

Mandatory requirements for professional experience

All pre-service teachers must meet mandatory requirements prior to enrolling in and commencing any Professional Experience unit. The requirements vary across States and Territories. It is the pre-service teacher's responsibility to ensure they have met the appropriate requirements and are eligible to work with children. In order to undertake a Professional Experience Placement in a centre or school setting, you must meet ALL criteria for the State/Territory that you will undertake your Professional Experience in. All pre-service teachers who have lived in another country for 12 months or more must provide a police check from that country for that period.

You must also have supplied ACU with evidence of the following mandatory documentation. You must upload a copy of your mandatory documentation through [InPlace](#) and have it verified by the professional experience staff. Any pre-service teacher who does not meet the mandatory requirements will not be allocated a placement. ALL ACU pre-service teachers are also required to complete and sign the Fitness to Teach and Commitment to Professional Conduct.

In some state jurisdictions, the relevant approval documentation must be carried whenever the pre-service teacher is on centre/school grounds or undertaking responsibilities associated with the placement (e.g. Excursion, school camps etc.)

For the most up to date information please visit the relevant state department of education websites.

Location	Details
All States and Territories	Students must complete the Professional Experience Preparation Modules on Canvas. Students can enrol here . Alternatively, you can sign up on Canvas and use the following join code: KNFXXH
Australian Capital Territory	<p>You must complete the Working with vulnerable people registration and provide ACU with the details.</p> <p>Pre-service teachers completing placement in an ACT school must be approved on the Pre-Service Teacher Register. Before you apply you will need scanned copies of your WwVP card, 100 points of ID and evidence of enrolment in a current ACU Course. You can use an extract (screenshot) of the top section of the 'Current Enrolment' PDF that can be generated from student portal.</p> <p>You will then need to apply to the Pre-Service Teacher Register. Students are responsible for ensuring their details remain up to date in the register.</p>

Location	Details
New South Wales	<p>You must complete a NSW Working with Children Check. Please note that it will be schools and early childhood centres that will be checking these prior to any placement commencing. Failure to have the correct documentation may lead to putting your placement at risk.</p> <p>The NSW Department of Education outlines mandatory pre-requisites for ALL Pre-service teachers, including completion of: Pre-service Teacher Registration Form Child Protection Awareness Training (CPAT). Aboriginal Cultural Education Anti-Racism Policy Code of Ethics & Conduct</p> <p>You will need to provide your placement school (if at a Department of Education NSW school) with the automated certificates of the above training. FAQs related to the mandatory training are available here.</p> <p>Pre-service teachers must provide evidence that they have been trained in managing Anaphylaxis. You must provide a copy of your certificate to the university by uploading this to InPlace. This certificate will be validated at the school/centre once the pre-service teacher demonstrates correct use of a trainer epi-pen.</p>
Northern Territory	<p>You must complete a NT Working with Children Clearance and provide the university with the details.</p>
Queensland	<p>You must complete the Blue Card application and provide ACU with the Card number and expiry details. In date copies of your card must be uploaded as an attachment to InPlace. Pre-service teachers cannot commence placement without a physical copy of their card.</p>
South Australia	<p>Pre-service teachers must complete a SA Working with Children Check and upload all details and expiry information to InPlace.</p> <p>Where a Pre-Service Teacher already holds a valid DCSI history screening clearance this will be recognised as WWCC under the law, until they expire. Pre-Service Teachers must provide ACU with the details.</p> <p>All pre-service teachers are required to complete a full day Responding to Risks of Harm, Abuse & Neglect - Education and Care (RRHAN- EC) training. Please provide ACU with your Certificate of Completion.</p>
Tasmania	<p>You must hold a current Registration to Work with Vulnerable People and provide ACU with the details.</p>
Victoria	<p>The Department of Education and Early Childhood (Victoria) required all pre-service teachers to hold a current Working with Children Check. You must upload a copy of your WWCC card, clearly showing photo, card number and expiry date.</p>

Western Australia	<p>You must provide evidence of a current, valid Working With Children Check and provide the details to ACU.</p> <p>If you are over 18 you will need to supply ACU with evidence of a valid National Police History Check from the Department of Education Western Australia. The National Police History Checked as issued by the Department of Education Western Australia is not the same as a State or Federal police clearance.</p>
Location	Details
Outside Australia	<p>Students must provide evidence to the Professional Experience Office, that they have applied/met the legislation requirements of the relevant country, in order for their placement to be confirmed.</p>