Australian Capital Territory
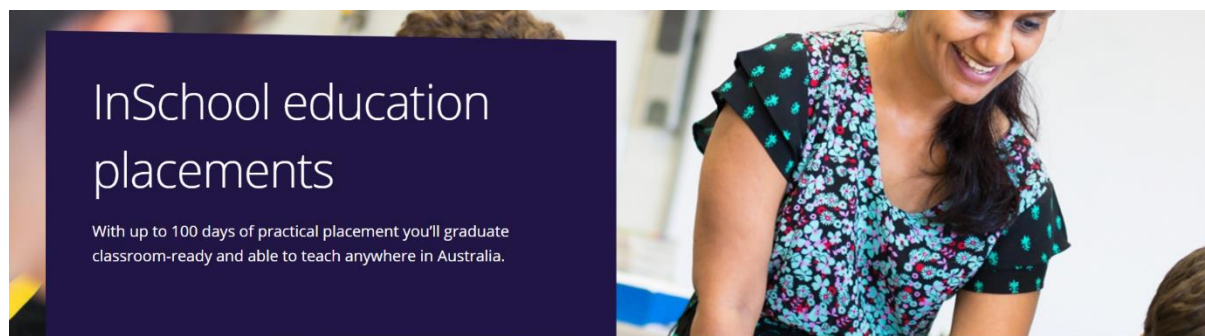
Pre-placement clearances 2023

CHARLES DARWIN UNIVERSITY AUSTRALIA

InSchool Education Placements Website

https://www.cdu.edu.au/education/education-placements

Your first port of call is the InSchool Education Placements Website. Please make sure that you familiarise yourself with this website. It contains important information regarding your placements.

What you'll find on the InSchool Education Placements Website

As a summary, the links from the homepage will connect you to the following information:

- **What you need to do before placement**: Teaching requirements, placement settings, pre-placement requirements, pre-placement clearances, variations to placement and common ages.
- **During placement**: The forms your mentor needs to complete at the interim and end of your placement.
- **Mentor resources:** Role description, concern processes, targeted support plans, early cessation of placement and mentoring templates.
- **Frequently asked questions:** Check here to see if your question has already been answered.

Contact Details

The Office for Professional Experience and Placements should be your first point of call for any Professional Experience or placement inquiries. **Email:** InSchool@cdu.edu.au

Required Pre-Placement Clearances

All students are required to obtain clearances prior to any placement in a setting with children. Please use this document to identify and complete the specific requirements prior to your placements.

State and Territory 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 Inplace for verification.

For clearances not listed on the Inplace website, you must submit these to the InSchool Office prior to the confirmation of a placement. Please send scanned copies to InSchool@cdu.edu.au. Please ensure that your uploaded or scanned copies are only in the following formats: Word Docs, PDFs, JPEG. Any other file formats will not be accepted. You can access Inplace through your CDU student portal.

Students are required to have submitted their pre-placement requirements within 14 days after census or they will not be eligible for placement and may face academic penalty for the unit if these requirements are not met.

Overview Checklist of ACT Clearances

Required Documentation	Individuals Required to Complete
Requirement 1: Working with Vulnerable Children Registration (WWVP)	
Working with Vulnerable Children Registration (WWVP) Processing time: Approximately 4-6 weeks however sometimes longer. No cost (Volunteer clearance) Valid for 5 years.	All students need to have a valid Working with Vulnerable Children Registration prior to placement. You will be issued with a card once your application is approved. Applications are made via: Working with vulnerable people (WWVP) registration (act.gov.au) A National Coordinated Criminal History Check is part of this application. You do not need to apply for this separately.
Requirement 2: Pre-service Teacher Registration	
Pre-service Teacher Registration Processing time: Approximately 1 week. No cost. Valid for 4 years.	All students are required to apply for Pre-service Teacher Registration prior to placement. You must have already received your WWVP card **before** you make this application. You will be issued with an email notification once your application is approved. Applications are made via: Pre-service Teacher Registration - ACT Teacher Quality Institute (tqi.act.edu.au)
Requirement 3: A Signed Preservice Teacher Contract	
Please sign and return the PST Contract to the InSchool Office so that your placement can be confirmed. The document can be found https://www.cdu.edu.au/education/education-placements/placement-guidelines and then clicking on "Pre-service teacher agreement".	

