



# Special Requirements

## TEACHING COURSES

**Students in all Master of Teaching courses 1714, 1848, 1781, 1783, Bachelor of Education (Primary) 1717 and 1876 and Bachelor of Education (Early Childhood) 1926 courses must successfully complete the following as part of the registration process:**

- QuEST (Quality of Effective School Teachers) Online Interview.
- NSW Department of Education (DoE) Child Protection Awareness Training
- NSW Department of Education Child Protection Training Yearly Update
  - Working with Children Check
- ASCIA Anaphylaxis e-training Course

### Additional requirement for placements in a school-based setting:

- Working with Children Check DoE Verification

### Prior to registering for the final school placement, students must meet the standard on the:

- National Literacy and Numeracy TEST for Initial Teacher Education (LANTITE)

### COVID vaccinations for placements in Early Childhood Education settings:

While no longer compulsory for the University, some settings will require students to provide proof of having had two or three COVID vaccinations.

## QuEST (QUALITY OF EFFECTIVE SCHOOL TEACHERS) – NON-ACADEMIC CAPABILITIES ONLINE INTERVIEW

Students with an offer to register for an accredited initial teaching education course are required to complete an online interview to assess their capabilities, in other words, their talents and personal attributes that are relevant to the teaching profession. Western Sydney University refers to this compulsory assessment as QuEST. Students will receive an invitation to do the QuEST interview that will include their personal link to the online portal.

Refer to the Australian Institute for Teaching and Leadership (AITSL) website for more information and the Selection Guidelines Factsheet.

[https://www.aitsl.edu.au/docs/default-source/default-document-library/aitsl\\_action\\_now\\_selection\\_guidelines\\_fs\\_2020.pdf?sfvrsn=e9f9ec3c\\_2](https://www.aitsl.edu.au/docs/default-source/default-document-library/aitsl_action_now_selection_guidelines_fs_2020.pdf?sfvrsn=e9f9ec3c_2)

## CHILD PROTECTION AWARENESS TRAINING AND ANNUAL UPDATE

All students commencing a teacher education course are required to complete this prior to registering for their first professional experience or service-learning placement\*. This is a course requirement for placement in schools and early childhood and community settings and for working with children for assessment purposes. There are two mandatory components provided via the NSW Department of Education.

1. Child Protection Awareness Training Induction (CPAT): a self-paced e-learning course that provides initial child protection induction training, accessed by registering to obtain a User Name and Password and requesting external access to the MyPL website (the NSW Department of Education's learning management system).  
<https://mypl.education.nsw.gov.au/>.
2. Child Protection Awareness Training Annual Update can be accessed at:  
<https://mypl.education.nsw.gov.au/auth/register?returnUrl=%2F>.

\*NB: The CPAT Annual Update needs to be completed **each** calendar year and submitted to the University **annually**.

Once completed, take a screen shot or download each certificate and upload to the [WesternNow Student Portal](#).

*Note: if you have completed CPAT in a previous calendar year you are required to complete the more recent CPAT update for the current year (and each subsequent year) you register into a placement subject.*

## WORKING WITH CHILDREN CHECK (WWCC) CLEARANCE

Each Pre-service Teacher, volunteer, or paid worker working in child related employment, must apply for a Working with Children Check (WWCC). The WWCC clearance is valid for 5 years.

You will need to present your WWCC clearance number to your placement setting, so please keep your original letter for future use. If you are currently not working anywhere with children, you can apply as a Pre-service Teacher/volunteer and your check will be free of charge. If you are currently working with children in paid employment of some sort you must apply as a paid employee, and you will need to pay a fee for your WWCC clearance.

### STEP 1: Fill in an application form online

Go to the Service NSW Website:

<https://www.service.nsw.gov.au/transaction/apply-working-children-check>

Fill in the online application form. You will be asked whether your child-related work is paid or unpaid. Please make sure the details you provide are EXACTLY THE SAME as the details on your identity documents. If you have submitted the form with a mistake, please redo the form to avoid problems with providing your proof of identity at Step 2.

If you cannot access the online system, call a Customer Support Officer on (02) 8219 3777 for assistance with your application. Once you have submitted the form, you will receive an application number that looks like this: APP1234567

### STEP 2: Present proof of your identity

Go to Service NSW with your application number AND proof of your identity (same as for a NSW driver license). You must have BOTH of these items for your application to proceed. You cannot complete this process at Student Central.

