

Professional Experience Mandatory Checks Guide

Version 8
Updated 9/09/2025.

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Working with Children Check (WWCC)

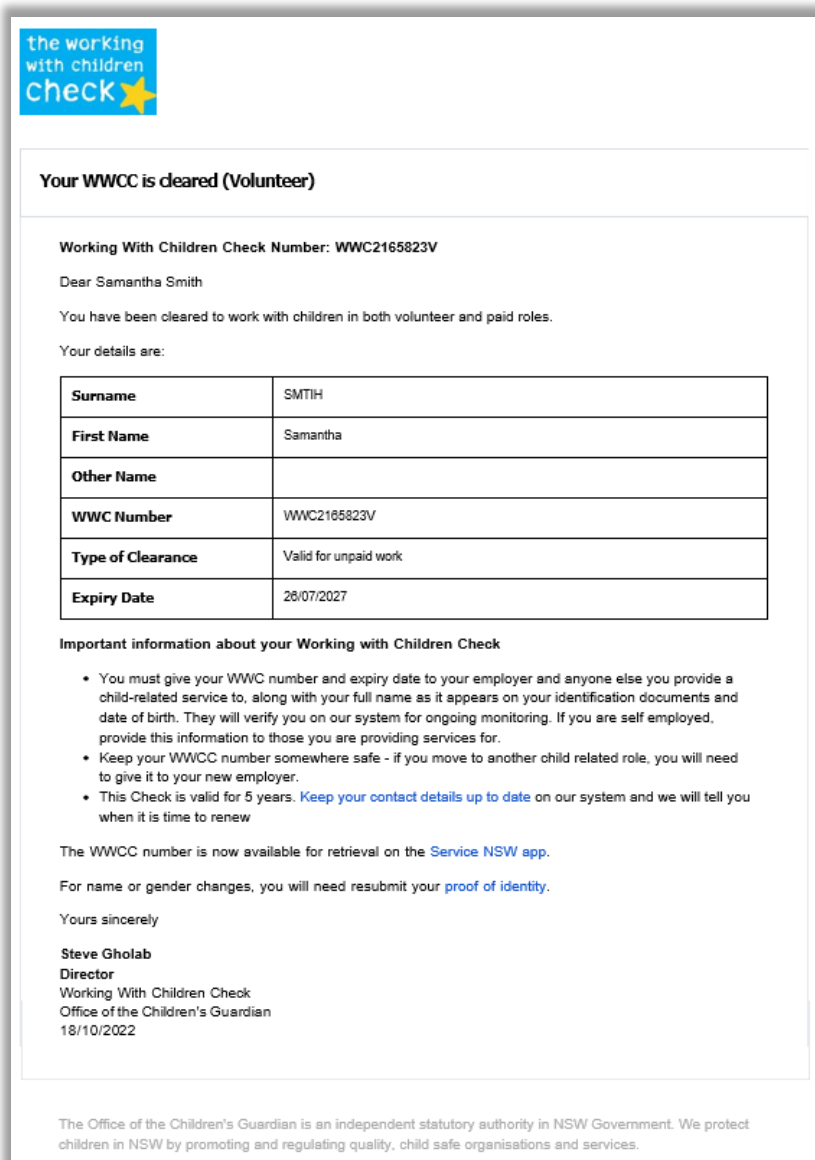
Example of the WWCC confirmation document

Once you have [applied for or renewed your WWCC](#), please upload to Sonia the WWCC confirmation provided to you by the Office of Children's Guardian (OCG). **No other WWCC confirmation can be accepted.** The Service NSW Digital WWCC **cannot** be accepted.

You will likely receive your WWCC confirmation from the OCG in the form of an email - please PDF the email by opening the email, clicking File, Print, Print to Adobe PDF then save the file to your computer.

If you no longer have a copy of your OCG WWCC confirmation, please go to the next page on [How to seek your WWCC confirmation document](#) section of this guide.

Example of the WWCC confirmation letter/email has been provided below:



the working with children check

Your WWCC is cleared (Volunteer)

Working With Children Check Number: WWC2165823V

Dear Samantha Smith

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

Your details are:

Surname	SMTIH
First Name	Samantha
Other Name	
WWC Number	WWC2165823V
Type of Clearance	Valid for unpaid work
Expiry Date	28/07/2027

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 WWCC 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 WWCC 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 Gholab
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.

