

New South Wales

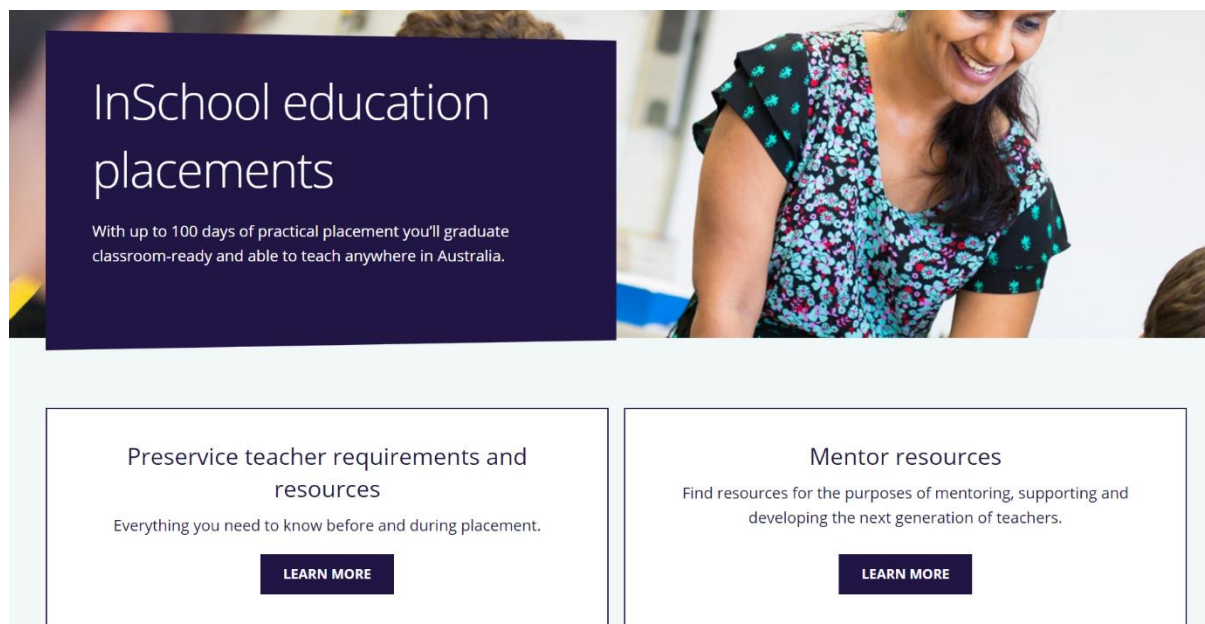
Pre-placement clearances 2023



InSchool Education Placements Website

<https://www.cdu.edu.au/education/education-placements>

Your first port of call is the InSchool Education Placements Website. Please make sure that you familiarise yourself with this website. It contains important information regarding your placements.



InSchool education placements

With up to 100 days of practical placement you'll graduate classroom-ready and able to teach anywhere in Australia.

Preservice teacher requirements and resources
Everything you need to know before and during placement.
[LEARN MORE](#)

Mentor resources
Find resources for the purposes of mentoring, supporting and developing the next generation of teachers.
[LEARN MORE](#)

What you'll find on the InSchool Education Placements Website

As a summary, the links from the homepage will connect you to the following information:

- **What you need to do before placement:** Teaching requirements, placement settings, pre-placement requirements, pre-placement clearances, variations to placement and common ages.
- **During placement:** The forms your mentor needs to complete at the interim and end of your placement.
- **Mentor resources:** Role description, concern processes, targeted support plans, early cessation of placement and mentoring templates.
- **Frequently asked questions:** Check here to see if your question has already been answered.



Contact Details

The Office for Professional Experience and Placements should be your first point of call for any Professional Experience or placement inquiries. **Email:** InSchool@cdu.edu.au

Required Pre-Placement Clearances

All students are required to obtain clearances prior to any placement in a setting with children. Please use this document to identify and complete the specific requirements prior to your placements.

State and Territory requirements frequently change and students are responsible for ensuring they have the required, valid and up to date clearances. Please ensure that you lodge all clearance applications as early as possible as these can sometimes take months to process. Copies of all certificates and screenings **must be submitted** to Inplace for verification.

For clearances not listed on the Inplace website, you must submit these to the InSchool Office prior to the confirmation of a placement. Please send scanned copies to InSchool@cdu.edu.au. Please ensure that your uploaded or scanned copies are only in the following formats: Word Docs, PDFs, JPEG. Any other file formats will not be accepted. You can access Inplace through your CDU student portal.

Students are required to have submitted their pre-placement requirements within 14 days after census or they will not be eligible for placement and may face academic penalty for the unit if these requirements are not met.



Overview Checklist of NSW Clearances

| Required Documentation | Individuals Required to Complete |
|---|---|
| Requirement 1: Working with Children Check (WWCC) | |
| <p>Working with Children Check</p> <p>Processing time: Approximately 5 weeks.</p> <p>No fee for students on professional placement.</p> <p>This clearance is valid for 5 years.</p> | <p>All students need to have a valid WWCC prior to placement. You will be issued with a WWC card once your application is approved. Information on how to lodge your applications are made via:</p> <p>https://www.service.nsw.gov.au/transaction/apply-working-children-check#how-to-apply</p> <p>This check includes a National Police Clearance.</p> |
| Requirement 2: Tertiary Practicum Student Application Form | |
| <p>Tertiary Practicum Student Application Form</p> <p>Once you have completed and received your WWCC, you will need to complete the Department of Education's Declaration for Child Related Work - Tertiary Practicum Students online form.</p> <p>Processing time: approx. 10 days.</p> | <p>The link to completing this form is here:</p> <p>https://online.det.nsw.edu.au/jecpc/crc/wwcc.jsf</p> <p>You will be required to upload your proof of identity documents to this portal.</p> <p>You will need to keep the record of the outcome of this declaration and may be required to submit this verification to your placement school(s) prior to each placement.</p> <p>You will not be eligible to complete placement if you do not complete this step</p> |



Requirement 3: Additional Mandatory Pre-requisite Training

Mandatory Pre-requisite training for students prior to commencing first placement.

