

Professional Experience Clearance Documentation

The Professional Experience program is based on the premise that you will have gradual, varied and integrated experiences. Pre-service teachers may complete their practicums in Government, Catholic, or Independent schools.

Before any Professional Experience placement can be undertaken in an accredited School or Early Learning Centre, Pre-service Teachers must have the appropriate clearance documentation, relevant to individual states, territories or countries as outlined below. Carefully check the documents required for your state to be uploaded to SONIA. All documents must be available to present to the school or early learning centre in the lead up to/first day of the placement.

PLEASE NOTE:

- You are required to obtain the mandatory clearances for the state/territory in which your placement will occur (this may not necessarily be the state or territory that you reside in).
- Your full name on all documents, certificates and correspondence must match your university enrolled name, 100 points of ID and your name on all your check documentation. Placements will not be approved until all mandatory requirements are complete.
- Please check with your school/centre for any additional requirements before starting your placement.

Complete the following for ALL States/Territories <i>You will receive an emailed link to these as part of your Onboarding Form on SONIA once you begin the unit containing a Professional Experience component.</i>	
Compulsory Code of Conduct	Part of compulsory onboarding – SONIA assigned form
Compulsory Curtin Student Confidentiality Declaration	
Compulsory Talent and Information Release Consent Form	

Follow the instructions corresponding to your States/Territory:

Australian Capital Territory

Working with Vulnerable People (valid for 5 years)

- Click on the following link and complete the 'Working with Vulnerable People' registration process: [Apply for or renew a WWVP registration](#)
- Complete the registration or renewal, follow the directions to submit it, and once it is returned to you, upload to SONIA
- Pre-service teachers who wish to undertake a professional experience placement in an ACT school must have a current Working with Vulnerable People Registration and must also be registered on the [ACT Teacher Quality Institute Pre-service Teacher Register](#). This is mandatory for Teachers teaching K-12 in ACT school settings.
- There is no fee to apply for approval on the [pre-service teacher register](#)
- From 1 April 2024, teachers working in Early Childhood Education and Care (ECEC) settings will be able to access teacher registration. Registration will be voluntary in these settings as we introduce the [ECT registration category](#).

****Upload a copy of your clearances to the relevant 'Checks' tab of your SONIA account****

New South Wales

1. Please access the [Pre-service Teacher Hub](#) for the required information and 'how-to' documents.

2. Apply for Working with Children Check (valid for 5 years)

Apply for a [Working with Children Check](#) and upload to SONIA. You will also need to share this with your placement school during the induction process.

the working with children check

Your WWCC is cleared (Volunteer)

Working With Children Check Number: WWC215522V

Dear Samantha Smith

You have been cleared to work with children in both volunteer and paid roles.

Your details are:

Surname	SMITH
First Name	Samantha
Other Name	
WWC Number	WWC215522V
Type of Clearance	Valid for unpaid work
Expiry Date	26/01/2027

Important information about your Working with Children Check

- You must give your WWC number and expiry date to your employer and anyone else you provide a child-related service to, along with your full name as it appears on your identification documents and date of birth. They will verify you on our system for ongoing monitoring. If you are self-employed, provide this information to those you are providing services for.
- Keep your WWC number somewhere safe - if you move to another child-related role, you will need to give it to your new employer.
- This Check is valid for 5 years. Keep your contact details up to date on our system and we will tell you when it is time to renew.

The WWC number is now available for retrieval on the [Service NSW app](#).

For name or gender changes, you will need resubmit your proof of identity.

Yours sincerely

Steve Ghofail
Director
Working With Children Check
Office of the Children's Guardian
18/10/2022

The Office of the Children's Guardian is an independent statutory authority in NSW Government. We protect children in NSW by promoting and regulating quality, child safe organisations and services.

