

MANDATORY CHECKS 2024

FOR TEACHER EDUCATION STUDENTS – PROFESSIONAL EXPERIENCE

This document provides a guide on the mandatory checks you are required to complete for your placement. You must complete the required mandatory checks 2 months before the commencement of your placement.

Each Teacher Education Program – Early Childhood, Primary and Secondary are required to complete different mandatory checks, as reflected in the table below.

Instructions on how to complete each mandatory check are also provided in this document.

MANDATORY CHECK REQUIREMENTS 2024

NextSense students enrolled in SPED8909 or SPED8910 need only follow points 1 – 5 below.

	MANDATORY CHECK	FREQUENCY How often do I need to complete the mandatory check?	SUBMISSION Where do I submit the mandatory check?	EARLY CHILDHOOD Am I required to complete the mandatory check?	PRIMARY Am I required to complete the mandatory check?	SECONDARY Am I required to complete the mandatory check?
1a	Child Protection Awareness Training	Once	Submit your certificate to iParticipate	Yes	Yes	Yes
1b	Child Protection Update 2024	Annually	Submit your certificate to iParticipate	No, unless you are completing placement in a primary school setting	Yes	Yes
2	Anaphylaxis Training	Every two years and must cover the placement period	Submit your signed certificate to iParticipate	No, unless you are completing placement in a primary school setting	Yes	Yes
3a	Working with Children Check (WWCC) number	Every five years and must cover the placement period	Apply for WWCC and complete the e-form on iParticipate	Yes	Yes	Yes

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3b	WWCC Probity Declaration	Only once, unless you renew your WWCC number	Apply and complete the e-form on iParticipate	No, unless you are completing placement in a primary school setting	Yes	Yes
4	Work, Health and Safety (WHS)	Only once, unless there is a change to your emergency contact	Complete and submit the e-form on iParticipate	Yes	Yes	Yes
5	Professional Experience Code of Conduct	Once	Complete and submit the e-form on iParticipate	Yes	Yes	Yes
6	LANTITE (Literacy and Numeracy for Initial Teacher Education Students)	Students must meet the LANTITE standard prior to completing their second professional experience placement – see program specific requirements	No submission required. The Work Integrated Learning Office receive your result directly from ACER	TES do not need to meet the LANTITE standard for Centre placements	<p>All TES must meet the LANTITE standard prior to enrolling into the second professional experience unit</p> <p>Undergraduate program – prior to EDST3000; EDST4030</p> <p>Post-graduate program – prior to final master's PE unit EDST8240</p>	<p>All TES must meet the LANTITE standard prior to enrolling into the second professional experience unit</p> <p>Undergraduate program – prior to EDST3010; EDST4010</p> <p>Post-graduate program – prior to final master's PEx unit EDST8240</p>

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7	Name Badge	<p>WIL Office organise a badge once you enroll into your first PE unit. Refer to instructions on loss of badge.</p> <p>For EDST8290 and EDST8280 students, Macquarie University Name Badge is voluntary.</p>	You are not required to email your receipt	You must wear your name badge at each placement	You must wear your name badge at each placement	You must wear your name badge at each placement
8	Pre-Service Teacher Acknowledgement form	All TES undertaking placement in a DoE school are required to complete this form.	<p>Submit the completed form to the Professional Experience Coordinator at the school and/or Supervising Teacher on the first day of your placement (DoE schools only)</p> <p>Please note: this form does not need to be uploaded to iParticipate</p>	No, unless you are completing placement in a DoE primary school setting. You must complete this form for each placement	Yes, if you are completing placement in a DoE school setting. You must complete this form for each placement	Yes, if you are completing placement in a DoE school setting. You must complete this form for each placement

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9	Student Details Update	Ongoing – All TES are required to keep student contact details, emergency contacts and mode of transport and teaching subject (Secondary TES) current and up to date on eStudent and iParticipate.	eStudent and iParticipate	Yes	Yes	Yes
10	NESA Requirement Self-Check (only relevant for Secondary students commencing their 3rd year placement)		Submit to iParticipate under 'Checks' tab	No	No	Yes (before completing your third-year PE unit EDST3010)

HOW TO COMPLETE MANDATORY CHECKS 2024

Please refer to the Mandatory Checks Requirements table above to ensure you are completing the correct required mandatory check for your program.

	MANDATORY CHECK	INSTRUCTIONS
1a	Child Protection Awareness Training (CPAT)	<p>In order to complete both components of Child Protection Training, you will need to create a MyPL external user account:</p> <ol style="list-style-type: none"> 1) Visit the MyPL website 2) Click on 'Register' to create an external user account. <p>Please note it may take 5-10 minutes to receive a confirmation email. If you have already created an account previously, simply log-in.</p> <p>If you are having difficulties creating an account or completing the training on the Department's website, you will need to contact the Department directly by submitting a "New Support Ticket" via their support page.</p> <p>Child Protection Awareness Training (CPAT) – Approximate Duration: 2 hours</p> <ol style="list-style-type: none"> 1) Login to your account. 2) Click on "Child Protection Awareness Training". 3) Click on "enrol", then "launch" to begin the training. 4) Once completed, download a copy of the certificate and upload this certificate under the "Checks" tab on iParticipate. Please ensure your certificate states "Child Protection Awareness Training", if this is not stated, you have completed the incorrect training.
1b	Child Protection Update	<p>Child Protection Update – Approximate Duration: 30 minutes</p> <p>This must be completed annually.</p> <ol style="list-style-type: none"> 1) Login to your account. 2) Click on "Child Protection Update" for the current year. 3) Click on "enrol", then "launch" to begin the training. 4) Select "Volunteer" <p>Once completed, download a copy of the certificate and upload this certificate under the "Checks" tab on iParticipate.</p>

