

Northern Territory

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, there are two white boxes with dark blue text and buttons. 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 screenshot 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 NT Clearances

Required Documentation	Individuals Required to Complete
Requirement 1: Working with Children Check (WWCC)	
Working with Children Check Processing time: Approximately 4-6 weeks	All students need to have a valid WWCC prior to placement. You will be issued with a WWCC card once your application is approved. Applications are made via: https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance
Requirement 2: 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/indigenous-futures-education-arts/inschool-education-placements/pre-placement-requirements and then clicking on "Pre-service teacher agreement".	



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 “Introductory profile”.

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 are required to:

- Go to the NT Working with Children website: <https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance>
- View the ‘Working with children clearance: apply and renew’ (this provides you with all the information regarding obtaining your WWCC card)
- The cost of the application is \$7 provided the volunteer form (link provided below) is completed and signed by a WIL Officer, in addition to completing the online application. https://nt.gov.au/_data/assets/pdf_file/0018/237321/working-with-children-volunteer-concession-form.pdf
- Alternatively, please complete the ‘Volunteer’ application form. This will be indicated by a ‘V’ in the top right-hand corner https://nt.gov.au/_data/assets/pdf_file/0011/449597/working-with-children-clearance-application-for-volunteers.pdf
- In both cases, once the necessary information is filled out, please email the form to CDU at inschool@cdu.edu.au for endorsement. Once we have endorsed the form, we will email it back to you so that you can lodge the form.
- Lodgments are done via online, in person or by post
- When you lodge the form, you will be issued with a receipt.
- Your card will be valid for 2 years
- Please load your clearance in InPlace as soon as it is available in order for us to verify.



Applying for Teacher Registration

During your final semester of study, you may begin to prepare your registration documents to register as a teacher in the Northern Territory. Pre-organising your documents with the Teacher Registration Board of Northern Territory 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 NT Website and registration requirements <https://www.trb.nt.gov.au/> and follow the registration process.
2. Organise the relevant documents required for registration (Quality & Accreditation Team will provide a letter of your completed placements)
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.