Important things to ensure before uploading your confirmation email to SONIA

- The document includes the entire confirmation letter/email from the Office of Children's Guardian, including the email signature.
- Your full name on the document matches your University enrolled name, 100 points of ID and your name on **all** your check documentation
- Check the expiry date – you must be covered for the entire period of your placement

Once you've confirmed that your check document meets all the listed requirements: Log into **SONIA** > Navigate to the **Checks** tab > Scroll to the upload section for the check > Click **Browse** to select your file > Click **Save**,

then **Submit**. Your check will appear **grey (submitted)** in SONIA. If it meets all the requirements when the PEU review it, the PEU will update the status to **green (cleared)**.

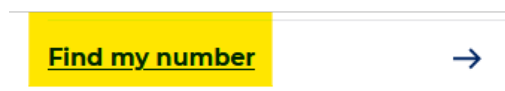
How to seek your WWCC confirmation document

If you no longer have a copy of your WWCC confirmation document from the Office of Children's Guardian (OCG) and need to request for a new copy to be sent to you, please log into the [OCG's website](#) and follow the below steps:

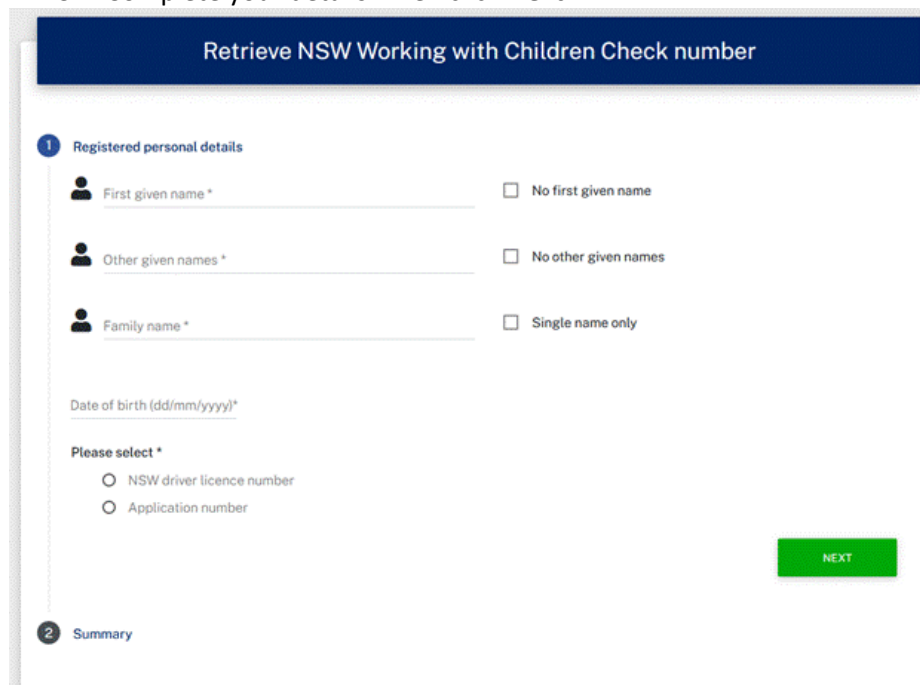
1. Click on the "Working with Children Check tab".



2. Click on "Find my number".



3. Complete your details. Then click **Next**.



Retrieve NSW Working with Children Check number

1 Registered personal details

First given name * ☐ No first given name

Other given names * ☐ No other given names

Family name * ☐ Single name only

Date of birth (dd/mm/yyyy)*

Please select *

☐ NSW driver licence number

☐ Application number

NEXT

2 Summary

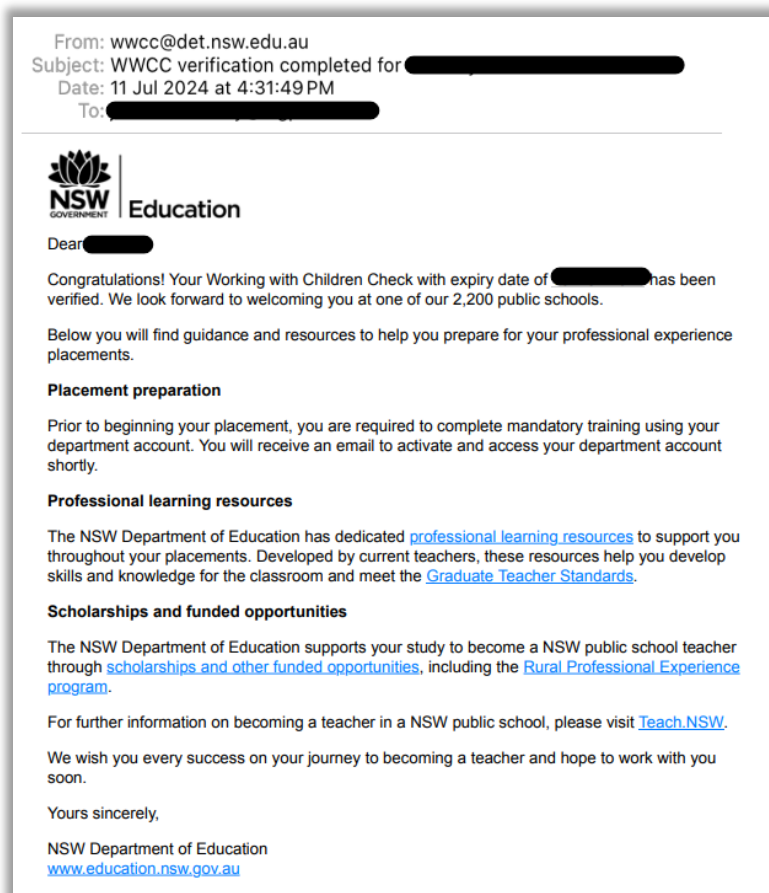
4. Confirm the summary of your current details and click on **submit**. The correct document (example [above](#)) will then be sent to your email - PDF the email and upload the PDF to SONIA.

