

Professional Experience Clearance Documentation V.04

Professional Experience is an integral part of Curtin University education degrees.

Each Professional Experience placement must be undertaken in a different school, to ensure that our Pre-service teachers have the opportunity to experience and practice in a wide variety of learning environments. Pre-service teachers may teach in Government, Catholic, or Independent schools.

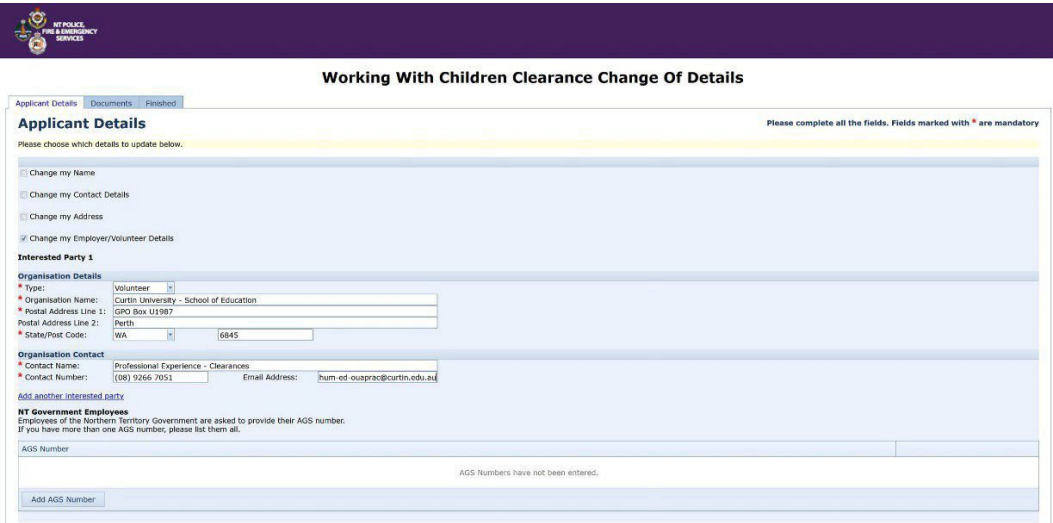
Pre-service teachers are not permitted to teach in schools where family members are on staff or attending as students.

A maximum of 50% of total Professional Experience placements may be undertaken overseas. All Professional Experience placements, whether undertaken in Australia or overseas, must meet all relevant assessment, unit, course, and Fieldwork participation requirements

Before any Professional Experience placement can be undertaken in an accredited School, Early Learning Centre, Pre-service Teachers must have the appropriate clearance documentation, relevant to individual states or countries as outlined below.

Complete the following for ALL States/Territories:	
Compulsory Code of Conduct	Self-select SoNIA Form
Compulsory Curtin Student Confidentiality Declaration	Self-select SoNIA Form
Compulsory Talent and Information Release Consent Form	Self-select SoNIA Form
Vaccinations Vaccination requirements may differ in all States, Territories, and internationally. Please ensure adherence to applicable government directives.	Upload to Checks in SoNIA Instructions: How to Access your COVID-19 Certificate on SoNIA Home Page <ul style="list-style-type: none"> • COVID-19 Vaccine Dose 1 • COVID-19 Vaccine Dose 2 • COVID-19 Vaccine Dose 3

Follow the instructions corresponding to your State/Territory:	
Australian Capital Territory	<p>1. Working with Vulnerable People (valid for 3 years)</p> <ul style="list-style-type: none"> • Click on the following link and complete the 'Working with Vulnerable People registration process: ACT Working with Vulnerable People - Application • Complete the registration or renewal, follow the directions to submit it, and once it is returned to you, <p><i>Upload a copy of your clearance to the relevant Checks tab of your SoNIA account.</i></p>

<p>New South Wales</p>	<p>1. Working with Children Check (valid for 5 years)</p> <ul style="list-style-type: none"> Complete the Working with Children Check registration found here: NSW Working with Children Application <p>2. NSW Mandatory Requirements</p> <p>Firstly, you need to open an account here.</p> <p>Please complete the training certificates as below via NSW Mandatory Training:</p> <ol style="list-style-type: none"> Child Protection Awareness Training (CPAT) Certificate Mandatory Child Protection Training Certificate ASCIA – Anaphylaxis e-training course Certificate Code of Conduct Online Certificate <p><i>Upload a copy of your clearances to the relevant Checks tab of your SoNIA account.</i></p>
<p>Northern Territory</p>	<p>1. Working with Children Check (valid for 2 years)</p> <ul style="list-style-type: none"> Complete the Working with Children Check application found here: Northern Territory Working with Children Check Application. <p>To receive the concession rate please fill out the Volunteer Concession Fee Form and return it to the placements office for signing before submitting your application.</p> <p>Once the Ochre card is granted, go to the Ochre card website, and enter organisation details as per below:</p>  <p>Placements: Students to contact Janine Matheson via janine.matheson1@education.nt.gov.au to organise placements.</p> <p><i>Upload a copy of your clearances to the relevant Checks tab of your SoNIA account.</i></p>