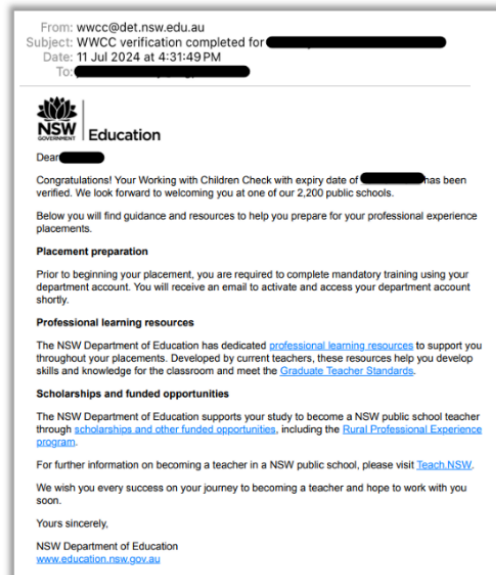
3. Complete the Pre-service Teacher Registration Form

Complete the Pre-service Teacher Registration Form (online) and upload to SONIA. You will also need to share this with your placement school during the induction process.

Example of the Pre-Service Teacher Registration (WWCC verification)

Once the DoE's Probity Unit processes your *Pre-service Teacher Registration Form* and verifies your WWCC, they will send you your WWCC verification email – please PDF the email by opening the email, clicking File, Print, Print to Adobe PDF then save the file to your computer.

An example of the email you will receive for your Pre-Service Teacher Registration (WWCC verification) has been provided below.



Important things to ensure before uploading this check to SONIA

- The entire email from the DoE's Probity Unit including their email signature is included in the PDF
- Who the email is from is included in the PDF – email must come from the Probity Unit's email (wwcc@det.nsw.edu.au)
- Your full name on the document matches your University enrolled name, 100 points of ID and your name on all your check documentation

4. Complete the NSW Pre-Service Teacher Acknowledgement Form

To be given to placement school during the induction process.

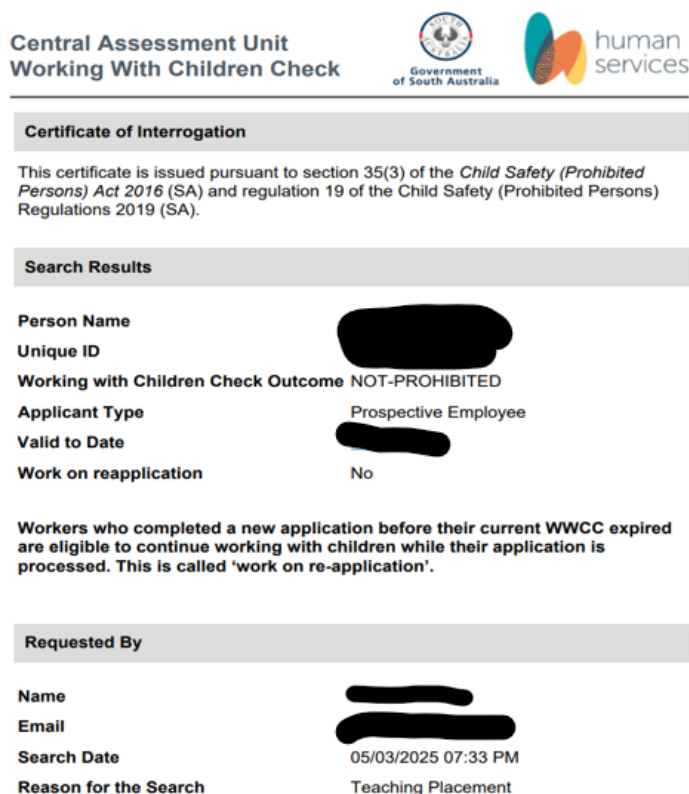
5. Complete the Mandatory Training for Pre-Service Teachers

The below eLearning compliance modules are to be completed and certificates of completion available to the school on the first day of the placement:

You need to complete the modules below as listed by [NSW Mandatory Training](#):

- Child Protection Awareness Induction Training (CPAT)
- Anti-Racism Policy
- Code of Ethics and Conduct training
- Aboriginal Cultural Education - Let's take the first step together
- ASCIA Anaphylaxis e-training (updated every 2 years)