Pre-Service Teacher Registration (WWCC verification)

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

Once your [Pre-Service Teacher Registration Form](#) has been processed and verified by the Department of Education's Probity Unit team, 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 your confirmation email to SONIA

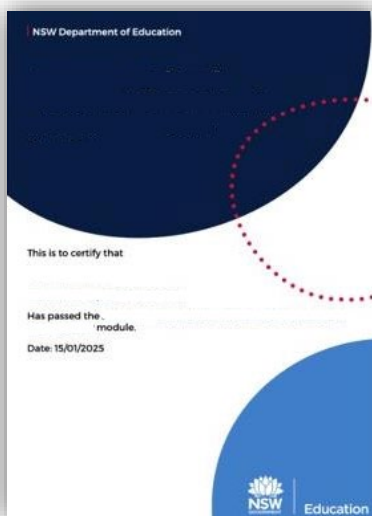
- The exact email format above must be uploaded to SONIA, no other email confirmation can be cleared.
- The entire email from the DoE's Probity Unit including their email signature is included in the PDF
- Who the email is from is included in the PDF – email must come from the Probity Unit's email (wwcc@det.nsw.edu.au)
- Your full name on the document matches your University enrolled name, 100 points of ID and your name on **all** your check documentation

Once you've confirmed that your check document meets all the listed requirements: Log into **SONIA** > Navigate to the **Checks** tab > Scroll to the upload section for the check > Click **Browse** to select your file > Click **Save**, then **Submit**. Your check will appear **grey (submitted)** in SONIA. If it meets all the requirements when the PEU review it, the PEU will update the status to **green (cleared)**.

NSW Department of Education (DoE) MyPL Training Modules

Examples of the NSW DoE MyPL Training Certificates

As part of the [mandatory training and induction pre-requisites](#), there are four NSW Department of Education (DoE) MyPL training modules to be completed. Examples of the certificate formats for you to upload to SONIA have been provided below.



Important things to ensure before uploading your certificates to SONIA

- You must upload individual completion certificates for each of the four required training modules listed below:
 1. **Child Protection Awareness Training (CPAT)**
 2. **Aboriginal Cultural Education - Let's take the first step together**
 3. **Anti-Racism Policy**
 4. **Code of Ethics & Conduct**
- Your full name written on the certificate matches your University enrolled name, 100 points of ID and your name on **all** your check documentation

Once you've confirmed that your check document meets all the listed requirements: Log into **SONIA** > Navigate to the **Checks** tab > Scroll to the upload section for the check > Click **Browse** to select your file > Click **Save**, then **Submit**. Your check will appear **grey (submitted)** in SONIA. If it meets all the requirements when the PEU review it, the PEU will update the status to **green (cleared)**.

If you no longer have a copy of your certificate, go to the next page on [How to download the NSW DoE MyPL Training Certificates](#).

