### I haven't got my blue card and my prac is about to start, what do I need to do?

You should speak to your teacher, lecturer, tutor or course convenor well in advance so that alternative placement arrangements can be made in the event that your blue card application will not be finalised in time for the commencement of your practical placement.

### How much does a blue card cost?

There is no application fee for trainee students.

### How long is my blue card valid for?

Three years.

### When should I renew my blue card?

If you submit your renewal application at least 30 days prior to the expiry of your blue card, you can continue to undertake child-related regulated work (including completing a practical placement) while your renewal application is processing, even if your blue card expires before your new card is issued.

If you do not submit your application within this timeframe and your blue card expires, you cannot continue undertaking child-related regulated work (including completing a practical

placement) until you are issued with a new blue card.

Blue Card Services will send you a reminder notice 10 weeks before your blue card is due to expire. To ensure that you receive this reminder, it is important that you keep your contact details current with Blue Card Services.

### Can I use my blue card across all child-related regulated categories?

If you propose to do other child-related regulated work and require a blue card, you may use your existing card, but you must advise Blue Card Services of any additional employers. This can be done by submitting a *Link an applicant/cardholder to this organisation* form with your new employer's details.

If the work you are proposing to undertake is paid work (such as private tutoring of a child), you will be required to transfer your card to a paid card by paying the prescribed application fee and completing a *Volunteer to Paid employment transfer* form. You will be issued with a new paid (P) blue card with an additional three years' validity.

### What happens if my contact details change?

It is your responsibility to ensure that Blue Card Services has your correct contact details, including your postal address. You can [update](#)

[your details online](#) on the Blue Card Services [website](#) or you can call Blue Card Services on **07 3211 6999** or **1800 113 611**.

### Checklist:

#### Have you:

- filled out the *Blue card (BC) application* form?
- ensured each part of the form is complete and filled out by the appropriate person?
- noted your practicum start date by writing this on the top of the application form?
- allowed extra time for your application to be processed if there is police or disciplinary information about you that Blue Card Services must consider?
- had your identification sighted by your education provider (or authorised delegate in certain circumstances)?
- signed within the box provided?

#### Don't forget to:

- have your form submitted by your education provider
- notify Blue Card Services if you change your contact details
- notify Blue Card Services if you change your name, and
- notify your education provider if there is a change in your police information.