

Professional Experience Mandatory Check Guide

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Introduction

As a University student enrolled in School of Education professional experience courses, it is your responsibility to meet the mandatory check requirements for your placement. This guide is to assist you in seeking the appropriate documentation for your check to be able to be accepted for clearance. The Professional Experience Unit (PEU) cannot begin the process of seeking and allocating you a placement until you provide acceptable documentation for each of your mandatory checks.

Important Information

All check documentation must be in your full name as shown on your 100 points of ID and your enrolled name listed with the University. **If these do not match you cannot be cleared for placement.** For example, if your name is Samuel Brown your documents must show as Samuel Brown, not Sam Brown.

Helpful Links

Find information on your mandatory check requirements on The Colleges of Human and Social Futures [Mandatory Professional Experience Checks](#) page which includes details on accessing [SONIA system](#).

Links to the required training for your mandatory checks can also be found on the [Department of Education website](#).

Working with Children Check (WWCC)

How to know whether you need a Volunteer WWCC or a Paid WWCC

A Volunteer WWCC or a Paid WWCC can be accepted for clearance for your initial (1-2) Program placement(s) however for the **final** placement of your Program, you must have a Paid WWCC.

How to apply for your Paid or Volunteer WWCC

To apply for your Volunteer or Paid NSW Working with Children check visit the [NSW Office of the Children's Guardian](#) and follow the steps listed on the website.


Example of the Volunteer or Paid WWCC confirmation document

Your WWCC confirmation is provided to you by the Office of Children's Guardian once your application is processed. If you no longer have a copy of this document, please go to the [How to seek the correct WWCC confirmation document](#) section of this guide.

The Service NSW Digital WWCC **cannot** be accepted. You **must** provide the WWCC confirmation document provided to you by the Office of Children's Guardian, **no other WWCC confirmation can be accepted.** You may receive your WWCC confirmation 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.

Examples of the Volunteer and Paid WWCC confirmation documents have been provided below.

Volunteer WWCC example document:



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

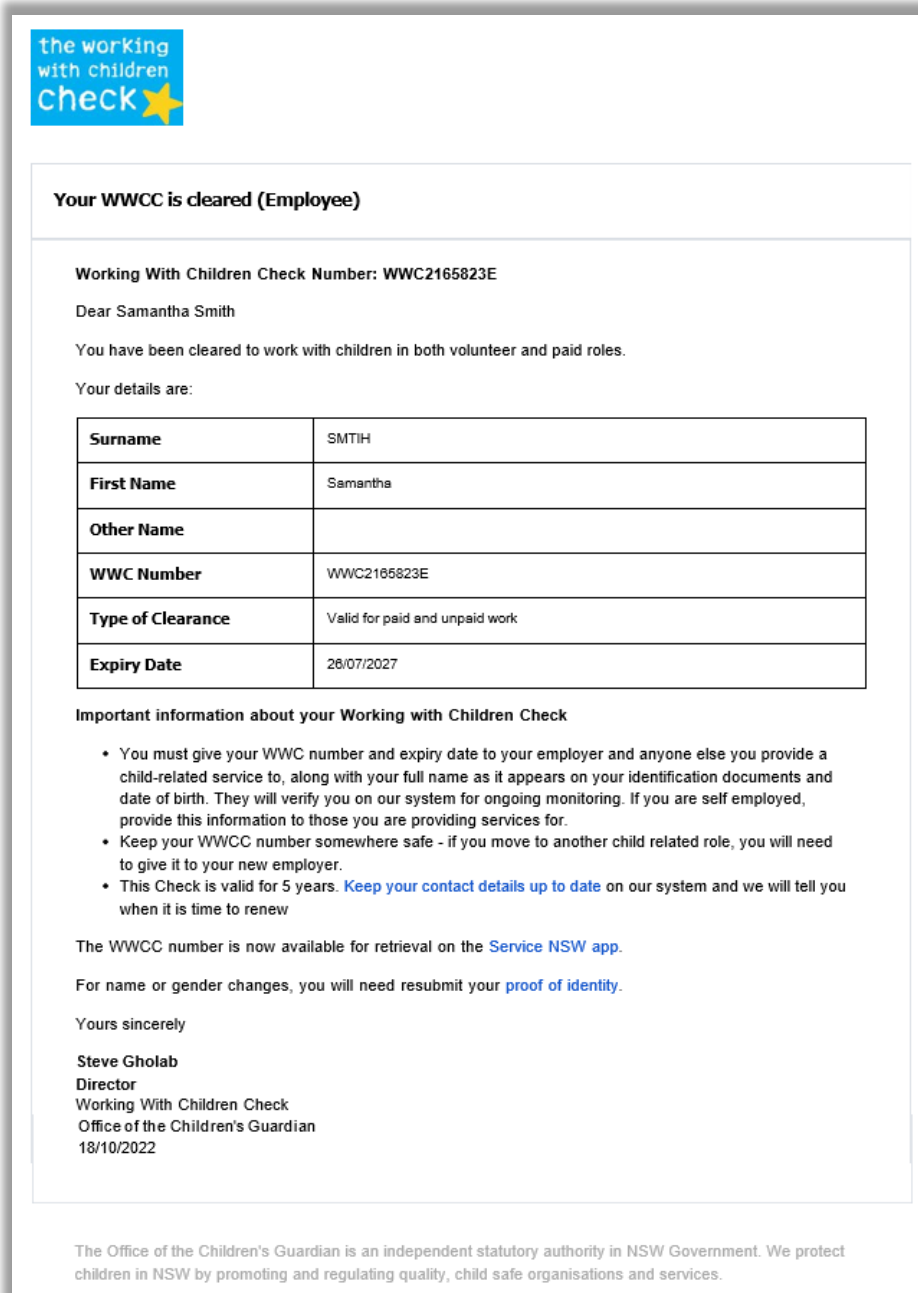
The Office of the Children's Guardian is an independent statutory authority in NSW Government. We protect children in NSW by promoting and regulating quality, child safe organisations and services.