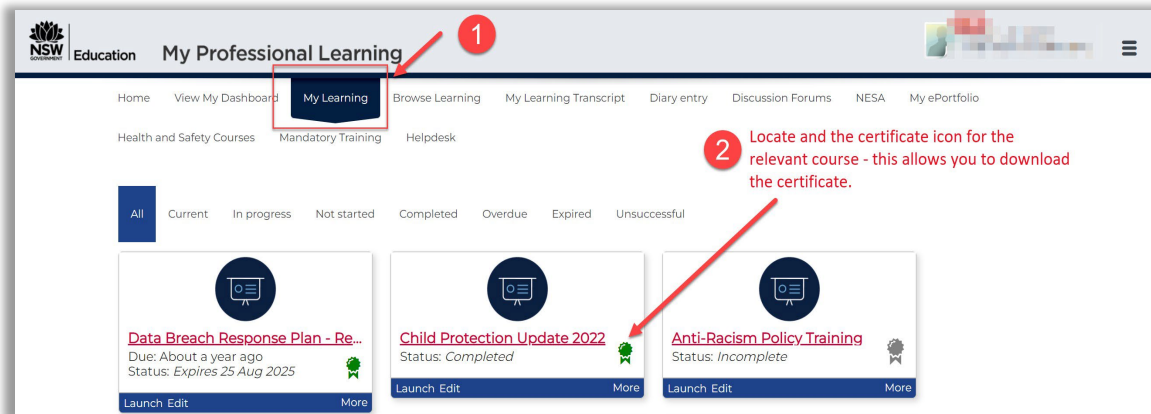
If your name has changed or your name has been spelt incorrectly on your MyPL certificate: You will need to ensure this is corrected on certificate before uploading the certificate to SONIA. Please update your name within the account settings of your MyPL then [download a new copy of your certificate](#) with your corrected name.

How to download the NSW DoE MyPL Training Certificates

There are four NSW Department of Education (DoE) MyPL training modules to be completed. To download the certificate after you have completed the [required training modules](#), log in via the DoE Staff Portal from <http://www.education.nsw.gov.au/> and follow the below steps.

Option 1

Download your certificate from the **My Learning** tab:



Option 2

1. Go to the hamburger menu (top right corner of your MyPL screen)
2. Select My Account
3. Select Certificates (scroll towards the bottom of your screen)
4. Select the Download button for the relevant certificate - certificates are listed in chronological order - newest to oldest

ASCIA anaphylaxis e-training for Australasian schools

Example of the ASCIA Anaphylaxis Certificate

As part of the [mandatory training and induction pre-requisites](#), please complete the ASCIA Anaphylaxis e-training for Australasian Schools. Example of the certificate has been provided below.



The certificate is titled "CERTIFICATE OF COMPLETION" and features the ASCIA logo at the top. It states that the participant has successfully completed the "ASCIA anaphylaxis e-training for Australasian schools" on 17 January 2025, achieving a result of 100.00%. Below this, there are fields for the participant's school/organisation, the print name of the adult verifying practice, the signature of the adult verifying practice, and the date of practice. A disclaimer at the bottom states that the course should be completed in conjunction with practice using adrenaline (epinephrine) trainer devices (EpiPen® and Anapen®). A final disclaimer at the bottom states that the certificate is provided as proof of completion for the ASCIA anaphylaxis training and does not constitute a qualification, as ASCIA is not an accrediting body.

ascia
australasian society of clinical immunology and allergy

CERTIFICATE OF COMPLETION

has successfully completed on
17 January 2025

ASCIA anaphylaxis e-training for Australasian schools

with a result of
100.00 %

Participant's School/Organisation:

Print name of adult verifying practice:

Signature of adult verifying practice:

Date of practice:

This course should be completed in conjunction
with practice using adrenaline (epinephrine)
trainer devices (EpiPen® and Anapen®).

Disclaimer: The Australasian Society of Clinical Immunology and Allergy (ASCIA) is the peak professional body of clinical immunology and allergy specialists in Australia and New Zealand. This certificate can be provided as proof of completion for the ASCIA anaphylaxis training. This certificate does not however, constitute a qualification (ASCIA is not an accrediting body), and no reference should be made of being endorsed or certified by ASCIA.

Important things to ensure before uploading your certificate to SONIA

- Certificate must state "**ASCIA anaphylaxis e-training for Australasian schools**"

- Your full name on the document matches your University enrolled name, 100 points of ID and your name on all your check documentation

- Check the date completed on the certificate as the certificate is valid for 2 years from this date – ensure the certificate is valid for the entire period of your placement

Once you've confirmed that your check document meets all the listed requirements: Log into **SONIA** > Navigate to the **Checks** tab > Scroll to the upload section for the check > Click **Browse** to select your file > Click **Save**, then **Submit**. Your check will appear **grey (submitted)** in SONIA. If it meets all the requirements

when the PEU review it, the PEU will update the status to **green (cleared)**.

If your name has changed and you need to download a copy of your ASCIA certificate with your updated name: Please log into your ASCIA account > At the top right-hand corner of the page, click on the drop-down next to your name then select "**Profile**" > Start with changing your account name by clicking "**Edit Profile**" under "**User Details**" > Update your name under "**General**" and once updated correctly, scroll to the bottom of the page and click "**Update profile**" > You can then download a new certificate by returning to your "Profile" and scrolling to the bottom of the page to "**Miscellaneous**" and selecting "**Certificates**".

