



EDUCATION STUDENTS

Dear Education Students

Before you can undertake any Professional Experience in schools, it is compulsory that you complete the Working with Children Check, Anaphylaxis e-training, Child Protection Awareness Training and sign the DoE Consent Form. The application procedures are detailed below.

1. Working with Children Check

The Working with Children Check (WWC) process commenced on 15 June 2013 in accordance with the *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working with Children) Regulation 2013*.

You therefore have to complete a Working with Children Check application in order to be able to complete professional experience during your course.

Information regarding this process can be found by visiting the NSW Commission for Children and Young People's website. Go to www.newcheck.kids.nsw.gov.au and complete an online application form to apply for a WWC clearance number. You will need to declare that your child-related work is for "Volunteers and students".

Please ensure the details you provide match your proof of identity documents EXACTLY!

Take your approval number and identification to a Service NSW Service Centre as instructed on your form. **The approval process by Service NSW could take some days or weeks, depending on the number of applications that Service NSW is processing.**

Email the confirmation of your clearance from Service NSW to the Professional Experience Office sydney.peo@nd.edu.au as an attachment with your full name and student number in the subject heading as soon as it is received.

If you are not yet 18 years of age, you will not be able to obtain a Working with Children Check. You will need to provide a certified copy of your driver licence or birth certificate. Please email a copy to sydney.peo@nd.edu.au.

2. Anaphylaxis e-Training:

The training is provided by the Australian Society of Clinical Immunology and Allergy (ASCIA) and is a free, online module available at <http://etraining.allergy.org.au>. Please select the schools course.

On completion of the online module participants must keep a copy of it. Please email a copy to the Professional Experience Office sydney.peo@nd.edu.au as an attachment with your full name and student number in the subject heading.

The training is required to be successfully undertaken every 2 years. This is the **only** training that will be accepted by the Department of Education and Communities to meet the requirement of anaphylaxis training for initial teacher education students.

3. Child Protection Awareness Training

The NSW Department of Education requires any person who has a role in working with children and young people in government schools in NSW to participate in an initial child protection induction. The online training modules are available at <http://cpat.learnbook.com.au/course/index.php>

The e-learning consists of three sections each of which must be completed prior to progressing to the next section.

Once you have successfully completed all learning activities, you will be able to print a certificate of completion for your records. Please email a copy of each certificate to the Professional Experience Office sydney.peo@nd.edu.au as an attachment with your full name and student number in the subject heading.

4. DoE Student Declaration and Consent Form

One signed copy of the DoE Consent Form must be kept in your records. Please see attached.

* Prior to completing professional experience 4, teacher education students must send through their LANTITE results and a PAID Working with Children Check.

PLEASE NOTE: The Working with Children Check, Anaphylaxis e-Training, Child Protection Awareness Training and DoE Student Declaration and Consent Form **MUST** be completed and emailed to sydney.peo@nd.edu.au. Keep a personal copy of ALL checks. Failure to complete these will mean that you are not able to participate in your Professional Experience in schools, which is a compulsory requirement of your course.



STUDENT DECLARATION AND CONSENT

I acknowledge and understand that when undertaking a practicum placement in a NSW Department of Education School that:

- I am required to comply with the Code of Conduct, and all relevant policies and procedures of both The University of Notre Dame Australia (the University), and the NSW Department of Education (the Department). I further understand that I am responsible for making myself aware of the relevant Codes of Conduct, policies and procedures.
- the University and the Department may investigate and take any necessary action for all alleged breaches of the Codes of Conduct, and any relevant policies or procedures.
- there may be a need for the University and the Department to exchange personal information about me in respect of my practicum placement. This information may include but is not limited to:
 - my personal details including name, date of birth and contact details
 - the courses I have undertaken
 - my performance and teaching practice details
 - any risks my work on practicum may pose to students and/or any associated management strategies
 - any allegations of misconduct, any associated action and all relevant information which would assist in a misconduct investigation.

By signing below, I provide my consent and permission for the University and the Department to exchange personal information about me, at any time, in relation to the practicum placement.

Student Name: _____ Student Number: _____

Student Signature: _____ Date: ____/____/____