Important things to ensure before uploading this check to SONIA

- The document includes the entire confirmation letter (or email) from the Office of Childrens Guardian, including the signature (note - the confirmation doesn't need to be physically signed)
- 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 have ensured your check document meets the above requirements – Log into SONIA, go to the Checks tab, scroll to the upload point, click Browse to add your file and click SAVE. Your check will remain in red on SONIA and it will switch to green (cleared) once a PEU team member has reviewed it.

Paid WWCC example document:



Important things to ensure before uploading this check to SONIA

- The document includes the entire confirmation letter (or email) from the Office of Childrens Guardian, including the signature (note - the confirmation doesn't need to be physically signed)
- 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 have ensured your check document meets the above requirements – Log into SONIA, go to the Checks tab, scroll to the upload point, click Browse to add your file and click SAVE. Your check will remain in red on SONIA and it will switch to green (cleared) once a PEU team member has reviewed it.

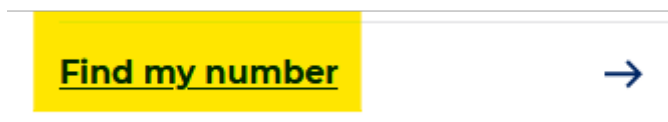
How to seek the correct WWCC confirmation document

If you no longer have the required WWCC confirmation document from the Office of Children’s Guardian (OCG), as advised in the [above](#) section of this guide, please log into the [OCG’s website](#) and follow the below steps:

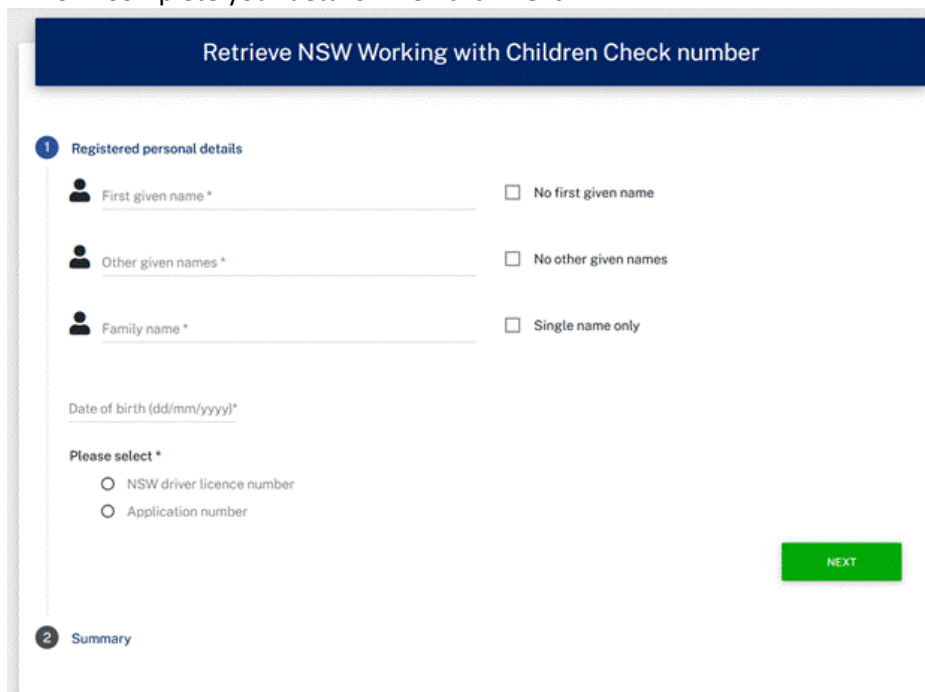
1. Click on the “**Working with Children Check tab**”.



2. Click on “**Find my number**”.



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

The image shows a web form titled 'Retrieve NSW Working with Children Check number'. The form is divided into two sections: '1 Registered personal details' and '2 Summary'. The '1 Registered personal details' section contains the following fields and options:

- 'First given name *' with a text input field and a checkbox for 'No first given name'.
- 'Other given names *' with a text input field and a checkbox for 'No other given names'.
- 'Family name *' with a text input field and a checkbox for 'Single name only'.
- 'Date of birth (dd/mm/yyyy)*' with a text input field.
- 'Please select *' with two radio button options: 'NSW driver licence number' and 'Application number'.