Conflict of Interest Sites

What is a Conflict of Interest

The below information regarding Conflict of Interest (Col) schools and centres is available on the [Mandatory Professional Experience Checks](#) page:

Conflict of Interest Schools

Conflict of Interest on a professional experience placement is any situation where there could be perceived or actual favouritism or over-familiarity towards a teacher education student undertaking professional experience.

- Students may not contact schools or centres to arrange their own placements. All placements are arranged by the PEU.
- Students may not be placed in a school or a centre they attended less than seven (7) years ago.
- Students may not be placed in a school or centre attended for previous placement (unless given approval under the NESA Waiver B arrangements for final placements)
- Students may not be placed in a school or centre where a close relative or friend is currently working or attending.
- Students may not be placed in a school or centre where they have worked in paid employment for 20 days or more over a 12 month period.

Student Action Required for Conflict of Interest

1. Review Col Information

Carefully read the details above regarding what constitutes a Conflict of Interest.

2. Update Your Col List in SONIA

Add any schools or centres that are a Col to your Col list in the “My Details” tab in SONIA. For step-by-step instructions, refer to [How to record your Conflict of Interest Sites in SONIA](#) on the next page.

3. Secondary and Primary Placements - Include Your Former School

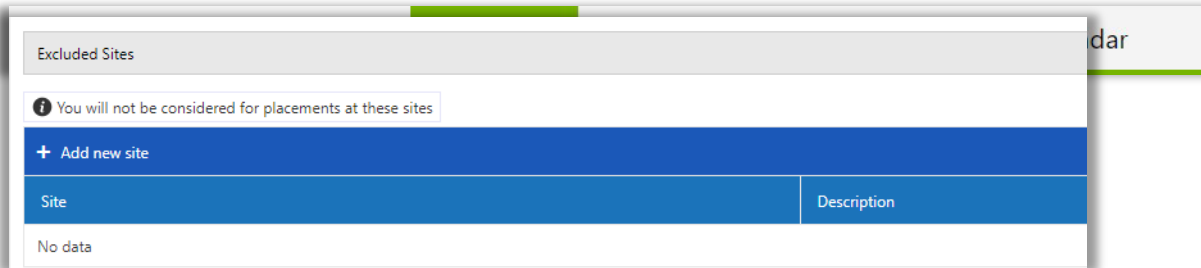
If students are completing placement in Primary or Secondary setting, students must add the school they attended for their own schooling as a Col. However, if it has been **more than seven years** since you attended that school, you **may still be allocated** the school. In this case, please follow the instructions at [How to record your Conflict of Interest for schools you attended more than 7 years ago](#).

4. Missing School or Centre in SONIA?

If a school or centre you need to add does **not appear in the drop-down list** in SONIA, please email the Professional Experience Unit (PEU) at peu@newcastle.edu.au with the name and details of the site. The PEU will add it to the system for you.

How to record your Conflict of Interest Sites in SONIA

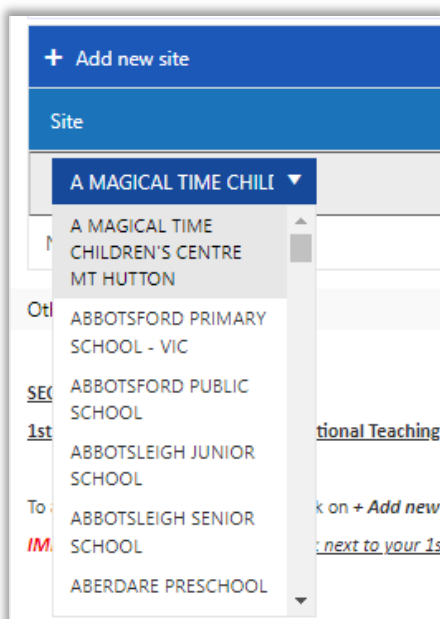
1. Click on the “My Details” tab in SONIA.
2. Scroll down to “Excluded sites”.



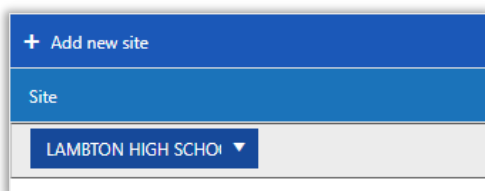
3. To add an unacceptable/ineligible school click on “+ Add new site”.



4. Then click on the drop-down list.



5. Scroll down until you see the correct school and click on it e.g., Lambton High School



6. Then go across to the Description field and type in why it is ineligible. You must add a description for your entry to register.

Site	Description
LAMBTON HIGH SCH...	ATTENDED THIS SCHOOL

7. Now you need to save this entry. Click on the tick under the Edit field. This will save the information and allow you to add the next school.