<p>2</p>	<p>Anaphylaxis Training</p>	<p>Before commencing any school-based professional experience program, students are required to complete the Anaphylaxis Training as mandated by the NSW Department of Education.</p> <p>You must have a current certificate that covers the duration of your placement.</p> <p>You are required to complete two components and then upload the certificate to iParticipate:</p> <ol style="list-style-type: none"> 1) Theoretical Component Complete the online component of the ASCIA anaphylaxis e-training: etraining.allergy.org.au 2) Practical Component Once you have completed the online component, you will need to demonstrate the correct use of an epi-pen to either: <ul style="list-style-type: none"> • A General Practitioner (GP), e.g., MQ Health Clinic, • A Pharmacist, e.g., Pharmacy/Chemist, Priceline, or • An adult over 18 who can correctly administer an adrenalin autoinjector device. Please note that you cannot sign your own certificate. <p>Print a copy of your e-training certificate and take it along to your practical demonstration. Your certificate will need to be signed by the witness. Their name, position, practice, and date must also be documented on the certificate.</p> <p>Important notes:</p> <ul style="list-style-type: none"> • Not all GP and/or Pharmacist will sign-off on your certificate. Please ensure you call ahead. <p>Upload your signed certificate to iParticipate under the “Checks” tab.</p>
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<p>3a</p>	<p>Working with Children Check (WWCC)</p>	<p>Working with Children Check (WWCC) number</p> <ol style="list-style-type: none"> 1) Apply for your WWCC number via https://wwccheck.ocg.nsw.gov.au/Apply 2) Once you have received your WWCC number, complete the Working with Children Check (WWCC) declaration form on iParticipate under the “Forms” tab. <p>Declaration for Child Related Work – Tertiary Practicum Students</p> <ol style="list-style-type: none"> 1) Complete and submit Declaration for Child Related Work 2) Once you have received clearance from the Probity Unit of DoE, complete the WWCC Probity declaration form on iParticipate under the “Forms” tab. <p>Important note: On the first day of your placement, you will need to show the school 100 Points of ID. To see which documents qualify for 100 Points of ID visit: 100 Points of ID</p> <p>It takes up to four (4) weeks for the Probity Unit to verify your WWCC number. Please ensure to prepare and submit the Declaration form in advance.</p> <p>Any issue with submitting the online WWCC Probity Declaration form needs to be resolved by contacting the Probity Unit:</p> <p>Probity Unit</p> <p>(02) 7814 3825</p> <p>probityunit@det.nsw.edu.au</p>
<p>3b</p>	<p>Declaration for Child Related Work – Probity Unit</p>	

4	Work Health and Safety	Complete the Work, Health, Safety form in iParticipate under the “Forms” tab.
5	Professional Experience Code of Conduct	Complete the Professional Experience Code of Conduct form in iParticipate under the “Forms” tab.
6	LANTITE (Literacy and Numeracy for Initial Teacher Education Students)	<p>There are four test windows annually. Please see the ACER website for test registration, test dates and results day, so you can plan accordingly. It is advised that you attempt the LANTITE test as soon as possible, to ensure you will be eligible to complete your placement – see Mandatory Check Requirements table in this document.</p> <p>There are online resources to help you prepare for LANTITE:</p> <ol style="list-style-type: none"> 1) Practice material and strategies via the ACER website 2) LANTITE support program via EDUCATION COMMS – this site contains information about preparation, study resources and will be invaluable in planning for your LANTITE attempt/s.
7	Name Badge	<p>WIL Office will order a badge once you enroll into your first PE unit. You will be notified of collection dates.</p> <p>Loss of badge:</p> <ul style="list-style-type: none"> • Refer to TES site to order and pay for a replacement for your lost badge (\$20). • You do not need to email the receipt to the WIL Office unless requested. However, please keep a copy of your receipt.

8	Pre-Service Teacher Acknowledgement form	<p>TES completing their placement in an NSW Department of Education (DoE) school setting i.e., public primary or secondary school must complete this form.</p> <p>What you need to do prior to the placement:</p> <ul style="list-style-type: none"> • Print a copy of the Pre-service Teacher Acknowledgement form. • Complete the form except for the second-to-last box regarding the correct use of an EpiPen (this can only be completed once you attend your placement school) <p>What you need to do on the first day of placement:</p> <ul style="list-style-type: none"> • Ensure the Professional Experience Coordinator or your Supervising Teacher has informed you of the Anaphylaxis procedure at the school and you have demonstrated the correct use of an EpiPen training device. • Tick the remaining box on the form confirming you have demonstrated the correct use of an EpiPen training device at the school. • Both you and the school delegate (i.e., Professional Experience Coordinator or the Supervising Teacher) need to sign and date the form. • Keep the completed and signed form in your Professional Experience folder for the duration of the placement. <p>You must complete this form at each placement in a DoE school.</p> <p>Please note: this form does not need to be uploaded to iParticipate.</p>
9	Student Details Update	<ul style="list-style-type: none"> • Ensure eStudent is kept up to date with the current address, contact details and emergency contact. This is critical as placement is organised according to this information. • All TES must update iParticipate if you have access to a car for the duration of your placement (under MyDetails)

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NESA Requirement Self-Check

- Complete Qualtrics survey: [NESA Requirements Self Check Qualtrics Survey](#)
- Take a screenshot of outcome (final page on Qualtrics survey)
- Upload screenshot to 'NESA Requirement Self-Check' under the 'Checks' tab on iParticipate
- If you have questions regarding this check please contact the Secondary Program Course Directors:
Dr Sue Ollerhead (susan.ollerhead@mq.edu.au) or Dr Michael Cavanagh
(michael.cavanagh@mq.edu.au)