	<p>**Upload a copy of your Working With Children clearance and NSW Pre-Service Teachers Registration to the 'Checks' tab of your SONIA account**</p>
<p>Northern Territory</p>	<p>1. Working with Children Clearance (valid for 2 years) Complete the Working with Children Clearance (Ochre Card) application found here: Northern Territory Working with Children Check Application</p> <p>If asked for 'Employer Information' in your application, please use the following: Organisation Name: Curtin University School of Education Contact Title: Professional Experience Officer Contact Given Name: PE Officer Contact Family Name: PE Office Contact Position: Administration Telephone: 08 9266 9200 Email Address: professional.experience@curtin.edu.au Street Address: Kent Street, Bentley, WA 6102</p> <p>2. Placements in Department of Education and Training Northern Territory Government schools:</p> <ul style="list-style-type: none"> • Information on completing a placement at the Department of Education and Training NT can be found at the following link • For assistance with a placement at a Department of Education Teach NT school, please contact Workforce Partnerships and Engagement team via email to deworkforce.assist@education.nt.gov.au. You will be asked to complete an expression of interest which will be referred to potential host schools. • Alternatively, you can also contact Janine Matheson via Janine.matheson1@education.nt.gov.au who can assist with placements. <p>**Upload a copy of your clearances to the relevant 'Checks' tab of your SONIA account**</p>
<p>Outside of Australia</p>	<p>It is the pre-service teacher's responsibility to ensure they have the correct clearances for their location, and these need to be translated and uploaded to SONIA before the beginning of the placements</p> <p>Please note: <i>A maximum of 50% of total school Professional Experience placement days (in formal school settings) may be undertaken overseas (international students will need to check their visa requirements). Professional Experience 4 may not be undertaken overseas. All Professional Experience placements, whether taken in Australia or overseas, must meet all relevant assessment, unit, course and Fieldwork participation requirements.</i> <i>Pre-service teachers must seek special permission to undertake Professional Experience placements outside Australia from their Course Coordinator. Once they have received permission, they need to inform the</i> <i>Professional.Experience@curtin.edu.au</i></p>

	<p>**Upload a copy of your clearances to the relevant 'Checks' tab of your SONIA account**</p>																				
Queensland	<ol style="list-style-type: none"> 1. Blue Card (valid for 3 years) <ul style="list-style-type: none"> If you have a current Blue Card, then please upload a scan of the card through SONIA 'Checks' tab. If you wish to apply for a Blue Card, then you will need to prove your identify AND 2. Register for an online account at the following website: Blue Card Registration. 3. Once you have completed BOTH steps, then email your online account number and date of birth to Professional.Experience@curtin.edu.au so we can link your application to Curtin University. This will allow you to complete your application. <p>**Upload a copy of your clearances to the relevant 'Checks' tab of your SONIA account**</p>																				
South Australia	<ol style="list-style-type: none"> 1. Working with Children Check (valid for 5 years) 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 identify directly online. <div data-bbox="501 1090 1193 1881" data-label="Form">  <p>Central Assessment Unit Working With Children Check</p> <p>Certificate of Interrogation</p> <p>This certificate is issued pursuant to section 35(3) of the <i>Child Safety (Prohibited Persons) Act 2016 (SA)</i> and regulation 19 of the <i>Child Safety (Prohibited Persons) Regulations 2019 (SA)</i>.</p> <p>Search Results</p> <table border="1"> <tr> <td>Person Name</td> <td>[REDACTED]</td> </tr> <tr> <td>Unique ID</td> <td>[REDACTED]</td> </tr> <tr> <td>Working with Children Check Outcome</td> <td>NOT-PROHIBITED</td> </tr> <tr> <td>Applicant Type</td> <td>Prospective Employee</td> </tr> <tr> <td>Valid to Date</td> <td>05/03/2025</td> </tr> <tr> <td>Work on reapplication</td> <td>No</td> </tr> </table> <p>Workers who completed a new application before their current WWCC expired are eligible to continue working with children while their application is processed. This is called 'work on re-application'.</p> <p>Requested By</p> <table border="1"> <tr> <td>Name</td> <td>[REDACTED]</td> </tr> <tr> <td>Email</td> <td>[REDACTED]</td> </tr> <tr> <td>Search Date</td> <td>05/03/2025 07:33 PM</td> </tr> <tr> <td>Reason for the Search</td> <td>Teaching Placement</td> </tr> </table> </div> 2. South Australia Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) training (expiry date verified on certificate) 	Person Name	[REDACTED]	Unique ID	[REDACTED]	Working with Children Check Outcome	NOT-PROHIBITED	Applicant Type	Prospective Employee	Valid to Date	05/03/2025	Work on reapplication	No	Name	[REDACTED]	Email	[REDACTED]	Search Date	05/03/2025 07:33 PM	Reason for the Search	Teaching Placement
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Reason for the Search	Teaching Placement																				