	Edit
☐	☐ ☐

8. If you make a mistake, you can delete the line by clicking on the garbage bin.
9. Repeat this process until all your schools are recorded. Remember to save each entry.

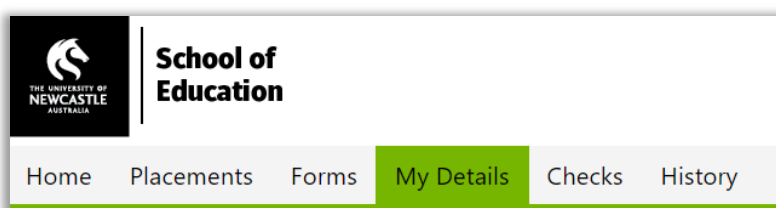
Delete	
Excluded Sites	
i You will not be considered for placements at these sites	
+ Add new site	
Site	Description
LAMBTON HIGH SCHOOL	ATTENDED THIS SCHOOL
SYDNEY GIRLS HIGH SCHOOL	MOTHER WORKS AT THIS SCHOOL
ADAMSTOWN PUBLIC SCHOOL	NIECE ATTENDS THIS SCHOOL
BELMONT HIGH SCHOOL	COMPLETED EDUC2196 PLACEMENT AT THIS SCHOOL
ASCOT STATE SCHOOL - QLD	COMPLETED EDUC3196 PLACEMENT AT THIS SCHOOL
A MAGICAL TIME CHILDREN'S CENTRE MT HUTTON	CURRENTLY WORKING AT THIS CENTRE

How to record your Conflict of Interest for schools you attended more than 7 years ago

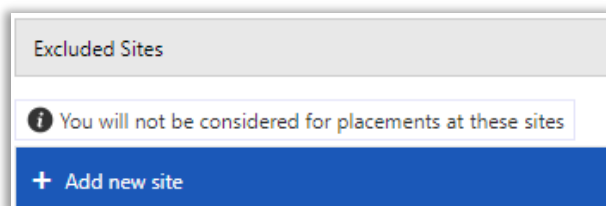
If you are completing either a primary or secondary placement and you attended your primary/secondary school more than 7 years ago – you will not be blocked from being allocated a placement at that school however your primary/secondary school must still be recorded in your Conflict of Interest list. This entry is required to flag in the SONIA system that you completed your own primary/secondary schooling more than 7 years ago.

Follow the below steps:

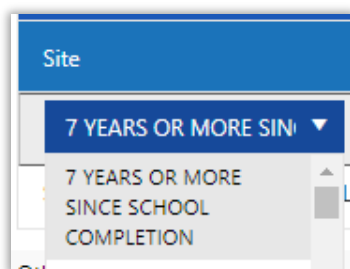
1. You will not be blocked from completing a placement at this location.
2. Click on the “My Details” Tab



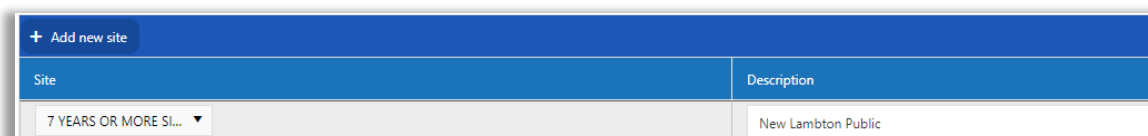
3. Click on “+ Add New Site”.



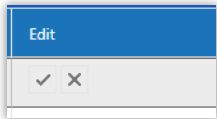
4. In the drop-down list select “7 YEARS OR MORE SINCE SCHOOL COMPLETION”



5. In the “Description Field” type the name of the school you attended. This must be recorded to register in SONIA.



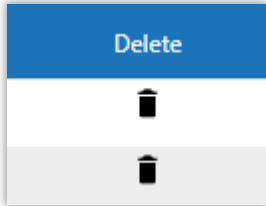
6. Click on the tick to save your entry.



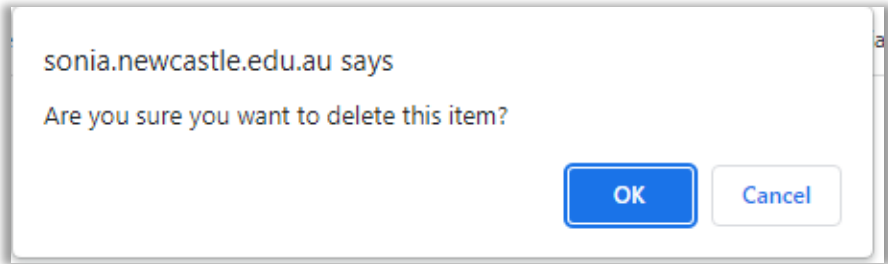
7. Your entry will be saved.