A green 'NEXT' button is located at the bottom right of the form.

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.

Declaration for Child Related Work (Volunteer or Paid WWCC)

How to apply for your Declaration for Child Related Work

The application process for the Declaration for Child Related Work Check is the same for both the Volunteer WWCC and the Paid WWCC. To apply for your Declaration for Child Related Work, you need to submit your WWCC to the Department of Education's (DoE) Probity Unit by completing the [Declaration for Child Related Work - Tertiary Practicum Students application form](#):

The screenshot shows the 'Tertiary Practicum Student Application Form' with the following sections:

- Name Details:** A table with columns for Name on NSW WWCC clearance, Name Type, Title, First Name, Middle Name, Family Name, and a checkbox for 'Are/were you known under a different name?'.
- Contact Information:** Fields for Street address, Suburb, Personal Email, Date of birth, Suburb/Town/City of birth, Country of birth, Telephone, State, Gender, State of birth (if AUS), Country of citizenship, Post Code, and Mobile.
- NSW WWCC number from OCG (e.g. WWCI234567V):** A text input field.
- Departmental ID number (if known):** A text input field highlighted in yellow.
- NSW Department of Education placement details (if known):** Fields for School and Anticipated start date of practicum placement.
- Approval:** A checkbox for 'I give approval for my contact details to be included on relevant Department mailing lists.'

The DoE's Probity Unit is **not** the PEU. The PEU is within the University, the PEU do not have access to the DoE systems and the PEU cannot speed up the clearance process on your behalf. If you have any questions about the progress of your application, please contact the DoE's Probity Unit directly on 02 7814 3825 or email wwcc@det.nsw.edu.au.

Important

It may take some time for the DoE's Probity Unit to clear your WWCC, so we highly recommend that you submit the form and required documentation to the DoE's Probity Unit as soon as possible. If you have lodged your application and you have not received a response from the DoE's Probity Unit into your inbox or junk folder within 3 weeks, it is advisable to call the DoE's Probity Unit. This will be the quickest way to get in contact with them and receive a response.

If you have a DoE Departmental ID number

If you have a DoE Departmental ID number, please include it in your application - see yellow highlight within below screenshot. If you have forgotten your DoE ID number, you must contact the DoE to obtain it for your application to be able to be processed by the Probity Unit. If you do not already have one, you do not need to include one in your application.

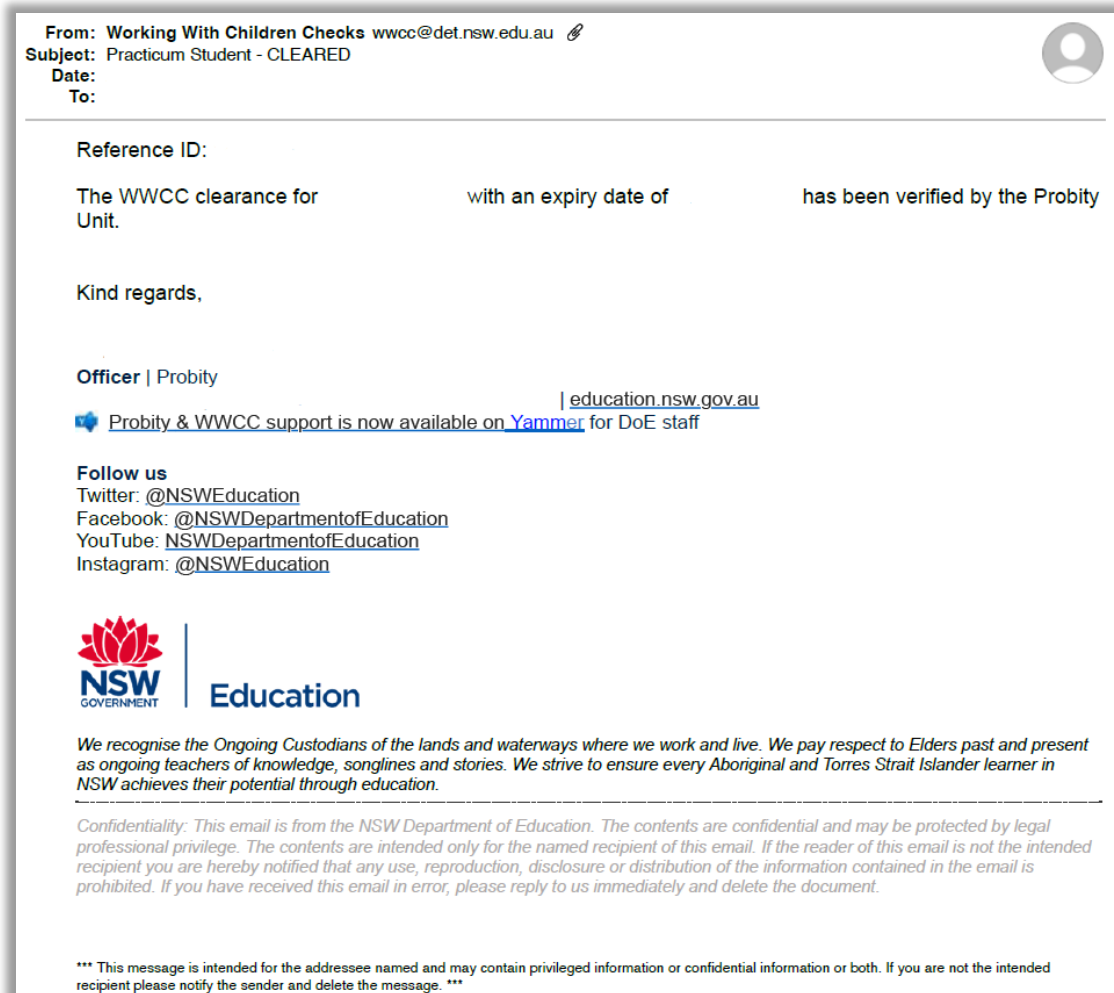
This close-up shows the following fields:

- Gender : *
- State of birth(if AUS):
- Country of citizenship: *
- Departmental ID number (if known):** (highlighted in yellow)
- Anticipated start date of practicum placement: *
- I give approval for my contact details to be included on relevant Department mailing lists. *

Example of the Declaration for Child Related Work confirmation document

Once the Department of Education's Probity Unit processes your application and clears your Volunteer or Paid WWCC, they will send you an email advising you of your clearance – 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 Probity Unit's email has been provided below.



Important things to ensure before uploading this check to SONIA

- The entire email from the DoE's Probity Unit including their email signature is included in the document
- Who the email is from is included in the document – 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
- Check the expiry date – you must be covered for the entire period of your placement **and** the expiry date must match the expiry date on your Paid or Volunteer WWCC

Once you have ensured your check document meets the above requirements – Log into SONIA, go to the Checks tab, scroll to the upload point, click Browse to add your file and click SAVE. Your check will remain in red on SONIA and it will switch to green (cleared) once a PEU team member has reviewed it.

Child Protection Awareness Induction

How to complete the Child Protection Awareness Induction Training

To complete the training module, visit the [NSW Department of Education's MyPL](#) and register for a username and password or log in if you already have an account. The link to the **Child Protection Awareness Induction Training** is available from the MyPL homepage. This training only needs to be completed once.

You will be issued with a **Child Protection Awareness Induction Training certificate** upon successful completion, which can be **downloaded in PDF format from the My Learning tab**.

Example of the Child Protection Awareness Induction Certificate

An example of the required certificate format is below and **no other format can be accepted**. The procedure on how to obtain the correct formatted certificate can be found at the [Download correct Child Protection Certificates from MyPL](#) section of this guide.



Important things to ensure before uploading this check to SONIA

- Certificate must state “**Induction**” (see yellow highlight in above example)
- 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 have ensured your certificate meets the above requirements – Log into SONIA, go to the Checks tab, scroll to the upload point, click Browse to add your file and click SAVE. Your check will remain in red on SONIA and it will switch to green (cleared) once a PEU team member has reviewed it.

Annual Child Protection Update

How to complete the Annual Child Protection Update Training

This training module must be completed **after** the [Child Protection Awareness Induction Training](#). To complete the training module, visit the [NSW Department of Education's MyPL](#) and register for a username and password or log in if you already have an account. The link to the **Child Protection Update Training** is on the MyPL homepage.

Important

This training must be completed annually, certificates expire on 31st December of the year they are issued and students must ensure their certificate is valid for the entire period of their placement dates.

Example of the Child Protection Update Certificate

An example of the required certificate format is below and **no other format can be accepted**. The procedure on how to obtain the correct formatted certificate can be found at the [Download correct Child Protection Certificates from MyPL](#) section of this guide.



Important things to ensure before uploading this check to SONIA

- Certificate must state "**Update (current year)**" (see yellow highlight in above example)
- 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 have ensured your certificate meets the above requirements – Log into SONIA, go to the Checks tab, scroll to the upload point, click Browse to add your file and click SAVE. Your check will remain in red on SONIA and it will switch to green (cleared) once a PEU team member has reviewed it.

Download correct Child Protection Certificates from MyPL

Acceptable Child Protection Certificates

Acceptable Certificates for the [Child Protection Awareness Induction Training](#) and the annual [Child Protection Update](#) must be in the below format and no other format can be cleared by the PEU:

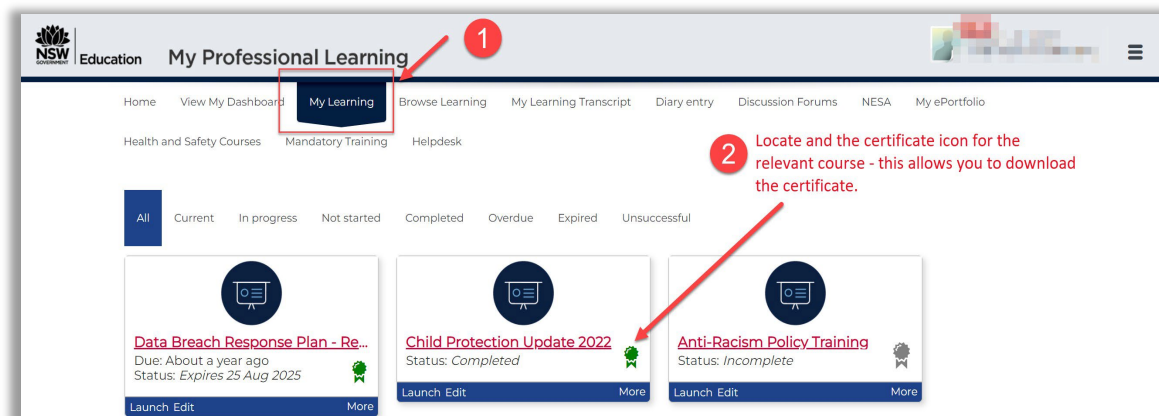


How to download the correct Child Protection Certificates from MyPL

To download the correct certificate after you have completed the required training modules, visit the [NSW Department of Education's MyPL](#) and follow the below steps.

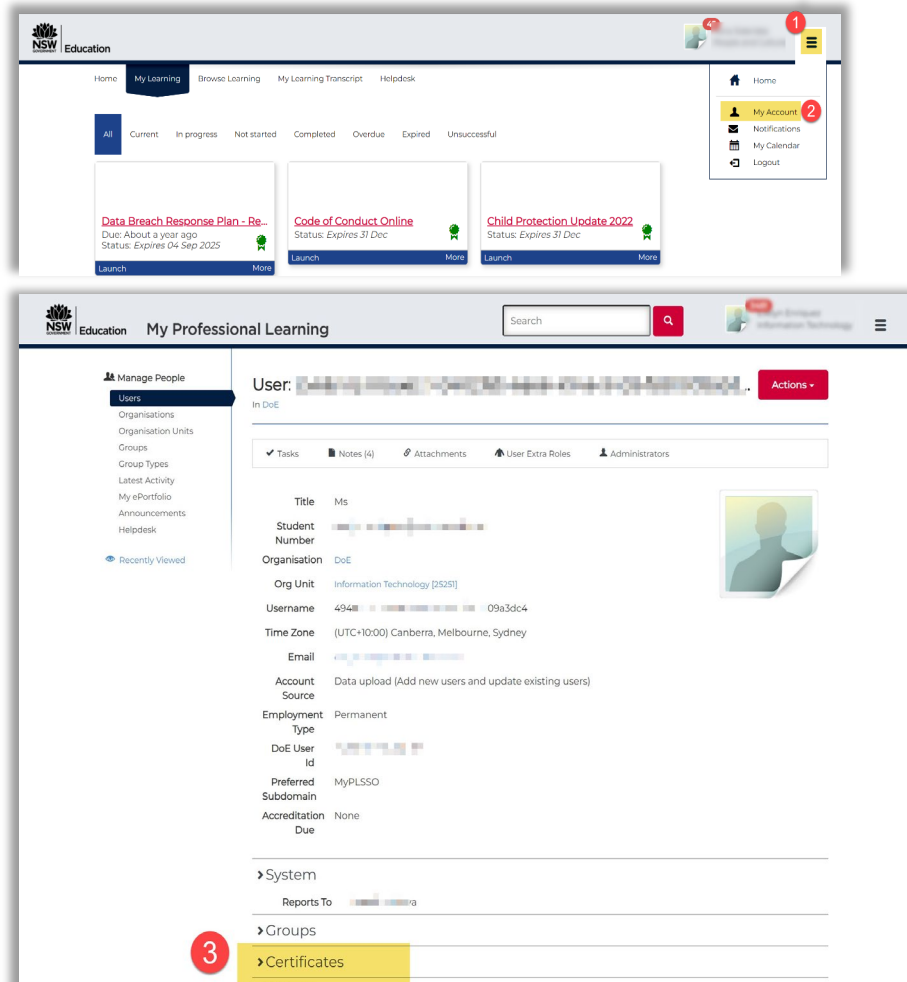
Option 1

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

How to complete the ASCIA Anaphylaxis Training

To complete the training module, visit the [ASCIA Anaphylaxis: Australiasian School e-training website](#) and click on the latest course available. Follow the steps outlined under “*Is this your first time here?*” to register for a username and password or log in if you already have an account.

An ASCIA Anaphylaxis Certificate will be issued on successful completion of the course and they are valid for two years from the date of issue. Please save this Certificate as a PDF. The issued Certificate does not need to be signed, however students will be required to demonstrate how to use the EpiPen to the Site Coordinator prior to each and every placement. We recommend reviewing the [Epi Pen refresher](#) prior to placement.

