School of Education

South Australia: Required Clearances, Background Checks and Placement Support

2016

Faculty: Law, Education, Business and Arts

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This manual is current at the date of publication and is updated each year. Please advise of any errors or omissions that you may identify to Education.SA@cdu.edu.au
Professional Experience Requirements

Please view the InSchool Professional Experience Placements: Guidelines for Students document [Click Here] for all relevant information regarding professional experience. The document includes such things as:

- Organising professional experience placements;
- Arranging professional experience;
- Nominating and confirming the professional experience;
- Finding an appropriate placement – issues and restrictions;
- Employment and professional experience;
- Failure to nominate professional experience;
- Requirements prior to placement;
- Problems and issues on placement; and
- Frequently asked questions.

Contact Details

The InSchool Office should be your first point of call for any Professional Experience or placement inquiries.

InSchool Office

Web: http://InSchool.cdu.edu.au
Phone: 08 8946 6602
Email: InSchool@cdu.edu.au

Required Clearances and Background Checks

All students are required to have background checks and clearances prior to any placement in a setting with children. However, South Australia has different requirements to other States and Territories. Please use this document to identify and complete the specific requirements prior to placements.

State 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 InSchool office prior to commencing placement. Please send scanned copies to InSchool@cdu.edu.au
### Required Documentation

<table>
<thead>
<tr>
<th></th>
<th>Individuals Required to Complete</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>DCSI (Department for Communities and Social Inclusion): Child-Related Employment Screening</strong>&lt;br&gt;(Processing time: Approximately 6-12 weeks however sometimes longer)</td>
</tr>
<tr>
<td>2</td>
<td><strong>Safety and Wellbeing Course:</strong> Provided by Charles Darwin University via LearnLine</td>
</tr>
</tbody>
</table>
| 3 | **Reporting Abuse and Neglect Training from a DECD Approved Training Organisation** | *This requirement is for Postgraduate students only.*

*Please follow the Flowcharts in this document to confirm whether you are required to complete either the Safety and Wellbeing Course or a 7 Hour face-to-face RAN training with an approved DECD Approved Training Organisation.*

### DCSI Child-Related Employment Screening

**All students** are required to have a current and valid DCSI Child-Related Employment Screening Certificate. You **cannot** begin placement until you have received your certificate.

You are required to:

1. Read the relevant information on the DECD website [Click Here]
2. Read the relevant information on the DCSI website [Click Here]
3. Download the relevant form: Child-Related Employment Screening [Click Here]
4. Complete the form, including verification of identity documents.
5. Scan and email the document to InSchool@cdu.edu.au so that the CDU Requesting Officer can complete page 7 and return it to you via email.
6. Ensure all pages and documents are completed, and proceed to pay for the document at your local Australia Post Outlet (Cost for Tertiary Students is: $55).

### Reporting Abuse and Neglect Training Requirements

South Australian requirements for Safety and Wellbeing and Reporting Abuse and Neglect change frequently. Please ensure that you have completed the appropriate training for your degree and your certificates are valid and up to date. Please use the following flowcharts to identify the **minimum requirement** for your placements. You **cannot** begin placement until you have received your certificate.
Undergraduate Students

The following flowchart should be used by Undergraduate Students to identify their minimum requirement. All certificates need to be valid. Please check the expiry dates.

- **Do you have a current Promoting Safety and Wellbeing Certificate?**
  - No
    - You are required to complete the free CDU Safety and Wellbeing_SA unit in LearnLine that is offered during the first 6 weeks of Semester 1 and Semester 2.
    - If you have a current Reporting Abuse and Neglect Certificate that was a 7 Hour face-to-face Training you may continue with the flowchart.
  - Yes
    - You do not need to complete the Safety and Wellbeing_SA Unit again. Please make sure your certificate has not expired.

- **Is it from an approved DECD Training Organisation?**
  - No
    - You are required to complete the free CDU Safety and Wellbeing_SA unit in LearnLine that is offered during the first 6 weeks of Semester 1 and Semester 2.
  - Yes
    - **Do you have a current DECD Employee Number?**
      - No
        - Your certificate is valid for placement in DECD Schools. You do not need to complete any further training until your certificate expires. You are required to show evidence of current employment with DECD. You will need to check with Individual Catholic and Independent Schools regarding validity.
      - Yes
        - You do not need to complete the Safety and Wellbeing_SA Unit. Your certificate is valid and can be used for placement.
Postgraduate Students

The following flowchart should be used by Postgraduate Students to identify their minimum requirement. All certificates need to be valid. Please check the expiry dates.