	<ul style="list-style-type: none"> • All new pre-service teachers will be required to complete both the Fundamentals and Masterclass sessions (6-hours total). • If you have a RRHAN-EC (the Fundamentals and Masterclass session) that is currently in date and completed during your time enrolled in an Education degree at the University but expiring soon you are eligible to complete the refresher (Fundamentals). • Fundamentals and Masterclass for Responding to Risks of Harm, Abuse and Neglect – Education and Care. Registration is via the Department for Education’s online learning management system, Plink: Department for Education Plink - Dashboard page • On completion you will receive a Certificate of Completion. The certificate should state “Full Certification”. <p><i>**Upload a copy of your clearances to the relevant ‘Checks’ tab of your SONIA account**</i></p>
Tasmania	<p>Work with Vulnerable People Check (valid for 5 years) Complete a Registration to Work with Vulnerable People at the following link: Working with Vulnerable People</p> <p><i>**Upload a copy of your clearances to the relevant ‘Checks’ tab of your SONIA account**</i></p>
Victoria	<p>Working with Children Check (valid for 5 years) Complete a Working with Children Check application through the following link: Apply for a Working with Children Check</p> <p>Please note: Pre-service teachers who hold a current registration with VIT are exempt from requiring a Working with Children Check. Upload evidence of your confirmation of registration from the VIT to SONIA in place of a Working with Children Check.</p> <p><i>**Upload a copy of your clearances to the relevant ‘Checks’ tab of your SONIA account**</i></p>
Western Australia	<p>1. Working with Children Check (WWCC) (valid for 3 years) Bentley Campus</p> <ul style="list-style-type: none"> • 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. Retain your application receipt as this allows you to work with children in Western Australia until your application is approved.

Outside of the Perth Metropolitan area:

If you reside outside of Perth Metropolitan area, please contact [Curtin Connect](#) who will advise the process for obtaining a WWCC application via the post.

*****Please note - Retain your application receipt and upload a scan to SONIA. The Professional Experience team will clear the receipt for 3 weeks until you have received and uploaded your WWCC card*****

WWCC RENEWAL (only for pre-service teachers enrolled in a PE unit)

- If you need to **renew** an existing WWCC, then please visit: [Working with Children Check Online Services](#). Please note that our team can only approve a renewal if you are enrolled in a PE unit.

	<p>Please enter the following details in your online renewal application:</p> <p>Name: PE and your course and major e.g. 'PE Mteach ECE'</p> <p>Position: Professional Experience Officer</p> <p>Email: professional.experience@curtin.edu.au</p> <p>Phone: 9266 9200</p> <p>2. Nationally Coordinated Criminal History Check [NCCHC] Department of Education Western Australia (please note this is NOT a National Police Clearance)</p> <p>Criminal Record Check is to be completed online at Nationally Coordinated Criminal History Check Application</p> <p><i>Please note: a volunteer NCCHC is valid for your degree providing there is no break in study for 6 months or more. If you are a WA DoE Employee, the clearance remains valid unless you have had a 6-month (non-teaching staff) or 12-month (teaching staff) break in service</i></p> <p><i>**Upload a copy of your clearances to the relevant 'Checks' tab of your SONIA account**</i></p>
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