

# Tasmania

Pre-placement clearances 2023

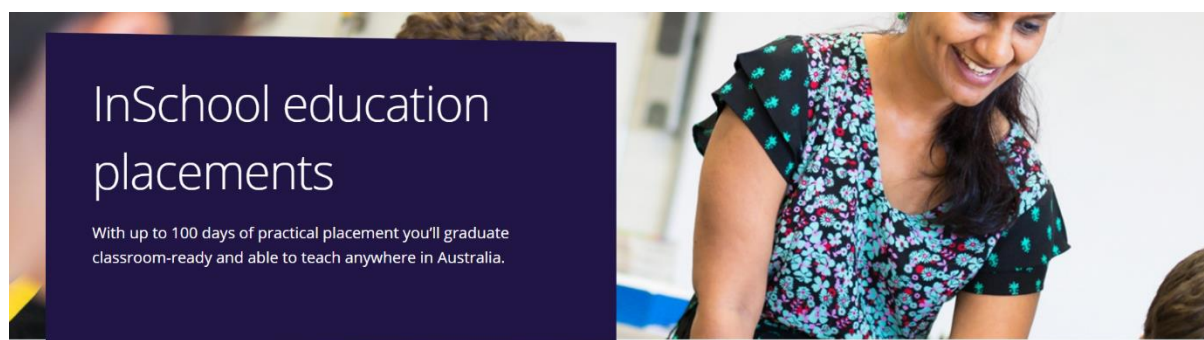




# InSchool Education Placements Website

<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.

<p><b>Preservice teacher requirements and resources</b></p> <p>Everything you need to know before and during placement.</p> <p><a href="#">LEARN MORE</a></p>	<p><b>Mentor resources</b></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 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](mailto: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 TAS Clearances

Required Documentation	Individuals Required to Complete
<b>Requirement 1: Working with Vulnerable People Registration</b>	
<p><b>Working with Vulnerable People Registration (card)</b></p> <p>Processing time: Approximately 4 – 6 weeks however sometimes longer.</p> <p>\$19.80 non-refundable application fee.</p>	<p>All students need to obtain a valid Working with Vulnerable People Registration prior to placement. Also included as part of this registration is a National Police Check.</p> <p>You will be issued with a card once your application is approved. Applications are made via:</p> <p><a href="http://cbos.tas.gov.au">Registration to work with vulnerable people (cbos.tas.gov.au)</a></p>
<b>Requirement 2: A Signed Preservice Teacher Contract</b>	
<p>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”.</p>	



**Requirement 3: Introductory Profile**

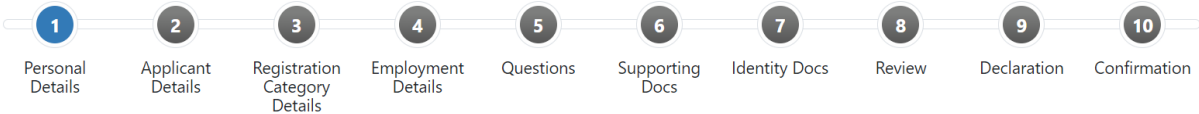
Please complete the Introductory profile and load it into InPlace as soon as possible. This document will assist the team in locating and confirming your placement. The document can be found <https://www.cdu.edu.au/education/education-placements/placement-guidelines> and then clicking on “Pre-Placement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

# Working with Vulnerable People Registration


All students are required to have a current and valid Working with Vulnerable People Registration. You **cannot** begin placement until you have applied for this clearance. You will be issued with an application number once you initiate your application and subsequently issued with a card once the application is finalised.

**You are required to:**

- Go to the Tasmania Consumer, Building & Occupational Services website: [Registration to work with vulnerable people \(cbos.tas.gov.au\)](http://Registration to work with vulnerable people (cbos.tas.gov.au))
- Click on ‘Applications’ then ‘Apply for registration to work with vulnerable people’ (this provides you with all the information of what is required to complete the application)
- Select ‘Start my application’
- Select ‘Volunteer Fee \$19.80’
- Move through each category:



- Once each category is completed you will be issued with a reference number. Record this number.
- You are required to go into a ‘Services Tasmania’ centre ([Shops | Service Tasmania](#)) to have the required photo ID taken as part of the application.
- You can either pay for your application online or in person while having your photo taken.
- Once these steps are complete you need to wait 4-6 weeks for the application to be processed (results issued) and to receive your card via Australia Post.
- The cost of the application is approx. \$19.80 as at March 2022.
- Your card is valid for 3 years

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- Your application won't be processed until you have completed the application form, made payment, had your photo taken, provided proof of identity and agreed to the terms and conditions.
  - If you do not complete all of the required steps, your application will expire after 56 days.
  - This clearance includes a National Police check as part of the criteria.

## Applying for Teacher Registration

During your final semester of study, you may begin to prepare your registration documents to register as a teacher in Tasmania. Pre-organising your documents with the Teacher's Registration Board of Tasmania 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 TAS Website and registration requirements [Applying for Registration \(trb.tas.gov.au\)](http://trb.tas.gov.au) 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).

**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.**