

# Charles Darwin University

College of Indigenous Futures, Education and the Arts

South Australia July 2021-2022 [v2]


Pre-placement clearances



# 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 banner features a dark purple background on the left 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.' On the right, there is a photograph of a smiling woman in a floral dress.

<p>Preservice teacher requirements and resources</p> <p>Everything you need to know before and during placement.</p> <p><a href="#">LEARN MORE</a></p>	<p>Mentor resources</p> <p>Find resources for the purposes of mentoring, supporting and developing the next generation of teachers.</p> <p><a href="#">LEARN MORE</a></p>
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## 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](mailto:InSchool@cdu.edu.au)

# Required Pre-Placement Clearances

All students are required to have background checks and clearances prior to any placement in a setting with children. However, South Australia has different requirements to other States and Territories. Please use this document to identify and complete the specific requirements prior to your placements.

State 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 InSchool office prior to the confirmation of a placement. Please send scanned copies to [InSchool@cdu.edu.au](mailto:InSchool@cdu.edu.au)

## Overview Checklist of SA Clearances

Required Documentation	Individuals Required to Complete
<b>Requirement 1: Working with Children Check (WWCC) or DCSI Child-Related Employment Screening</b>	
<b>Working with Children Check</b> (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 <b>NOT</b> valid. Note that the WWCC has now replaced the DCSI Check. DCSI is valid until the expiry date only.
<b>Requirement 2: Responding to Risks of Harm, Abuse and Neglect – Education and Care <u>RRHAN-EC</u> Certificate</b>	
Responding to Risks of Harm, Abuse and Neglect – Education and Care <u>RRHAN-EC</u> Certificate	From 1 July 2021, there are 2 approved courses required for RHHAN-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.
<b><u>Other Accepted Certificates:</u></b>	Previously completed and accepted Safety and Wellbeing Certificates (Undergraduates) and RAN-EC (Undergraduates or Postgraduates) certificates will be accepted up until the stated expiry dates ONLY.
<b>Requirement 3: A Signed Preservice Teacher Contract</b>	
Please sign and return the PST Contract to the InSchool Office so that your placement can be confirmed. The document can be found <a href="https://www.cdu.edu.au/education/education-placements/placement-guidelines">https://www.cdu.edu.au/education/education-placements/placement-guidelines</a> and then clicking on “Pre-Placement Forms”.	
<b>Requirement 4: Introductory Profile</b>	
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 <a href="https://www.cdu.edu.au/education/education-placements/placement-guidelines">https://www.cdu.edu.au/education/education-placements/placement-guidelines</a> 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) 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 recognized 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 applicant 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.

# 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 RHHAN-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	<a href="https://www.education.sa.gov.au/working-us/rrhan-ec/fundamentals-course-responding-risks-harm-abuse-and-neglect-education-and-care">https://www.education.sa.gov.au/working-us/rrhan-ec/fundamentals-course-responding-risks-harm-abuse-and-neglect-education-and-care</a>
(2) The Masterclass 4-Hour Facilitator Led session provided by an approved organisation.	<a href="https://www.education.sa.gov.au/working-us/rrhan-ec/masterclass-rrhan-ec">https://www.education.sa.gov.au/working-us/rrhan-ec/masterclass-rrhan-ec</a>

## 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 accepted until the expiry date stated on the certificate. After this date, all students, will need to have the full RRHAN-EC training 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 certificate 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.**

## **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 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 from the 1<sup>st</sup> January 2019 onwards will require successful completion of the Literacy and Numeracy Test for Initial Teacher Education (LANTITE).

All new and current students prior to graduating from an initial teacher education (ITE) program in a Teachers Registration Board of South Australia accredited program from 1 January 2019 must pass 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.

## 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/students/>
- Barossa Valley: <https://barossacampus.com.au/>