Site	Description	Delete
ST JOSEPHS PRIMARY SCHOOL - CHARLESTOWN	Work at this school	
7 YEARS OR MORE SINCE SCHOOL COMPLETION	New Lambton Public	

8. If you make a mistake, click on the Garbage bin to remove your incorrect entry.



9. Click on OK to delete it.



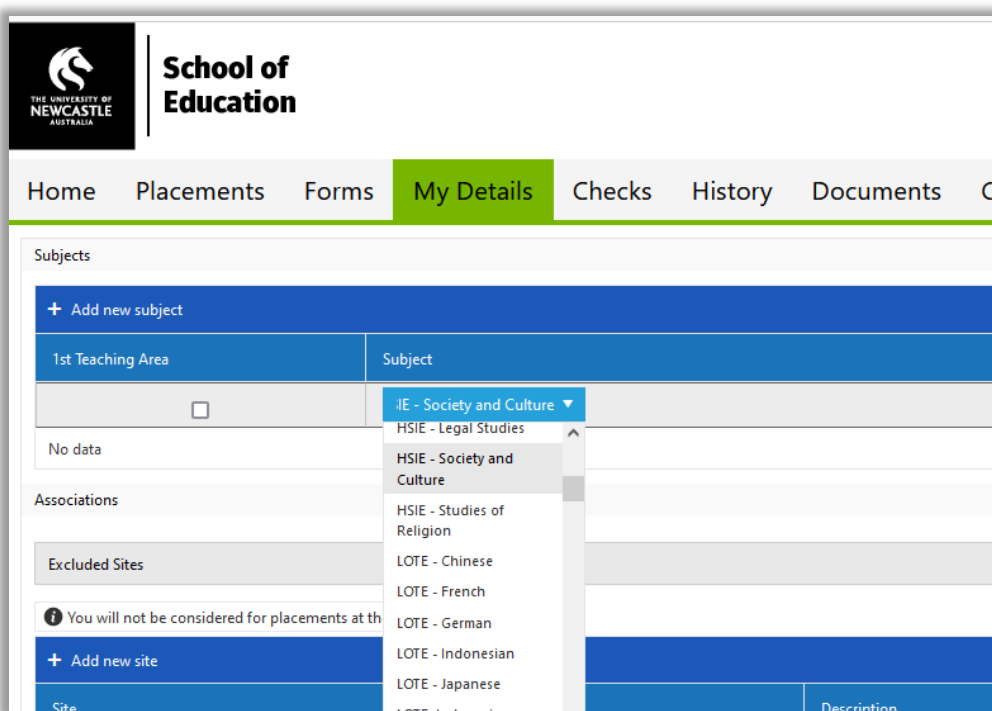
Your entry will then be removed.

First and Additional Teaching Areas (Secondary only)

How to record your First and Additional Teaching Areas

These instructions apply to all Secondary students however, for students studying HSIE, Science and TAS, further information is on the [Important information for HSIE, Science and TAS students](#) section of this guide.

1. Log into SONIAonline and click on the “My Details” tab.
2. Then click on + Add new subject. In the subject drop down list select your 1st Teaching Area (Major). You may need to scroll down until you find the correct subject.



School of Education

Home Placements Forms **My Details** Checks History Documents Calendar

Subjects

+ Add new subject

1st Teaching Area	Subject
☐	IE - Society and Culture ▼
No data	HSIE - Legal Studies
	HSIE - Society and Culture
	HSIE - Studies of Religion
	LOTE - Chinese
	LOTE - French
	LOTE - German
	LOTE - Indonesian
	LOTE - Japanese
	LOTE - Indonesian
	Description