DECD Approved Training Organisations

Please [Click Here] for DECD approved training organisations for Reporting Abuse and Neglect – Education and Care full day training options. Please view the DECD Link for all contact details for these organisations. The link also provides relevant information regarding training in rural and remote areas, and contact information for Country Education Offices. In summary, the approved training organisations are:

- Council of Education Associations of South Australia (CEASA)
- Gowrie Training Centre
- Australian Education Union SA (AEUSA)
- Access Programs
- Country education offices
- School Ministry Group
Promoting Safety and Wellbeing SA Unit Information

General Information

The following information is provided by DECD:

As of 28 April 2014, the minimum requirement for undergraduate tertiary students seeking professional experience placements in South Australian government and non-government schools and preschools are expected to provide documented evidence (in the form of a certificate) that they have completed the following training and each of the requirements described [Click Here for original Webpage].

The Promoting Safety and Wellbeing course is provided free by Charles Darwin University. The Unit can be found in your LearnLine site. The lecturer for this unit is the South Australian Professional Experience Coordinator Dr Lisa Papatraianou.

Requirements

As part of the unit, students are required to access the LearnLine Unit and complete the relevant tasks. Once you have clicked on the unit, locate the Task link on the lefthand side panel. All tasks must be completed and the “mark reviewed” button must be clicked after each task.

Students are required to:

1. Complete all relevant readings as outlined in the Tasks, including accessing and reading the following documents:
   a. “Promoting Safety and Wellbeing: Induction for tertiary students working with children and young people in education and care sites” PPT [Click Here];
   b. Protective Practices document [Click Here]; and
   c. Induction Handout [Click Here]
2. Attend a follow up discussion on Collaborate. Dates and times of sessions will be provided in Week 0 of Semester via the announcements on the LearnLine unit. Participating in this discussion is compulsory.
3. Successfully complete the ‘Promoting Safety and Wellbeing Induction for tertiary students working with children and young people in education and care sites’ quiz with 100% accuracy. Please complete this quiz in LearnLine. It is accessible once you have completed all required readings and attended an online Collaborate Workshop.

Availability of Unit:

This unit is only available from Week 0 to 6 of Semester 1 and 2. Please note that you may need to pay (approximately $80 - $100) and complete a full day RAN-EC training by a DECD approved Training Organisation if you miss the Collaborate Sessions held during Weeks 0-6.
Locating a Placement

Following the InSchool Guidelines

All students need to follow the guidelines outlined in the Professional Experience Placements: Guidelines for Students document [Click Here] page 9.

The Professional Experience Office is aware of the increasing shortage of schools and educational settings and endeavours to provide students with additional flexibility in completing placements. In the event that students cannot find a host school or centre for placement in the semester in which they are enrolled, one additional semester may be allowed to enable the student further possibility to complete the placement and finalise the grade for that unit.

Support for Locating a Placement

The South Australian Professional Experience Coordinator, Dr Lisa Papatraianou, is the lecturer of professional learning based in South Australia who can support you to locate a professional experience placement. An increasing number of placements are becoming available to the university and the university is working to increase the availability of placements to students in South Australia.

Expressions of Interest

CDU is working to support External Students, located in South Australia, to find and negotiate professional experience placements. The SA Professional Experience Coordinator calls for Expressions of Interests for placements required in South Australia. The Expression of Interest is an online survey and must be completed in full.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Survey Link</th>
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<tbody>
<tr>
<td>Semester 1 Expression of Interest</td>
<td>[Click Here]</td>
</tr>
<tr>
<td>Semester 2 Expression of Interest</td>
<td>[Click Here]</td>
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The due dates of the Expression of Interest Survey are as follows:

<table>
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<tr>
<th>Semester</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Semester 1</td>
<td>First Monday of October the previous year.</td>
</tr>
<tr>
<td>Semester 2</td>
<td>First Monday of April of the same year.</td>
</tr>
<tr>
<td>Students New to CDU (First Placement)</td>
<td>New students to CDU who miss the previous semester cut off dates are encouraged to submit the expression of interest form as soon as possible as first year placements are held aside for new students. Students who miss the cut off may still express interest.</td>
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</tbody>
</table>
If you miss the due date, you may still submit your expression of interest. However students who submit their expression of interest by the due date will have first preference to placements already negotiated by CDU. Students will be notified prior to Week 3 of each Semester if a placement has been confirmed for them through this process. Please note that all students are still required to formally nominate their placement with the InSchool office even if the placement has been identified through this process.

While we work to increase the number of placements available to CDU students, please continue to seek your own placements, as per the InSchool ‘Professional Experience Placements: Guidelines for Students’, while your submission is considered.

**Notifying the Coordinator of Confirmed Placements**

If you have located a placement, please notify and provide the following details via email to Education.SA@cdu.edu.au

- Name of School
- Mentor Details
- Placement Unit Code

**Useful Links**

- [Professional Experience Placements: Guidelines for Students document](#) for all information regarding placements and frequently asked questions. Please view this document before emailing.
- InSchool Website [Click Here](#)
- Student Resources [Click Here](#) for lesson/unit plan templates, reflection and observation forms and information regarding portfolio development.
- Placement Information [Click Here](#) for information regarding the Nomination of Placement Process
- Mentor Information [Click Here](#) for mentor teacher feedback templates and mentor payment information.
- Frequently Asked Questions [Click Here](#)