<p>Outside of Australia</p>	<p>All Professional Experience placements taken outside of Australia must meet all relevant assessment, unit, course, and Fieldwork participation requirements.</p> <p><i>Upload a copy of your clearances to the relevant Checks tab of your SoNIA account.</i></p>
<p>Queensland</p>	<p><u>1. Blue Card (valid for 3 years)</u></p> <ul style="list-style-type: none"> • Complete the Blue Card registration found here: Blue Card Registration • Send your account number and date of birth to hum-ed-ouaprac@curtin.edu.au so we can link you to Curtin University. This will allow you to complete your application. <p><i>Upload a copy of your clearances to the relevant Checks tab of your SoNIA account.</i></p>
<p>South Australia</p>	<p><u>1. Working with Children Check (valid for 5 years)</u></p> <ul style="list-style-type: none"> • Complete the Working with Children Check (S.A. Child Related Screening) application online at SA Working with Children Check Application. You will have to verify your identity directly online. <p><u>2. South Australian Responding to Abuse and Neglect (RAN) Mandatory Training (valid for 3 years)</u></p> <ul style="list-style-type: none"> • ‘Promoting Safety and Wellbeing: Induction for tertiary students working with children and young people in education and care sites (DEC 2013)’. Find a list of approved training organisations here. • On completion you will receive a Certificate of Completion. <p><i>Upload a copy of your clearances to the relevant Checks tab of your SoNIA account.</i></p>
<p>Tasmania</p>	<p><u>1. Work with Vulnerable People Check (valid for 3 years)</u></p> <ul style="list-style-type: none"> • Complete a Registration to Work with Vulnerable People at the following link: Tasmania Working with Children Check Application <p><i>Upload a copy of your clearances to the relevant Checks tab of your SoNIA account.</i></p>
<p>Victoria</p>	<p><u>1. Working with Children Check</u></p> <ul style="list-style-type: none"> • Complete a Working with Children Check application through the following link: Victoria Working with Children Check - How to Apply Victoria Working with Children Check Application • Lodge the completed form at an authorised Australia Post outlet. <p><i>Upload a copy of your clearances to the relevant Checks tab of your SoNIA account.</i></p>

Western Australia

1. Working with Children Check (valid for 5 years)

- Obtain a Working with Children application form from an Australia Post outlet, or from Curtin Connect [Building 102 on the Perth Campus](#). Forms are only available in hard copy.
- Complete parts 1 - 6 of the WWCC form. An example of how to complete parts 5 & 6 are shown in the example below:

Part 5: Child-related work details

Category of child-related work (see "Categories of child-related work" in the guide)*
03

Type of employment*

Self-employed OR Paid employee/ Paid student OR Volunteer/ Unpaid student OR Paid managerial officer child care service OR Unpaid managerial officer child care service

Name of organisation where you engage in child-related work*
CURTIN UNIVERSITY SCHOOL - EDUCATION

Applicant's job title/role in child-related work*
PRE - SERVICE TEACHER

Organisation's phone number:
1300 222 888

Part 6: Details of the employer, volunteer organisation or education provider

DO NOT COMPLETE THIS PART IF YOU ARE: self-employed, a paid or unpaid managerial officer (child care service category only) or have an exemption letter from the WWCC Screening Unit.

Name of employer/volunteer organisation or education provider representative (this person must sign the Representative Declaration in Part 7)

Position of employer/volunteer organisation or education provider representative:

Street address of employer/volunteer organisation or education provider representative (must be an Australian address)

Unit number/street number/street name (with a gap between words)*
KENT STREET

Suburb/town/locality*
BENTLEY

State*
WA

Postcode*
6102

Postal address of employer/volunteer organisation or education provider representative

This is also the position and address to which your notice will be sent if your organisation has arranged for notices to go to a central location

Same address as above

Position to whom your notice will be sent
ADMINISTRATOR SCHOOL OF EDUCATION

Unit number/street number/street name/PO box (with a gap between words)*
GPO BOX U1987

Suburb/town/locality*
PERTH

State*
WA

Postcode*
6845

- Present the partly completed WWCC application form to Curtin Connect, which is located on the Perth Campus Curtin University, [Building 102](#), Monday to Friday, 8:30 am – 4:30 pm (Tuesday from 9:30 am).
- An authorised Curtin Connect representative will witness you completing part 8 of the WWCC application. The representative will then complete part 7 and return the application form to you.
- Lodge your completed application form at an Australia Post outlet.
- If you need to renew an existing WWCC, then please visit: [WA Working with Children How to Apply](#)

2. Nationally Coordinated Criminal History Check

(valid unless a break of 6 months or more in the study since obtainment)

- Criminal Record Check is to be completed online at [Nationally Coordinated Criminal History Check Application](#)

Upload a copy of your clearances to the relevant Checks tab of your SoNIA account.