Example of the ASCIA Anaphylaxis Certificate

The Department of Education require you to complete the ASCIA Australasian Schools Anaphylaxis Training and therefore MyPL APTS certificates or any other certificate cannot be accepted and will not be cleared. Certificate example has been provided below.

ascia
australasian society of clinical immunology and allergy
anaphylaxis e-training
Certificate of Completion

This is to certify that:

has successfully completed on 27 March 2021

ASCIA anaphylaxis e-training: **Australasian schools 2021**

with a result of **100.00 %**

Note: It is essential that this course is completed in conjunction with practice using an adrenaline (epinephrine) autoinjector trainer device.
To find out how to order a device see details at www.allergy.org.au/patients/anaphylaxis-e-training-schools-and-childcare.
To verify that this training has occurred please ensure that the following section has been completed and signed by an adult.


Johanna Kerr has correctly demonstrated how to use an adrenaline autoinjector using a trainer device.

Participant's School/Organisation:

Print name of adult verifying practice:

Signature of adult verifying practice:

Date of practice:



605e9b32-d5c4-42bb-93bf-9853a335f919

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 that you have completed an ASCIA anaphylaxis e-training course. 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 this check to SONIA

- Certificate must state “**Australasian schools**” (see yellow highlight in above example)
- 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 (Certificate valid for 2 years) – you must be covered for the entire period of your placement

Once you have ensured your certificate meets the above requirements – Log into SONIA, go to the Checks tab, scroll to the upload point, click Browse to add your file and click SAVE. Your check will remain in red on SONIA and it will switch to green (cleared) once a PEU team member has reviewed it.

Conflict of Interest Sites

What is a Conflict of Interest

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 NESAWaiver 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.

Frequently required Conflict of Interest (Col) Schools to include in your Col list

- The primary or secondary school you attended must be included in your Col list, depending on if and whether you are to undertake your upcoming placement at a primary or secondary school.
- Any previous schools you have undertaken professional experience placements must be included in your Col list.
- Any previous schools you have worked at must be included in your Col list.

Regardless of the location in Australia, you must record the school you attended for your own schooling as a Col if the school is relevant to your study setting i.e. add your primary school if your course is within primary setting or add your secondary school if your course is within secondary setting.

If the school you attended is less than 7 years ago and your school does not appear in the Col list, please email the PEU peu@newcastle.edu.au with your school information so it can be added to the list.

If you attended your primary or secondary school 7 or more years ago

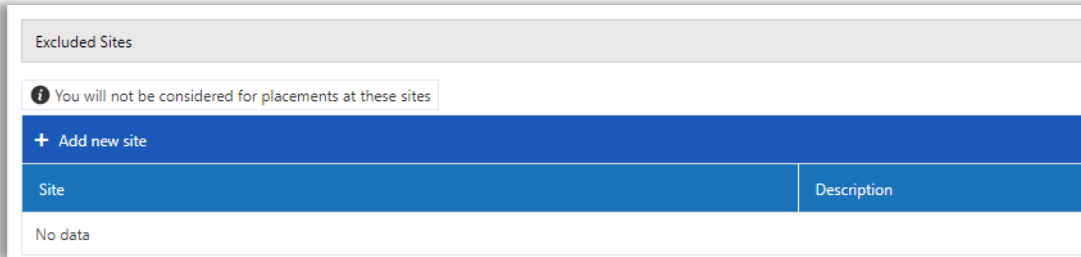
Students that attended their relevant primary or secondary school more than 7 years ago will not be blocked from being allocated a placement at that school however it must be recorded in their Col list that they attended the school more than 7 years ago. Go to the [How to record your Conflict of Interest for schools you attended MORE than 7 years ago](#) section of this guide.

How to record your Conflict of Interest schools

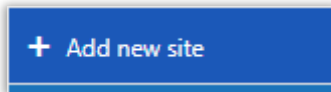
1. Click on the “My Details” tab in SONIA.



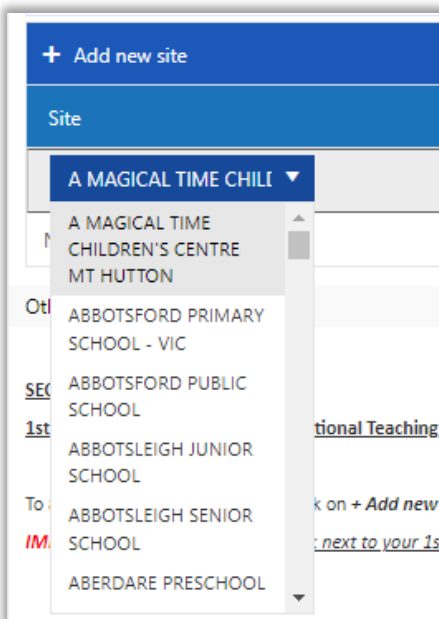
2. Scroll down to “Excluded sites”.



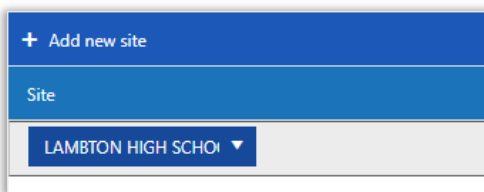
3. To add an unacceptable/ineligible school click on “+ Add new site”.