### STEP 3: Present your Working with Children Check Number and Expiry

Upon receiving your emailed notification of clearance from Service NSW, you need to provide it to Western Sydney University. You can provide your clearance to the University by submitting it via the [WesternNow Student Portal](#).

Your WWCC (Working with Children Check) number will be confirmed with the Office of the Children's Guardian and your student record will be updated. You will then be advised by email that you can proceed with your enrolment.

## WORKING WITH CHILDREN CHECK (WWCC) DoE VERIFICATION (only required for school-based placements)

This is only required for placements that are school based. Complete the Department of Education's WWCC verification process by submitting the Declaration for Child Related Work – Tertiary Practicum Students application providing the necessary documents. The application is available at <https://online.det.nsw.edu.au/jecpc/crc/wwcc.jsf>

Once you receive the verification email from the Department of Education Probity Unit please upload it via the [WesternNow Student Portal](#).

## ASCIA ANAPHYLAXIS E-TRAINING COURSE

The NSW Department of Education mandates the requirement for Pre-Service Teachers to complete the Australasian Society of Clinical Immunology and Allergy (ASCIA) anaphylaxis e-training course. This means that prior to commencing your school and/or early childhood setting placement, you will need to successfully complete the ASCIA anaphylaxis e-training course. Once completed, you will need to provide proof of having completed the course the University via the WesternNow student portal, and be ready to also provide proof to your placement settings/schools.

*PLEASE NOTE: The course/online certificate has an expiry date two years from the completion date. If your WSU course takes longer than two years to complete you may be required to do the e-training course again to be eligible to complete all placements.*

### What do you need to do?

Go to the ASCIA website:

<https://etraining.allergy.org.au/login/index.php>

Register for the course by clicking on "New Account" or clicking on the "Create New Account" button. After completing the online form click "Create my New Account". You will be provided with a username and password by return email to use to login to complete the online workshop/s as follows:

- Primary and Secondary students complete the ASCIA anaphylaxis Australasian schools
- Birth – 5/Birth - 12 Years students complete both the ASCIA anaphylaxis Australasian childcare course and the ASCIA anaphylaxis Australasian schools

Print and sign (or create a PDF which you can then save and print) your online certificate of completion. Note: There is no need for you to have your certificate counter signed by a supervisor.

### What will you need to do next? Lodge your Certificate of Completion.

The School of Education now requires you to lodge your anaphylaxis e-training certificate of completion via the [WesternNow Student Portal](#).

## LANTITE (NATIONAL LITERACY AND NUMERACY TEST FOR INITIAL TEACHER EDUCATION)

The Australian Government believes that strong personal literacy and numeracy skills are an essential part of the personal attributes and skills needed to be an effective teacher in a classroom. To assist higher education providers, teacher employers and the general public to have increased confidence in the skills of graduating teachers, the Government has implemented the national Literacy and Numeracy Test for Initial Teacher Education students. For more information about this go to:

<https://teacheredtest.acer.edu.au/about>

From 2024 onwards students are required to attempt the National Literacy and Numeracy TEST in their first year of an Initial Teacher Education Program. All students must attempt and meet the required standard prior to **registering** for their final Professional Experience school placement.

From now until the end of 2024, Western Sydney University is participating in a trial which will allow Initial Teacher Education students to undertake unlimited LANTITE test attempts. This trial will be in place from Test Window 4 in September 2023 (when registration opens) until Test Window 3 in August 2024.

If you have used all of your three attempts and wish to sit the test again, you will need to contact ACER by emailing:

[teacheredtest@acer.org](mailto:teacheredtest@acer.org)

To register for a test window:

<https://teacheredtest.acer.edu.au/register/test-dates>

Note that not all test windows are published yet for 2024 and more test windows will be added to this schedule. It is advised that you plan for your test attempt and ensure you have registered and attempt LANTITE at least 3 months prior to your enrolment in a Final Professional Experience.



For further information, please email:  
[enquirieseducation@westernsydney.edu.au](mailto:enquirieseducation@westernsydney.edu.au)

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