

Victoria

Pre-placement clearances 2023

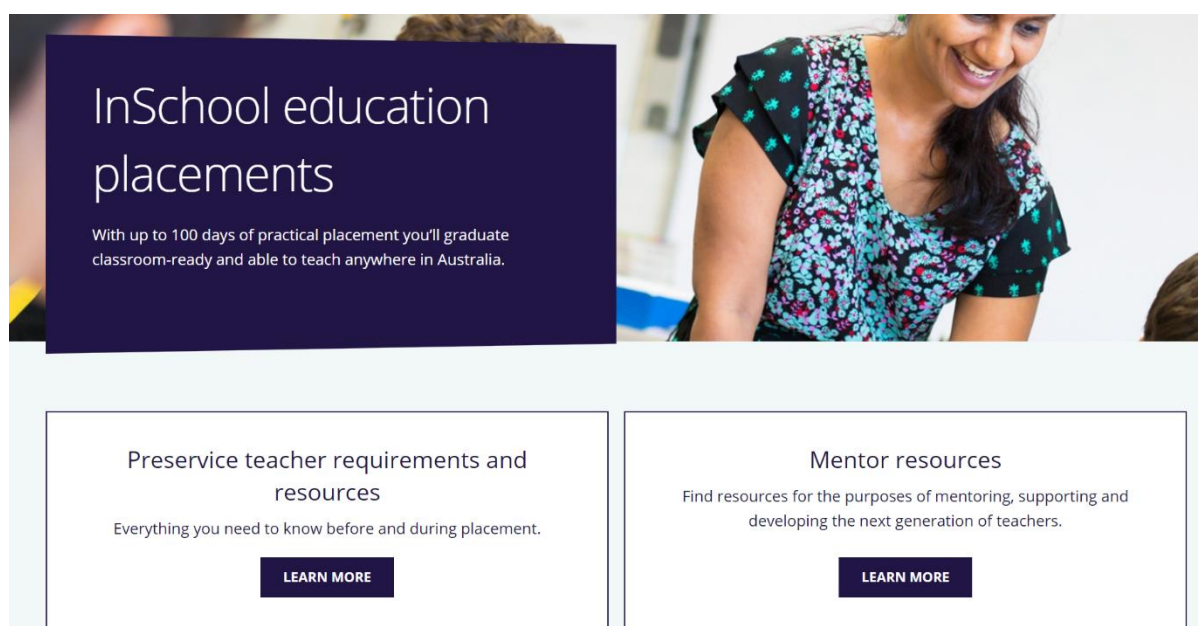




InSchool Education Placements Website

<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.



The screenshot shows the homepage of the InSchool Education Placements Website. At the top, there is a dark blue banner with the text "InSchool education placements" and a sub-headline: "With up to 100 days of practical placement you'll graduate classroom-ready and able to teach anywhere in Australia." Below this banner is a photograph of a smiling woman in a floral dress. Underneath the photo are two white boxes with dark blue borders. The left box is titled "Preservice teacher requirements and resources" and contains the text "Everything you need to know before and during placement." with a "LEARN MORE" button. The right box is titled "Mentor resources" and contains the text "Find resources for the purposes of mentoring, supporting and developing the next generation of teachers." with a "LEARN MORE" button.

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 VIC Clearances

Required Documentation	Individuals Required to Complete
Requirement 1: Working with Children Check (WWCC)	
<p>Working with Children Check</p> <p>Volunteer check (free)</p> <p>Processing time: Approximately 3 – 12 weeks.</p> <p>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. Applications are made via:</p> <p>Working with Children Check (service.vic.gov.au)</p> <p>A National Police Check is completed as part of the WWC application. It does not need to be applied for separately.</p>
Requirement 2: A Signed Preservice Teacher Contract	
<p>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”.</p>	



Requirement 3: 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 a WWC card once your application is approved.

You are required to:

Go to the Service Victoria website [Working with Children Check \(service.vic.gov.au\)](http://www.service.vic.gov.au/Working-with-Children-Check)

- Complete the online prompts/questions to check if you can fully apply online
- Click the ‘Get started’ button
- Select ‘Volunteer’ option
- Move through the rest of the application & submit at the end
- The cost of the application is free for a Volunteer clearance
- You will be issued with a card once your application is approved. This can take up to 12 weeks
- Your application includes a National Police Check as part of the process.
- Your card will be valid for 5 years
- Once you have your card, please upload a copy of it to InPlace for verification.

Applying for Teacher Registration

During your final semester of study, you may begin to prepare your registration documents to register as a teacher in Victoria. Pre-organising your documents with the Victorian Institute of Teaching means that once you finish your degree with CDU, the registration process can occur much more efficiently.



To do this, you will need to:

1. View the Victorian Institute of Teaching Website [Register to teach | Victorian Institute of Teaching \(vit.vic.edu.au\)](http://vit.vic.edu.au) and follow the 'register to teach' tab.
2. Organise the relevant documents required for registration.
3. Proceed to submit your application, pending your final transcript.
4. Please note that all graduates seeking registration will require successful completion of the Literacy and Numeracy Test for Initial Teacher Education (LANTITE).

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.