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

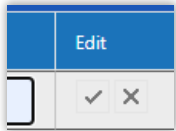


6. Then go across to the Description field and type in why it is ineligible. You must add a

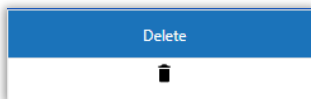
description for your entry to register.

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.



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.

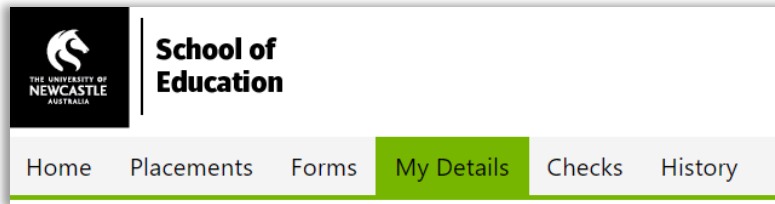
Excluded Sites	
You will not be considered for placements at these sites	
+ Add new site	
Site	Description
LAMBTON HIGH SCHOOL	ATTENDED THIS SCHOOL
SYDNEY GIRLS HIGH SCHOOL	MOTHER WORKS AT THIS SCHOOL
ADAMSTOWN PUBLIC SCHOOL	NIECE ATTENDS THIS SCHOOL
BELMONT HIGH SCHOOL	COMPLETED EDUC2196 PLACEMENT AT 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

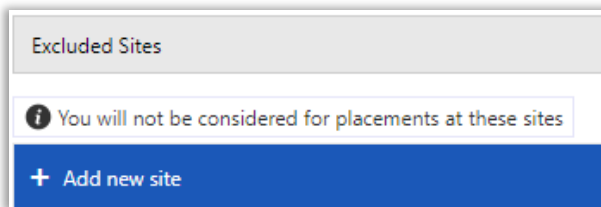
You will not be excluded from completing a placement at schools you attended more than 7 years ago. This entry is required to flag in the SONIA system that you have recorded the school you attended for your own schooling more than 7 years ago.

Follow the below steps:

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



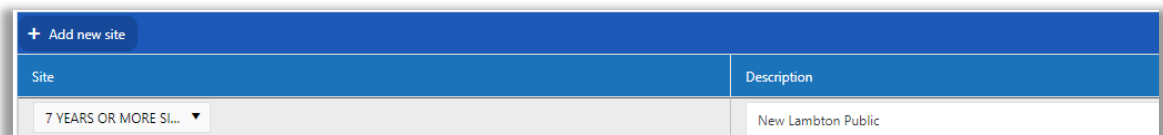
3. Click on “+ Add New Site”.



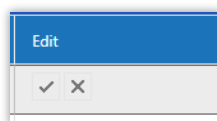
4. In the drop-down list select “7 YEARS OR MORE SINCE SCHOOL COMPLETION”





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



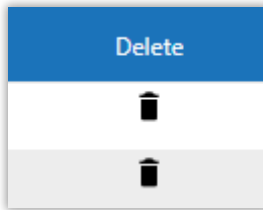
6. Click on the tick to save your entry.



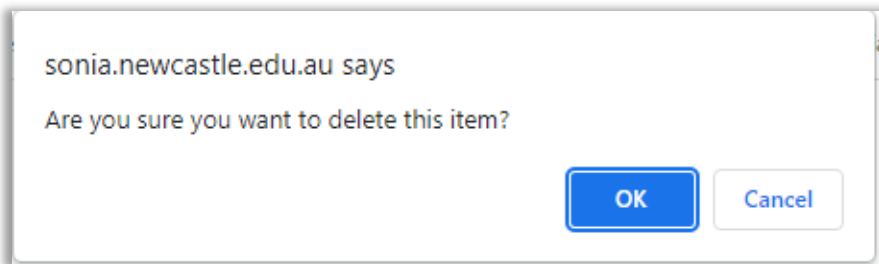
7. Your entry will be saved.

Site	Description	Delete
ST JOSEPH'S 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.



