



SONIA Placement System – SONIA Education Checks

1. Go to Professional Experience Unit (PEU) web site at:
<https://www.newcastle.edu.au/faculty/education-arts/professional-experience-and-wil/education>
2. Click on **SONIA PLACEMENT SYSTEM** to open SONIA login page.
3. Select **Role = Student** then **University Sign In**
4. Open the **SONIA Checks** page to view your SONIA checks clearance status.

Mandatory Checks outlined in steps 1 – 5 below must be completed and CLEARED within SONIA prior to being allocated to any professional experience placement. Step 6 (LANTITE) must be completed prior to you enrolling in your final placement course.

1. CHILD PROTECTION AWARENESS INDUCTION TRAINING - NSW Department of Education

This induction training **only needs to be completed once**. A certificate is provided on successful completion of the induction training. To access this training module:

1. Go to the NSW Department of Education **MyPL** website:
<https://mypl.education.nsw.gov.au/auth/login> and register to obtain a **MyPL** account.
2. Enrol in and complete the **Child Protection Awareness Induction Training**. Ensure you download your Certificate of completion as a PDF, ready to upload to your SONIA checks page.
3. Log into your **SONIA online account** and follow the steps listed on the **SONIA Checks page** to record your **Child Protection Awareness Induction Training** completion.

NOTE: This Certificate must be shown to the School/Service prior to commencing any placement.

2. CHILD PROTECTION UPDATE 2021 - NSW Department of Education

Child Protection update training must be completed annually. A certificate, valid for the year of issue only, is provided on successful completion. To access this training module:

1. Go to the NSW Department of Education **MyPL** website:
<https://mypl.education.nsw.gov.au/auth/login> and register or log into your MyPL account.
2. Enrol in and complete the **Child Protection update 2021** training. Ensure you download your Certificate of completion as a PDF, ready to upload to your SONIA checks page.
3. Log into your SONIA online account and follow the steps listed on the SONIA Checks page to record your Child Protection update training completion.

NOTE: This Certificate must be shown to the School/Service prior to commencing any placement.

3. ANAPHYLAXIS E-TRAINING - Australasian society of clinical immunology & allergy (ascia)

Anaphylaxis e-training is **valid for two years** from the date of completion. A certificate is provided on successful completion of the training. To access this training module:

1. Go to Australasian society of clinical immunology and allergy (**ascia**) website:
<http://etraining.allergy.org.au>
2. Go to the **Course Selection** drop down box and select the **Course 2021 Schools**
*Read the information provided on this page and click on **Create new account** to register. An email will be sent to your registered email address which contains instructions for enrolling in the course. All questions marked with an asterisk* must be completed. TIP: Under the 'Information' heading insert the following: Postcode = your home postcode, Enrolment Type = University student, Employer/School/Uni = University of Newcastle, Role/Title = University student.*
3. Complete the **ASCI A Anaphylaxis e-training** Schools course for the relevant year. Ensure you download your Certificate of completion as a PDF, ready to upload to your SONIA checks page.
4. Log into your **SONIA online** account and follow the steps listed on the SONIA Checks page to record your **Anaphylaxis training** completion.

NOTE: This Certificate must be shown to the School/Service prior to commencing any placement.

IMPORTANT: You will be required to demonstrate use of the EpiPen prior to commencing any professional experience placement in most education settings. For a refresher on How to Use EpiPen visit the ASCIA web site: <https://www.allergy.org.au/hp/anaphylaxis/how-to-give-epipen>

4. NSW WORKING WITH CHILDREN CHECK - NSW Office of the Children's Guardian
Volunteer check is free. Paid Employee check has a fee. WWCC has a **5-year currency**.

IMPORTANT: Final year students MUST hold a current PAID Employee - NSW Working with Children Check prior to commencing their final placement. **To update from Volunteer to Paid Employee:**

Go to: <http://www.kidsguardian.nsw.gov.au/check>

Select: **Update my details** (located under the Renew your WWCC Number heading).