Associations

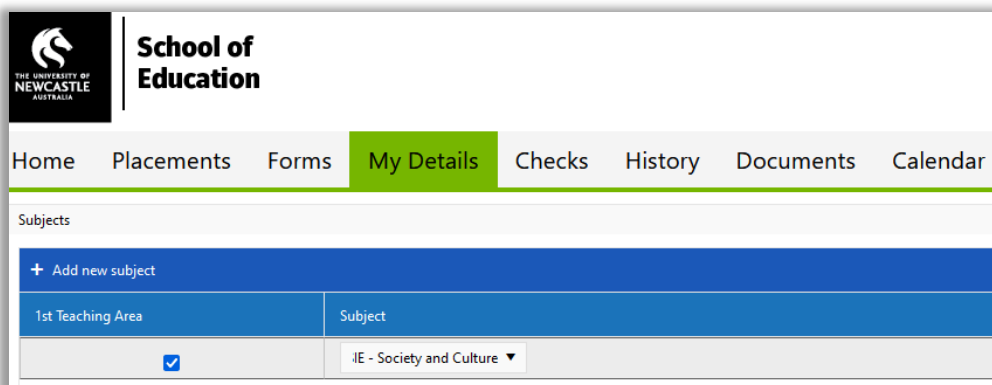
Excluded Sites

You will not be considered for placements at th

+ Add new site

Site

3. Once you have selected your 1st Teaching Area (Major) topic put a tick in the 1st Teaching Area (Major) box.



School of Education

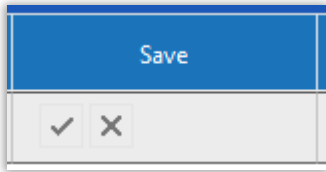
Home Placements Forms **My Details** Checks History Documents Calendar

Subjects

+ Add new subject

1st Teaching Area	Subject
☒	IE - Society and Culture ▼

4. Click on the tick in the save box to “Save” your first teaching area.



Now to record your Additional Teaching Areas (if applicable)

If you do **not** have additional teaching areas you do not need to record anything else.

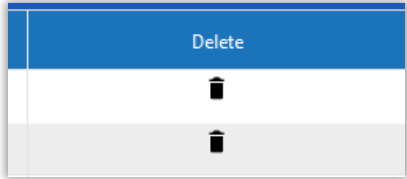
1. Click on + Add new topic.
2. Select your additional teaching area from the drop down box. Do **not** tick the 1st Teaching Area box for your additional teaching areas.
3. Then click the tick to save it.

Once it is saved correctly it will appear like this.

Home Placements Forms My Details Ch	
Subjects	
+ Add new subject	
1st Teaching Area	Subject
☒	HSIE - History
☒	HSIE - Society and Culture
☐	HSIE - Studies of Religion
☐	HSIE - History (Ancient)

4. If you have more than one additional teaching area you can add it by selecting from the drop-down list and clicking the tick in the save box to “Save” it.

If you make an error, click on the garbage bin to remove a topic.



Important information for HSIE, Science and TAS students

HSIE students - the following subjects fall under the HSIE KLA:

Aboriginal Studies
Business Studies
Commerce
Economics
Geography
History; Ancient History; Modern History
Society and Culture (S&C)
Studies of Religion (SOR)

- If one of your teaching areas is **SOR, S&C or Aboriginal Studies, HSIE – History Modern or HSIE – History Ancient** please add **HSIE – History** as a **1st Teaching area in SONIA**. This will allow us to include all HSIE – History placement offers as well as your other teaching areas.
- If a SOR, S&C or Aboriginal Studies - It is unlikely that you will get a whole placement teaching load in these subjects; including in the internship. You will have done your Junior History Specialist Studies courses to add as an additional teaching area.
- If you have **Business or Economics** as a teaching KLA area please add **HSIE – Geography or HSIE – Commerce** as a **1st Teaching area in SONIA**. This will allow us to see all HSIE – Geography and HSIE – Commerce placement offers as well as your other teaching areas.

You will still be accredited under the HSIE banner.

SCIENCE Students - the following subject fall under the Science KLA:

Biology
Chemistry
Earth and Environmental Science
General Science (7-10)
Investigating Science
Physics

- If you have any of these Science topics as your first or additional teaching areas, please add **Science – General** as a **1st Teaching area in SONIA**. This will allow us to see all Science – General offers from schools and allow us to select them for your placement.

You will still be accredited under the Science banner.

TAS - Design and Tech Students - the following examples fall under the TAS/D and T KLA

note this is a guide only and is NOT exhaustive:

Technology - Mandatory
Design and Tech
Food Tech
Textiles
Timber/Metal
Graphics
Engineering
Software/IT

- Please add **Technology – Mandatory** as a 1st Teaching area in SONIA. This will allow us to see all Technology – Mandatory offers from schools as well as your additional teaching area topics.

You will still be accredited under the TAS banner.

Allocation Considerations - Public Transport / Faith-based Sites

Students who are reliant upon public transport and/or students who have objections to being placed at a faith-based school for their placement can update these preferences within the SONIA 'My Details' tab.

How to update your preferences for Public Transport / Faith-based Sites

1. Log into SONIA Online
2. Click on the “My Details” tab in SONIA.



3. Scroll down to “Allocation Considerations” and tick Yes/No as applicable.

Allocation Considerations
Students that do not complete this section will be allocated as if they are comfortable attending faith based schools and do not rely on public transport

Are you comfortable being allocated to a faith based site?
☐ Yes ☐ No

Do you rely on public transport to travel to placement?
☐ Yes ☐ No