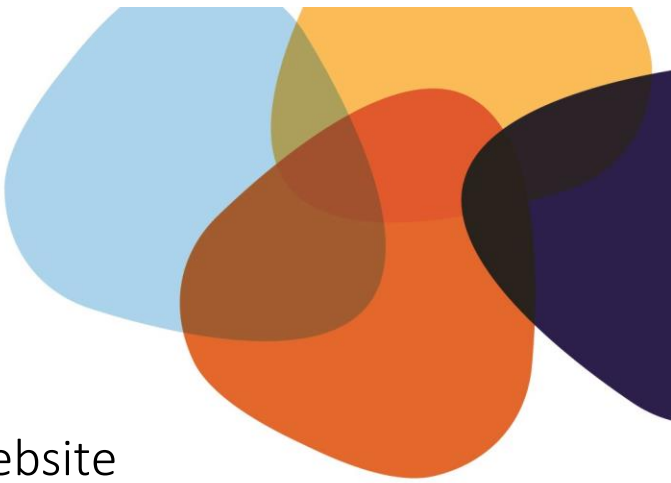


South Australia

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 the banner, there are two main content boxes. 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. The background of the website shows a smiling woman in a floral dress.

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 SA Clearances

Required Documentation	Individuals Required to Complete
Requirement 1: Working with Children Check (WWCC) or DCSI Child-Related Employment Screening	
Working with Children Check Processing time: Approximately 6-12 weeks however sometimes longer.	All students need to have a valid WWCC or DCSI clearance prior to placement. Please note: An Australian Federal Criminal History Check is NOT valid. Note that the WWCC has now replaced the DCSI Check. DCSI is valid until the expiry date only.
Requirement 2: Responding to Risks of Harm, Abuse and Neglect – Education and Care RRHAN-EC Certificate	
Responding to Risks of Harm, Abuse and Neglect – Education and Care RRHAN-EC Certificate	From 1 July 2021, there are 2 approved courses required for RRHAN-EC. Both <u>Undergraduate and Postgraduate students</u> require completion of both the (1) Fundamentals 2-hour Online Course, and (2) The masterclass 4-Hour Facilitator Led session provided by an approved organisation.



<p>Other Accepted Certificates:</p> <p>Please note: When completing any refresher, your original certificate cannot be expired. If you let your certificate expire, you are required to complete the Fundamentals 2-hour online course & the Masterclass 4-hour Facilitator led session.</p>	<p>Previously completed and accepted RAN-EC (Undergraduates or Postgraduates) certificates will be accepted up until the stated expiry dates ONLY.</p> <p>Previously completed and accepted Safety and Wellbeing Certificates (Undergraduates) can be used as credit towards the Fundamentals 2-hour online course. The Masterclass 4-hour Facilitator led session will still need to be completed.</p> <p>Previously completed “Safe Environments – Through Their Eyes’ full day training requires the completion of the Fundamentals 2-hour online course: <i>Safe Environments bridging course: RRHAN-EC Fundamentals course only</i>. 3hr refresher certificates are not accepted. The Fundamentals 2-hour online course & the Masterclass 4-hour Facilitator led session will need to be completed.</p>
<p>Requirement 3: A Signed Preservice Teacher Contract</p>	
<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-service teacher agreement”.</p>	
<p>Requirement 4: Introductory Profile</p>	
<p>Please complete the Introductory profile and return to the InSchool Office 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 “Introductory profile”.</p>	

Working with Children Check (WWCC)

All students are required to have a current and valid Working with Children Check (WWCC) or a DCSI Child-Related Employment Screening Certificate. You **cannot** begin placement until you have received your certificate. This application process is via an online system.

Please note that the new working with children check (WWCC) introduced from 1 July 2019, replaces the current system, where people can have either a Department of Human Services (DHS) child-related employment screening (DCSI), or a National Police Certificate assessed by their employer/volunteer-involving organisation.



Changes include:

- WWCCs replace all other types of child-related employment screening checks.
- People can apply for their own WWCC, to help them be job-ready.
- A WWCC is valid for five years and is portable across organisations and roles in South Australia.
- All current, valid DHS/DCSI child-related employment screening clearances will be recognised as WWCCs under the law, until they expire.

You are required to:

- Go to the DHS Screening Website: <https://www.dcsiscreening.sa.gov.au/>
- View the ‘Applicants’ section
- Click on the Initiate an Independent Check Link: <https://www.dcsiscreening.sa.gov.au/SCRequestApplicationIndividual>
- Start the application, provide all relevant details, and submit online.
- Please ensure that you check your “Junk Mail” and “Pop” email boxes throughout the application process as these emails have been found to go straight to these locations.
- Once you receive your clearance please load into InPlace as soon as possible for verification.

Responding to Risks of Harm, Abuse and Neglect – Education and Care RRHAN-EC Certificate

From 1 July 2021, there are 2 approved courses required for RRHAN-EC. Both Undergraduate and Postgraduate students require completion of both the:

- (1) Fundamentals 2-hour Online Course, **AND**
- (2) The Masterclass 4-Hour Facilitator Led session provided by an approved organisation.