- If you **hold a current** NSW Working with Children Check (Volunteer or Paid), go to step 3.
- If you **do not** hold a current NSW Working with Children Check, follow all steps listed below.

1. **Submit an NSW Working with Children Check application online:**

- a) Go to <http://www.kidsguardian.nsw.gov.au/check>
- b) Click on **Apply for your Check** and complete the online NSW Working with Children Check application. *Details entered must exactly match your identity documents.*
- c) Once your application form has been completed online, you will receive an NSW WWCC application (APP) number.

2. **Lodge Proof of Identity documentation in person to support your WWCC Application:**

- d) Take your NSW Working with Children Application Number together with your [Proof of Identity](#) documents to any [Service NSW](#) office.

Once **CLEARED**, you will receive your NSW Working with Children Check number and expiry date. Most people will receive their results within a few days however, this may take up to four weeks.

3. **Log in to your SONIA online** account and follow the steps listed on the SONIA Checks page to record your **NSW Working with Children Check Clearance** number and WWCC expiry date.

IMPORTANT: If you move from a Volunteer to a Paid WWCC it is your responsibility to ensure that you update your WWCC number and expiry date to your **SONIA online Checks** page. The Professional Experience Unit will verify your WWCC clearance via the NSW Office of the Children's Guardian and record your WWCC Clearance within SONIA.

5. DECLARATION for Child-Related Work, Tertiary Practicum Student Application Form

Your NSW Working with Children Check (point 4 above) must also be cleared by the **NSW Department of Education (NSW DoE) Probity Unit** **prior to** being allocated to any placement. *Please Note: It may take several weeks from lodgement for the Probity Unit to clear your WWCC within their Departmental systems.*

Go to the following NSW Department of Education website:

1. Open and complete the **Tertiary Practicum Student Application Form - Declaration for Child Related Work** application online form <https://online.det.nsw.edu.au/jecpc/crc/wwcc.jsf> Ensure you upload your Proof of Identity documentation as outlined within the online form.

The NSW Department of Education, Probity Unit will then independently verify your WWCC clearance via the NSW Office of the Children's Guardian.

NOTE: If you are **currently or have previously been employed** by the NSW Department of Education, then you may already be **Cleared** to work within Department schools. If you are already cleared to work within Department schools, please contact the Probity Unit (contact details below) and request they provide evidence via email of your clearance. This email can then be provided as evidence of your Departmental Declaration clearance for step 2 below.

2. **Log into your SONIA online** account and follow the steps listed on the SONIA Checks page to record the date you received your WWCC Clearance from the Department and to upload a scanned pdf copy of your clearance email from the Probity Unit.

Enquiries regarding the progress of your WWCC Declaration Form should be directed to the Probity Unit
T: 02 7814 3825 or E: wwcc@det.nsw.edu.au

IMPORTANT: NSW DoE clearance **MUST** be obtained each time you update your NSW WWCC (E.g., when moving from Volunteer to a Paid Employee WWCC).

6. Literacy and Numeracy test for Initial Teacher Education Students (LANTITE)

The NSW Education Standards Authority (**NESA**) requires all Teacher Education Students enrolled in Initial Teacher Education programs in New South Wales to pass the **Literacy and Numeracy Test for Initial Teacher Education Students** prior to undertaking their **FINAL placement**.

Teacher Education Students intending to undertake their **FINAL** placement should ensure that they have passed both the Literacy and Numeracy tests prior to enrolling.

The **Literacy and Numeracy Test for Initial Teacher Education Students** is administered by the Australian Council for Education Research (ACER). **ACER offer only FOUR Literacy and Numeracy test windows each year** for Teacher Education Students to select and register.

For more information and to view LANTITE Registration dates visit the ACER website:

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

Test results are usually released to Teacher Education Students four to six weeks following the advertised test window closing date.

It is highly recommended that Initial Teacher Education Students ensure that they pass both the Literacy and Numeracy tests well before their final year. This will allow additional time to register and resit the test or tests, if required.