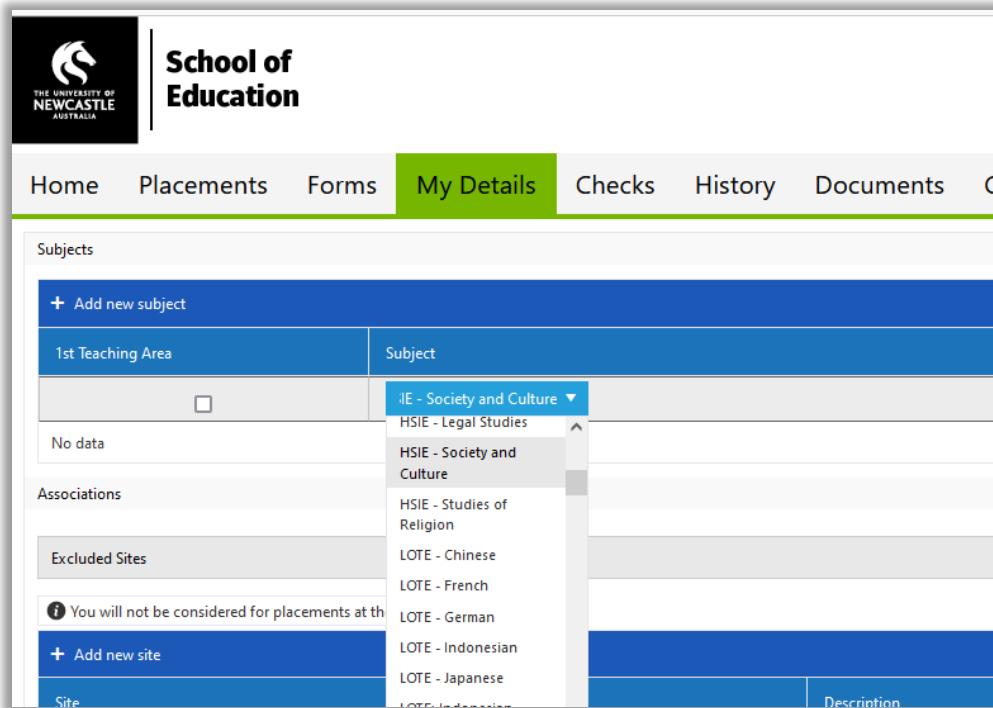
Your entry will then be removed.

First and Additional Teaching Areas (Secondary only)

How to record your First and Additional Teaching Areas

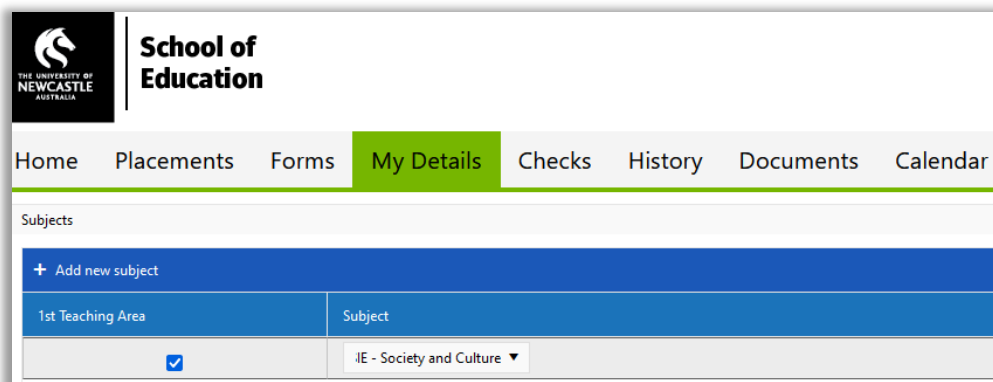
These instructions apply to all Secondary students however, for students studying HSIE, Science and TAS, further information is on the [Important information for HSIE, Science and TAS students](#) section of this guide.

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.



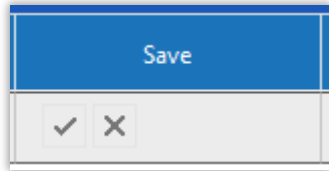
The screenshot shows the 'My Details' page in SONIAonline. The 'Subjects' section is visible, with a table for adding new subjects. The table has two columns: '1st Teaching Area' and 'Subject'. The '1st Teaching Area' column has a checkbox that is currently unchecked. The 'Subject' column has a dropdown menu open, showing a list of subjects including 'IE - Society and Culture', 'HSIE - Legal Studies', 'HSIE - Society and Culture', 'HSIE - Studies of Religion', 'LOTE - Chinese', 'LOTE - French', 'LOTE - German', 'LOTE - Indonesian', and 'LOTE - Japanese'. The 'IE - Society and Culture' option is selected in the dropdown.

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



The screenshot shows the 'My Details' page in SONIAonline. The 'Subjects' section is visible, with a table for adding new subjects. The table has two columns: '1st Teaching Area' and 'Subject'. The '1st Teaching Area' column now has a checked checkbox. The 'Subject' column still shows the dropdown menu with 'IE - Society and Culture' selected.

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.

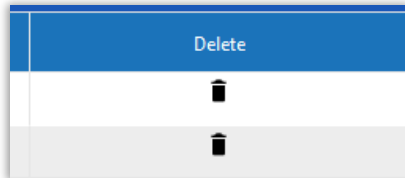
Once it is saved correctly it will appear like this.

The screenshot shows a web interface with a navigation bar at the top containing "Home", "Placements", "Forms", "My Details", and "Ch". Below the navigation bar, there is a section titled "Subjects". Under "Subjects", there is a blue button with a plus sign and the text "+ Add new subject". Below this is a table with two columns: "1st Teaching Area" and "Subject".

1st Teaching Area	Subject
<input checked="" type="checkbox"/>	HSIE - History
<input checked="" type="checkbox"/>	HSIE - Society and Culture
<input type="checkbox"/>	HSIE - Studies of Religion
<input type="checkbox"/>	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.