Requirement 4: Introductory Profile
Please complete the Introductory profile and load it into InPlace as soon as possible. This document will assist the team in locating and confirming your placement. The document can be found https://www.cdu.edu.au/education/education-placements/placement-guidelines and then clicking on "Introductory profile".

Working with Vulnerable Children Registration (WWVP)

All students are required to have a current and valid Working with Vulnerable Children Registration (WWVP). You <u>cannot</u> begin placement until you have applied for this clearance. You will be issued with a card once your application is approved.

You are required to:

- Go to the ACT Access Canberra website: Working with vulnerable people (WWVP) registration (act.gov.au)
- Read the 'Overview' on the home page & access the tabs on the left menu bar to see what is required for you to complete the online application.
- Click on the 'Apply for registration' tab
- You are required to obtain a **Volunteer** WWVP Registration
- Once the necessary information is filled out and you have lodged the online application you will receive your card via Aust Post.
- The application is free for a Volunteer clearance
- Your card is valid for 5 years
- A National Police Clearance is included in the application. You are not required to apply for this separately.
- Please upload a copy of the card to InPlace for verification.

Pre-service Teacher Registration

All students are required to apply for Pre-service Teacher Registration before commencing placement. A current and valid Working with Vulnerable Children (WWVP) card must be obtained before applying for this registration.

You are required to:

- Go to the ACT Teacher Quality Institute website: Pre-service Teacher Registration - ACT Teacher Quality Institute (tqi.act.edu.au)
- Click on 'How do I apply for registration on the ACT pre-service register?' drop down box
- Click on the green 'Apply' button at the bottom of the page
- You are required to have your WWVP card & proof of your enrolment (academic report) at CDU before starting the application process
- Once the necessary information is filled out and you have lodged the online application you will receive an email notification outlining your registration
- The application is free of charge
- Your registration is valid for 4 years
- Please upload a copy of the email notification to InPlace for verification.

Applying for Teacher Registration

During your final semester of study, you may begin to prepare your registration documents to register as a teacher in the ACT. Teacher Registration is done via the ACT Teacher Quality Institute via Pre-service Teacher Registration - ACT Teacher Quality Institute (tqi.act.edu.au). By Completing your Pre-service Teacher Registration above, it has fast tracked your application and you will use the same application to progress to full registration.

You do not need to be a registered teacher to *apply* for a teaching position in the ACT. However, you cannot commence in a teaching role until your registration is approved by Teacher Quality Institute (TQI).

To apply for full teacher registration, you will need to:

1. View the ACT Teacher Quality Institute Website via Pre-service Teacher Registration - ACT Teacher Quality Institute (tqi.act.edu.au)
2. Organise the relevant documents required for registration including your final transcript.
3. Select 'Teach in the ACT' from the menu bar
4. Select 'Professional Registration' and follow the instructions
5. Please note that all graduates seeking registration will require successful completion of the Literacy and Numeracy Test for Initial Teacher Education (LANTITE).

Please note that you can only undertake the LANTITE test while you are enrolled in a university degree. Ensure that you plan to do this whilst studying at CDU. It is a good idea to take the tests during a window that will allow you to re-sit the test prior to completion if required. Please visit the following website for more information: https://teacheredtest.acer.edu.au/

LANTITE: Literacy and Numeracy Tests

The Australian Government has introduced a Literacy and Numeracy Test for Initial Teacher Education students (LANTITE), effective from 2016. From 1 July, 2016, Initial Teacher Education students across Australia will need to successfully meet the approved national literacy and numeracy benchmark (LANTITE) prior to completing their course.

It is designed to assess initial teacher education students' personal literacy and numeracy skills. This is measured through an online assessment tool administered by the Australian Council for Educational Research (ACER). The Test involves two separate tests, one for **Literacy** and one for **Numeracy.** Successful completion of **both** tests is required to graduate.

Please make sure that you view the LANTITE LearnLine site for extensive resources and self-study materials.