

# Western Australia

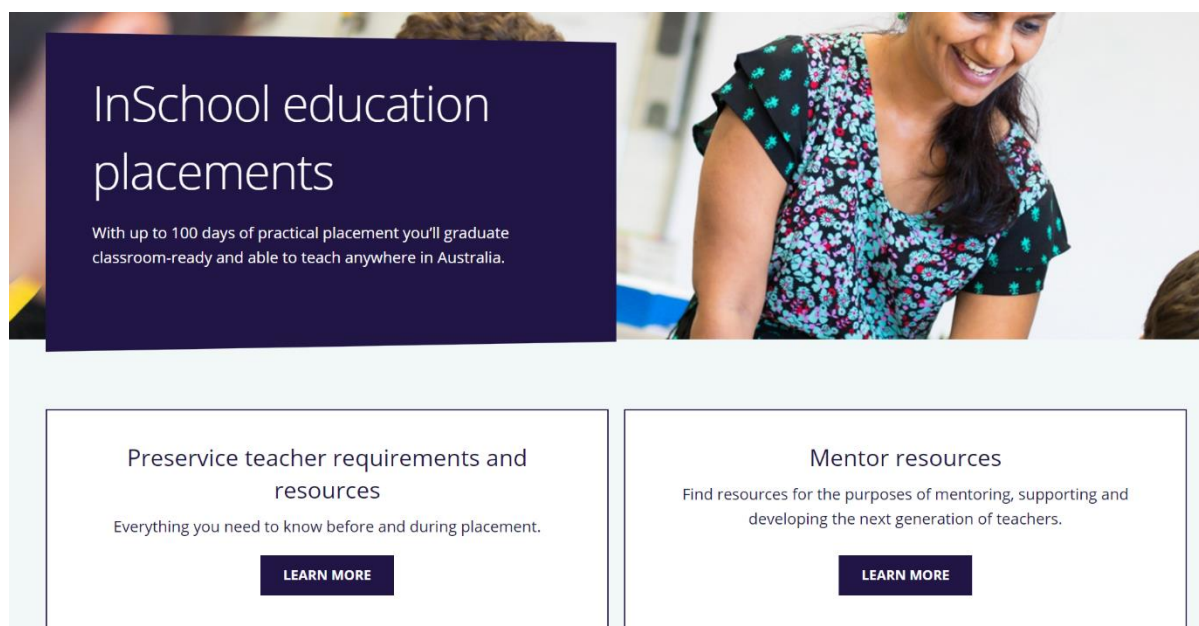
Pre-placement clearances 2023



# 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.



**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](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 WA Clearances

Required Documentation	Individuals Required to Complete
<b>Requirement 1: Working with Children Check (WWCC)</b>	
<b>Working with Children Check:</b> Application time: Approximately 8 weeks.	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:  <a href="https://workingwithchildren.wa.gov.au/">https://workingwithchildren.wa.gov.au/</a>  Please note – the application process requires several steps as outlined further down in this document.
<b>Requirement 2: Nationally Coordinated Criminal History Check (NCCHC)</b>	
<b>Nationally Coordinated Criminal History Check</b>  (Processing time: Up to 20 business days)	Online application through the Department for Education: <a href="#">Nationally Coordinated Criminal History Check - Department of Education</a>  You will be issued with an email and text message providing the outcome. No card or certificate is issued.



**Requirement 3: 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 4: 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 receipt which is acceptable to be able to start your placement, until the application is approved, and you are issued with a WWC card.

**You are required to:**

- Go to the WA Working with Children website: <https://workingwithchildren.wa.gov.au/>
- View the ‘How do I apply’ section (this provides you with all the information regarding obtaining your WWC card)
- You will need to source an application form from the Post Office. Each form has a unique ID number. The application process is not done online.
- Once the necessary information is filled out, please post the form (via registered post) to the CDU InSchool Team for endorsement. You will be required to send your filled out application to:

**Inschool Placement Office**  
College of Indigenous Futures Education and Arts  
PO Box U213  
Charles Darwin University  
Northern Territory  
0815



- The Inschool team will then fill in and sign the form, returning it to you for lodgment. Please make sure that your address is correct.
- When you lodge the form, you will be issued with a receipt. The receipt will cover you on placement until you are provided with your WWC card.
- The cost of the application is approx. \$11 as at March 2022.
- Your card will be valid for 3 years.
- Please load proof of this clearance into InPlace in order for it to be verified.

## Nationally Coordinated Criminal History Check (NCCHC)

All students are required to have a current Nationally Coordinated Criminal History Check (NCCHC). You **cannot** begin placement until you have applied and been issued with this clearance and a screening clearance number (SCN). The Education Department has a strict 'no screen, no start' policy.

### You are required to:

- Go to the WA Department for Education (Nationally Coordinated Criminal History Check website): [Nationally Coordinated Criminal History Check - Department of Education](#)
- Click on 'Apply now'
- You will be asked to provide your email address and will receive an email with a link to progress your application
- You will need to provide 4 items of identification during the application
- Completing the application can take some time so you may revisit your application as often as needed
- For assistance, please click on the 'How to apply online' link on the Welcome tab within the Education Criminal Record Check
- You have up to 28 days to complete your application before your account will be deleted
- An application for a pre-service teacher will cost \$10 and is valid for 6 months
- An application for employment or whilst employed will cost approx. \$46 as at March 2022
- Once you are employed a new check needs to be undertaken every 3 years
- Please load proof of this clearance into InPlace in order for it to be verified.

## Applying for Teacher Registration

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