For further information, please visit: <https://www.education.sa.gov.au/working-us/rrhan-ec/rrhan-ec-mandatory-notification-training-list-courses>

<u>Information</u>	<u>Links</u>
(1) Fundamentals 2-hour Online Course	https://www.education.sa.gov.au/working-us/rrhan-ec/fundamentals-course-responding-risks-harm-abuse-and-neglect-education-and-care
(2) The Masterclass 4-Hour Facilitator Led session provided by an approved organisation.	https://www.education.sa.gov.au/working-us/rrhan-ec/masterclass-rrhan-ec



Approved Training Organisations

Please [\[Click Here\]](#) for the Department of Education’s approved training organisations for Reporting Abuse and Neglect – Education and Care full day training options. Please view the link for all contact details for these organisations. The link also provides relevant information regarding training in rural and remote areas, and contact information for Country Education Offices. In summary, the approved training organisations are:

Link: <https://www.education.sa.gov.au/working-us/rrhan-ec/approved-training-organisations-rrhan-ec-masterclass>

Other Accepted Certificates until Expiry Date

Safety and Wellbeing (Undergraduate Students Only)

Previously completed Safety and Wellbeing Certificates (Undergraduate students only) will be used as credit towards the new Fundamentals (2hr) course. If you hold one of these certificates you will need to contact the Education Department education.rrhanec@sa.gov.au to get the credit applied. After your Safety & Wellbeing certificate expires, all students, will need to have the full **RRHAN-EC training (4hr Masterclass and 2hr Fundamentals) as outlined above.**

RAN-EC (Undergraduate or Postgraduate Students)

RAN-EC (Undergraduate or Postgraduate) certificates will be accepted up until the stated **expiry date ONLY**. Please note that previous requirements related to these certificates still apply. Once the full 7-hour certificate and accompanying refresher certificate expires, all students, will need to have the full **RRHAN-EC training as outlined above.**

Safe Environments – Through Their Eyes

Previously completed “Safe Environments – Through Their Eyes’ full day training requires the completion of the Fundamentals 2-hour online course: Safe Environments bridging course: RRHAN-EC Fundamentals course only. The 3hr refresher certificate is not accepted. The Fundamentals 2-hour online course & the Masterclass 4-hour Facilitator led session will need to be completed. Once the full 7-hour certificate and accompanying refresher certificate expires, all students, will need to have the full RRHAN-EC training as outlined above.

Please note: The full day training certificate lasts for 3 years from the date of issue. You cannot let the certificate expire before completing the Fundamentals 2-hour online course: *Safe Environments bridging course: RRHAN-EC Fundamentals course only*. If it is expired, you will need to complete the Fundamentals 2-hour online course & the Masterclass 4-hour Facilitator led session.



Full Certificates

Full 7-Hour RAN-EC training certificates that may be accepted from the following approved training organisations (noting the certificate must note that it was a 7-hour RAN-EC Training- volunteer certificates are not accepted):

- Council of Education Associations of South Australia (CEASA)
- Gowrie Training Centre
- Australian Education Union SA (AEUSA)
- Access Programs
- Country education offices
- School Ministry Group

Refresher Updates (Accepted only with a 7-hour certificate)

Please note that an “Online Refresher” certificate is **only valid** if submitted with the 7-hour face-to-face certificate. If you do not have the original 7-hour certificate, then the refresher certificate cannot be accepted. Please note that the refresher is no longer available and will only be accepted until the stated expiry. After this date, all students, will need to have the full **RRHAN-EC training (4hr Masterclass & 2hr Fundamentals certificate) as outlined above.**

What happens if I can’t find my certificate(s)?

If you cannot locate your certificates, you will need to contact the organisation through which you completed your training. You must provide evidence from the training organisation that you completed the full day 7-hour face-to-face course, the date of completion, and location of attendance. If you cannot get a new certificate or evidence of completing the course, you will need to undertake the new training requirements.

Applying for Teacher Registration

During your final semester of study, you may begin to prepare your registration documents to register as a teacher in South Australia. Pre-organising your documents with the Teacher’s Registration Board of South Australia 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 TRB SA Website and registration requirements <https://www.trb.sa.edu.au/registration> and follow the registration process.
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).



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.

Support for Students in Regional Locations

The Australian Government has funded Regional Study Hubs across South Australia, and in fact Australia, to support the study of regional university students. As a university student located in any one of the following areas, you have free access to the resources available at your local hub. The hubs provide different types of resources and support, and so we encourage you to register with your local hub and enquire about the resources available to you. More generally, you will have access to computing and internet access, video conferencing and study spaces. Please view the following hub websites for more details on the resources that you can access:

- Murray Bridge and Riverland: <https://www.murrayriverstudyhub.org.au/campuses/>
- Spencer Gulf: <https://unihubsg.org>
- Barossa Valley: <https://barossacampus.com.au/>