

# HOW TO COMPLETE DOE WORK HEALTH & SAFETY VIA MYPL

Western Sydney University - Instructions for Students Completing Professional Experience Subjects

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## STEP 1: LOGIN

**1a. Login: For pre-service teachers with an existing NSW Department of Education IT account:**

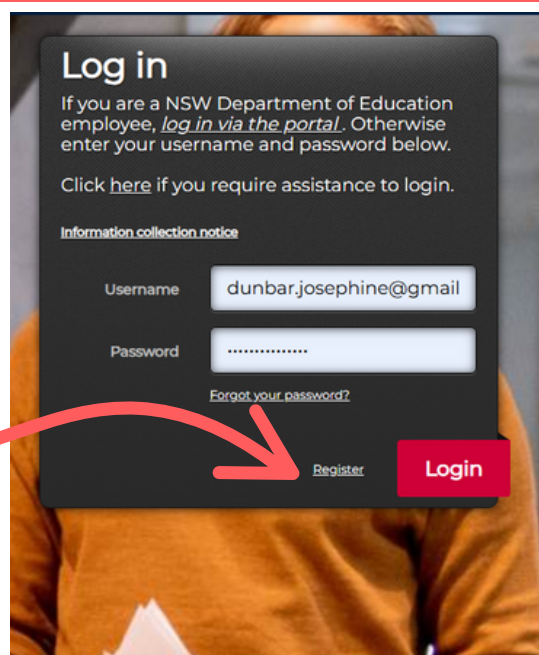
- Log into the Department's website via the Staff Portal (Inside the Department).
- Select the MyPL link from the menu on the right-hand side.

**1b. Log in as a Guest: (For pre-service teachers without an existing NSW Department of Education IT account):**

OR

- Go to <https://mypl.education.nsw.gov.au/>
- Select the **Register** link from the menu on the right-hand side.
- Complete all mandatory fields (marked with a red asterisk \*), including the checkbox for Acceptable Use of the Department's Portal Services.
- Select the Sign-Up button.
- You will receive an email from the MyPL system. Follow the URL provided in the email to create a password for your MyPL account.
- Log in to <https://mypl.education.nsw.gov.au/> using your registered email address and newly created password

## MyPL Login

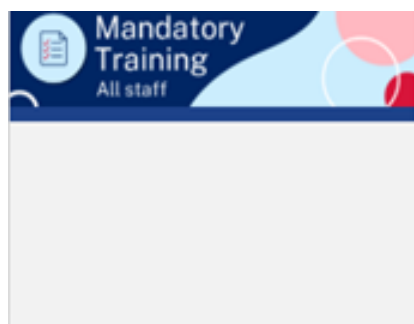


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## STEP 2: FIND AND LAUNCH THE WORK HEALTH AND SAFETY (WHS) INDUCTION TRAINING

**Once logged into your MyPL account (using either method above), follow these steps to locate the course:**

- Select the Browse Learning tab.
- Type WHS into the Search catalogue text box.
- Click the Search button.
- The search results will appear below the MyPL search filters.
- Click the title of the training Work Health and Safety (WHS) Induction as shown below.
- Scroll down to the course summary/description and select the Launch button. The training module will then begin.



### Work Health and Safety (WHS) Induction

ID: NR33383

New module uploaded 29/7/24 Mandatory Training – All Staff This course provides all new employees to the d

Not Attempted 20 Minutes 6.2.2 Yes - Online Health Safety and Staff Wellbeing Directorate

Add to My List

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## STEP 3: COMPLETE THE WORK HEALTH AND SAFETY (WHS) INDUCTION TRAINING

Although these modules are tailored to the NSW Department of Education, the laws, regulations, requirements, and knowledge presented are directly applicable to all school and early childhood settings.

When you begin your placement at a school or early childhood service, pay close attention to key aspects covered in the training, such as the location of first aid kits, emergency procedures, and the process for reporting hazards or risks.

- The module must be completed from start to finish and takes about 20 minutes.
- You can revisit topics you've completed but cannot skip ahead.
- Use the Back and Next buttons to navigate. If Next is unresponsive, complete all interactive elements on the current screen.
- To exit mid-module, select Save and Exit (top right). When you return via MyPL, select Resume to continue.
- The module ends with a brief assessment requiring a 100% pass mark.
- After completion, enter your full name (as shown on your student record) and an email address (does not have to be a department email).
- Select **Save Certificate**, then Save and Exit to finish.

**Congratulations**

Congratulations, you have completed Work health and safety (WHS) induction. Please complete this short survey to provide feedback on the training. Select the **SURVEY** button to start the survey.

**SURVEY**

If you'd like a completion certificate, enter your name and email address in the text fields, then select **SAVE CERTIFICATE**. When you're ready, select **SAVE AND EXIT** to close the module.

**Name**

Jo Bloggs

**Department email address**

jo.bloggs@student.westernsydney.edu.au

**SAVE CERTIFICATE**



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## STEP 4: DOWNLOAD YOUR COMPLETION CERTIFICATE

Return to the MyPL homepage and follow the below steps to download your completion certificate.

- Select the My Learning Transcript tab.
- On the Completed tab, select the green symbol under Certificate.

Completed (5)	Incomplete (2)	Not Attempted (5)
Enrolment Approved	Completed date	Expiry Date
Work Health and Safety (WHS) Induction	18/06/2025	18/06/2025
	20m	Completed

- Your certificate will automatically download as a PDF. (tip: check your Downloads folder on your device). Please see below for an example of the required certificate:



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## STEP 5: UPLOAD CERTIFICATE TO INPLACE:

Once you have completed the training, please upload copies of your certificates to InPlace via the "To Do" section. Ensure all required information is completed in the "To Do" section on the home page. If you need assistance, please refer to the provided guides and walk-through videos on how to use InPlace.

