



## General Requirements, Pre-requisites and documentation needed to organise your School Experience

As identified earlier, Professional Experience is an integral part of Curtin University education degrees. Each professional experience must be undertaken in a different school, in order to be exposed to as wide a variety of learning environments as possible. Pre-service teachers may teach in Government, Catholic or Independent schools. Pre-service teachers are not permitted to teach in schools where family members are on staff or attending as students. Overseas students studying with Open Universities Australia may complete their school experience in an International School where English is the language of instruction.

Before pre-service teachers can undertake a Professional Experience placement in an accredited early learning centre or school, there are three processes that must be completed as follows:

1. Pre-service educators must have appropriate documentation, relevant to individual states:

<b>WA</b>	<p><b>Western Australian Department of Education Screening Police History Check</b></p> <p><b>Criminal Record Check is now to be completed on ONLINE</b> by clicking on <b>Apply Now</b> <a href="http://det.wa.edu.au/screening/detcms/navigation/screening-for-criminal-history/national-police-history-check--application-package/">http://det.wa.edu.au/screening/detcms/navigation/screening-for-criminal-history/national-police-history-check--application-package/</a></p> <p><b>When the document is returned to you, you need to email a copy to Curtin Admin,</b> <a href="mailto:hum-ed-ouaprac@curtin.edu.au">hum-ed-ouaprac@curtin.edu.au</a></p> <p><b>Working with Children Check (WWC)</b></p> <ol style="list-style-type: none"><li>a. Inform Curtin Admin by email, <a href="mailto:hum-ed-ouaprac@curtin.edu.au">hum-ed-ouaprac@curtin.edu.au</a>, that you require a WWC application form or collect the form from Curtin University, School of Education.</li><li>b. Once you receive the form, fill in the remaining sections (in black pen) and take it to a post office to process.</li><li>c. The commission will notify Curtin of your clearance.</li></ol> <p><b><i>Valid for 3 years</i></b></p>
-----------	---

<p><b>NSW</b></p>	<p><b>Working With Children Check</b>  Complete the form found in the following link and email a copy of your Application Number or WWC number to, <a href="mailto:hum-ed-ouaprac@curtin.edu.au">hum-ed-ouaprac@curtin.edu.au</a>, for verification.  <a href="https://wwccheck.cyp.nsw.gov.au/Applicants/Application#">https://wwccheck.cyp.nsw.gov.au/Applicants/Application#</a></p> <p><b>Valid for 3 years</b></p> <p><b>Anaphylaxis Training</b> - The Director-General, DEC (NSW), has mandated the completion of anaphylaxis e-training all Teacher education students must complete the anaphylaxis e-training module provided by the Australian Society of Clinical Immunology and Allergy (ASCIA) prior to commencing any student placement in schools.</p> <p>The e-training is a free, online module available at <a href="http://etraining.allergy.org.au/">http://etraining.allergy.org.au/</a></p> <p>Forward a copy of your Certificate to Curtin admin <a href="mailto:hum-ed-ouaprac@curtin.edu.au">hum-ed-ouaprac@curtin.edu.au</a></p> <p><b>Valid for 2 years</b></p>
<p><b>SA</b></p>	<p><b>SA Child-related employment screening form</b></p> <p>As the Organisation requiring your WWC, we will complete the first part of the process by registering you with the Department for Communities and Social Inclusion (DCSI). You will then receive an email stating you need to complete the application online, link <a href="https://screening.dcsi.sa.gov.au/">https://screening.dcsi.sa.gov.au/</a>. As you live in SA, you will have to <b>verify your identity</b> directly online, <b>see page 2, Option 1</b> on the attached document "How to Verify YOUR Identity".</p> <p><b>Working with Children/Police Check is valid for 3 years.</b></p> <p><b>South Australian Responding to Abuse and Neglect (RAN) Mandatory Training Compulsory before attending a school placement:</b></p> <ol style="list-style-type: none"> <li>1. Attended a face to face or online lecture that has presented the information and resources described in the presentation <b>Promoting Safety and Wellbeing: Induction for tertiary students working with children and young people</b> in education and care sites (DEC 2013)</li> <li>2. Participated in follow up discussions and completed the prescribed quiz with 100% accuracy</li> <li>3. Curtin Admin will post a Certificate of Completion to the student</li> </ol> <p>Further information is available of Blackboard Community Site, under Professional Experience Information</p> <p><b>Valid for 3 years</b></p>