These courses are to be completed online consecutively via a MyPL account:

<https://education.nsw.gov.au/teaching-and-learning/professional-learning/pl-resources/mypl/Introducing-MyPL>

A number of additional training courses are required prior to students commencing placement. These are listed via the below link.

[Mandatory pre-requisites for pre-service teachers participating in professional experience in a NSW public school](#)

1. The relevant courses to complete are:
2. Child Protection Awareness Training (CPAT)
3. Mandatory Child Protection Training
4. ASCIA-Anaphylaxis e-training course
5. Code of Conduct

Requirement 4: A Signed Preservice Teacher Contract

Please sign and return the PST Contract to the InSchool Office so that your placement can be confirmed. The document can be found <https://www.cdu.edu.au/education/education-placements/placement-guidelines> and then clicking on “Pre-Placement Forms”.

Requirement 5: Introductory Profile

Please complete the Introductory profile and load it into InPlace as soon as possible. This document will assist the team in locating and confirming your placement. The document can be found <https://www.cdu.edu.au/education/education-placements/placement-guidelines> and then clicking on “Pre-Placement Forms”.



Working with Children Check (WWCC)

All students are required to have a current and valid Working with Children Check (WWCC). You **cannot** begin placement until you have applied for this clearance. You will be issued with an application number, until the application is approved, and you are issued with a WWC notice.

You are required to:

- Go to the NSW Working with Children website:
<https://www.service.nsw.gov.au/transaction/apply-working-children-check>
- View the 'How to apply' section (this provides you with all the information regarding obtaining your WWC Check)
- You will need to click on the 'Apply Online' button. Fill out your application as your name appears on your identity documents.
- Upon completion of the online form, you will need to visit a Service NSW Centre with your original identity documents for them to be verified. You will find a link to your nearest service center under the 'How to apply' section of the website.
- Once you've provided your identity documents at the service center, the National Police Criminal History check begins. This process can take up to 4 weeks.
- A subsequent email will be sent with the WWCC application outcome. Please upload a copy of the email to the InPlace website for the placement officers to verify.
- You are not eligible to go on placement until this check has been validated by the Inschool Team.

Tertiary Practicum Student Application Form

This declaration must be completed by students undertaking unpaid tertiary practicum placement with the Department of Education (the Department) where the person is required to hold a NSW Working with Children Check clearance under the Child Protection (Working with Children) Regulation 2013.

You are required to:

- Go to the NSW Department's [Working with Children Check Procedure](#) for more details.
- Complete the online declaration please visit: [eCPC \(det.nsw.edu.au\)](http://eCPC(det.nsw.edu.au)) and complete all the required fields.
- Proof of identity is required during the declaration.
- Make sure you upload all the required information to InPlace so that it can be verified prior to you commencing your placement.



Additional Mandatory Pre-requisite Training

The NSW Education Department has recently introduced additional pre-requisite training courses that are to be completed before commencing placement. These are done online via your MyPL (teaching portal) Account:

<https://education.nsw.gov.au/teaching-and-learning/professional-learning/pl-resources/mypl/Introducing-MyPL>

1. Child Protection Awareness Training (CPAT)
2. Mandatory Child Protection Training
3. ASCIA-Anaphylaxis e-training course
4. Code of Conduct

[Mandatory pre-requisites for pre-service teachers participating in professional experience in a NSW public school](#)

Please note: these courses are subject to change & at the discretion of the NSW Education Department.

Applying for Teacher Registration

During your final year of study, you may begin to prepare your registration documents to register as a teacher in New South Wales. To do this you will need to:

1. View the NESA (New South Wales Education Standards Authority Website and registration requirements and follow the registration process. [NESA](#)
2. Get all of the documents you will require ready with certified copies. You will find a list on the NESA website.
3. Apply for 'Conditional' accreditation if you are still enrolled in your degree or 'Provisional' accreditation if you have completed your studies through CDU
4. Part of this application includes a National Police Check. You are given an overall clearance for Working with Children & National Police Check combined.

Please note that you can only undertake the LANTITE test while you are enrolled in a university degree. Ensure that you plan to do this whilst studying at CDU. It is a good idea to take the tests during a window that will allow you to re-sit the test prior to completion if required. Please visit the following website for more information: <https://teacheredtest.acer.edu.au/>



LANTITE: Literacy and Numeracy Tests

The Australian Government has introduced a Literacy and Numeracy Test for Initial Teacher Education students (LANTITE), effective from 2016. From 1 July, 2016, Initial Teacher Education students across Australia will need to successfully meet the approved national literacy and numeracy benchmark (LANTITE) prior to completing their course.

It is designed to assess initial teacher education students' personal literacy and numeracy skills. This is measured through an online assessment tool administered by the Australian Council for Educational Research (ACER). The Test involves two separate tests, one for **Literacy** and one for **Numeracy**. Successful completion of **both** tests is required to graduate.

Please make sure that you view the LANTITE LearnLine site for extensive resources and self-study materials.