<p>NT</p>	<p><b>Working with Children</b>  <a href="http://www.workingwithchildren.nt.gov.au/">http://www.workingwithchildren.nt.gov.au/</a></p> <p>a) Email Curtin Admin, <a href="mailto:hum-ed-ouaprac@curtin.edu.au">hum-ed-ouaprac@curtin.edu.au</a>, to inform them that you need an Ochre Card application form.</p> <p>b) Curtin will send you the form with the necessary information filled out. Complete the remaining sections and send it off to address on the last page of the form.</p> <p>The Commission will then send Curtin University a letter confirming the clearance.</p> <p><b>Valid for 2 years</b></p>
<p>QLD</p>	<p><b>Blue Card</b>  Students need to complete the Application Form and Identification Verification form. Once completed, the <b>forms and the sighted and signed identification documents by a prescribed person</b>, need to be emailed to <a href="mailto:hum-ed-ouaprac@curtin.edu.au">hum-ed-ouaprac@curtin.edu.au</a> Curtin staff will then sight all documentation, sign the application and email the application back to the student to send to Blue Card Services, which will take a minimum of 30 days to receive your clearance. <a href="https://www.bluecard.qld.gov.au/volunteers/howdoiapply.html">https://www.bluecard.qld.gov.au/volunteers/howdoiapply.html</a></p> <p><b>Please do not send incomplete applications to Curtin as this will delay you receiving your WWC in time for your placement.</b>  <b>Please note:</b></p> <p><b>A disqualified person must not...</b></p> <ul style="list-style-type: none"> <li>• sign a blue card application, or</li> <li>• make an application to run a regulated child-related business, or</li> <li>• work in child-related employment or carry on a child-related business that is regulated by the Act.</li> </ul> <p>The above offences may attract a penalty that could include imprisonment of up to five years and a fine of up to \$55,000.</p> <p><b>Click on link for further information</b>  <a href="https://www.bluecard.qld.gov.au/disqualification.html">https://www.bluecard.qld.gov.au/disqualification.html</a></p> <p><b>Valid for 3 years</b></p>
<p>ACT</p>	<p><b>Working with Vulnerable People</b></p> <p>a) Click on the link below. Scroll down and click on ‘Working with Vulnerable People’ application form  <a href="http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp/forms_and_fees">http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp/forms_and_fees</a></p> <p>b) Complete the application form, follow the directions to submit it, and once it is returned to you, send a copy to Curtin Admin, <a href="mailto:hum-ed-ouaprac@curtin.edu.au">hum-ed-ouaprac@curtin.edu.au</a>.</p> <p><b>Valid for 3 years</b></p>

<p><b>VIC</b></p>	<p><b>Working With Children Check</b></p> <p>a) Click on the link below and then click on 'Application Forms Request'.  <a href="https://online.justice.vic.gov.au/wwccu/onlineapplication.doj">https://online.justice.vic.gov.au/wwccu/onlineapplication.doj</a></p> <p>c) Complete the form and take to a Post Office. Once it is returned to you, send a copy to Curtin Admin, <a href="mailto:hum-ed-ouaprac@curtin.edu.au">hum-ed-ouaprac@curtin.edu.au</a> . (Note: you will need a passport photo)</p> <p><b><i>Valid for 5 years</i></b></p>
<p><b>TAS</b></p>	<p><b>Working with Children Check</b></p> <p><a href="http://www.justice.tas.gov.au/working_with_children/application">http://www.justice.tas.gov.au/working_with_children/application</a></p> <p>This can take 6 weeks to obtain.</p> <p><b><i>Valid for 3 years</i></b></p>

**Please note:** *If you are overseas, you will need to satisfy the local requirements for working with children in the country you are living.*

- Students must have signed a [Code of Conduct.pdf](#) agreement and return a copy to Curtin Professional Experience Office, [hum-ed-ouaprac@curtin.edu.au](mailto:hum-ed-ouaprac@curtin.edu.au).