Pre-service Teacher Registration for Employees of the Department and those who are registering for approval to teach

Frequently Asked Questions

September 2024

These FAQs provide Pre-service Teachers (PSTs) who are also employees of the department, as well as schools, with information to support the new PST Registration and onboarding process that commenced on 17 June 2024.

Click on a question below to be taken to the answer.

1. Do I need a PST account if I have an employee account?

2. I am currently working in a school as a SLSO/ASO/department employee, and I have an email address and Staff Portal username/log in. Do I still need to complete the PST Registration process?

3. I am currently working as an SLSO/ASO/department employee in the school where I will be completing my placement. Do I still need to complete the PST Registration process?

4. I just completed the online PST registration form in preparation for my professional experience placement and I now have two department accounts and email addresses? Can I merge them and just have one account?

5. I seem to have a ended up with two (or more) email accounts. Do I need to use both email accounts/addresses?

6. When do I use my PST account/email vs. my employee account/email?

7. Now that I have an employee and a PST username and email, what happens with my 'MyPL' records? I am already an employee. Do I need to repeat the Child Protection Awareness Training (CPAT) modules in my PST account?

8. I am a pre-service teacher and have recently become an employee of the department. I have completed my CPAT modules in my PST MyPL account. Do I need to do them again in my employee account?

9. Do I need to show evidence of completion of my CPAT modules to my placement school if I have already completed these modules as an employee?

10. How do I ensure that any emails relating to my paid employment with the department are **not** sent to my PST email account?

11. **For schools** - If a PST is a current employee of the department, do we still need to complete the PST onboarding process in eCPC?

12. **For schools** - If a PST is a current employee of our school, do we still need to complete the PST onboarding process in eCPC?

1. **Do I need a PST account if I have an employee account?**

    You will need to have two accounts. One to be used temporarily during placement as a pre-service teacher (PST) and the other for your ongoing usage as an employee of the department. Each placement school will use your PST account to onboard you, and to give you IT access at any school where you are not currently an employee. It is important to keep these separate so that your employee IT/systems access is not disturbed when you do a placement. It is also important to have two accounts so that your payroll settings are not interrupted on your employee account.

    If anyone attempt to email your PST account when it is not active (i.e. when not on placement), they will receive a bounce back message to advise that the email was not delivered. Please note that this message can take up to 24 hours for the sender to receive.

2. **I am currently working in a school as a SLSO/ASO/department employee, and I have an email address and Staff Portal username/log in. Do I still need to complete the PST Registration process?**

    Yes, you must still complete the PST Registration form. Please refer to question 1 above.

3. **I am currently working as an SLSO/ASO/department employee in the school where I will be completing my placement. Do I still need to complete the PST Registration process?**

    Yes, you must still complete the PST Registration form. Please refer to question 1. The school will need to use your PST account to onboard you for your placement. You will not however be required to use the PST email or IT account. Please see question 6 below.

4. **I just completed the online PST registration form in preparation for my professional experience placement and I now have two department accounts and email addresses? Can I merge them and just have one account?**

    No, your PST and employee username and email address cannot be merged. They must be kept separate. Note that your PST account will only have access to Department Resources, inclusive of a Mailbox whilst on placement. At the completion of each placement, all content will be removed. Also, please see question 1 above.

5. **I seem to have a ended up with two (or more) email accounts. Do I need to use both email accounts/addresses?**

    No, it is not essential that you use both your employee and PST email accounts. You can ignore the PST one and just use your employee one if you prefer. If choosing to do this, please log into your PST email account and set an out of office message, directing people to your other email address if you prefer. Please also see question 6 below. If you have more than two accounts, please contact EDConnect on 13300 32 32 32 who will be able to identify and, if needed, correct any surplus accounts.

6. **When do I use my PST account/email vs. my employee account/email?**

	PST account	Employee account
Placement onboarding	✓	X
Emails relating to the placement	✓ Or use your university email address (unless it is a placement at the school where you are working)	X
Teaching as part of the placement	✓	Use only if you are employed at the school where you are completing your placement

Back to top

	PST account	Employee account
MyPL	Use when completing mandatory training related to the placement (unless already completed as an employee)	Use when completing mandatory training related to employment.
When working for the department while on placement	X	✓
For day-to-day classroom use while on placement	✓	X

7. **Now that I have an employee and a PST username and email, what happens with my 'MyPL' records? I am already an employee. Do I need to repeat the Child Protection Awareness Training (CPAT) modules in my PST account?**

   Your employee and PST MyPL records will remain separate. Any mandatory training that must be completed as an employee MUST be completed while logged in as an employee. MyPL records cannot be transferred during the placement or whilst your course enrolment is active. Any CPAT training that you complete in your employee account can be printed and used as evidence when on placement. But the reverse is not the case. Training completed in your PST account cannot be considered as meeting the mandatory training requirements of employees.

8. **I am a pre-service teacher and have recently become an employee of the department. I have completed my CPAT modules in my PST MyPL account. Do I need to do them again in my employee account?**

   Yes, you will need to complete your mandatory training again when logged in as an employee. There are only 2 modules that will duplicate. All other mandatory training modules are different/additional as an employee. Please also refer to question 7.

9. **Do I need to show evidence of completion of my CPAT modules to my placement school if I have already completed these modules as an employee?**

   Yes, you will need to show evidence of completion at each placement school. The certificates can be printed from either your employee or PST account. The school will not be able to access these in order to verify their completion.

10. **How do I ensure that any emails relating to my paid employment with the department are <u>not</u> sent to my PST email account?**

    While you are on placement (as this is the only time your PST email account will be active), if you do not plan to utilise/check this email account, we suggest that you put an out of office message on it to advise that this is the case and which email address you can be contacted on.

    If you will not be checking your employee email account while on placement, please ensure that you set up an out of office message to advise this.

    If anyone attempts to email your PST email account when it is not active (i.e. when not on placement), they will receive a bounce back message to advise that the email was not delivered. Please note that this message can take up to 24 hours for the sender to receive.

    As a backup, please ensure that the school where you are working know which one is your employee email account.

11. **For schools - If a PST is a current employee of the department, do we still need to complete the PST onboarding process in eCPC?**

> Yes, they must still be onboarded in eCPC as this provides us with information on who is doing placements in our schools. The PST must use their PST account while on placement, not their employee account. To obtain a PST account, an employee who is a PST must complete the **PST Registration Form**. Each account will have a different username and password. Their PST identity must be selected under 'Practice Teacher Group' in MSA to provide them with local school access to technology and hardware (e.g. share drives, printers, photocopier, staff mailing lists etc.).

12. **For schools - If a PST is a current employee of our school, do we still need to complete the PST onboarding process in eCPC?**

> Yes, they must still be onboarded in eCPC as this provides us with information about who is doing placements in our schools. There is no requirement for the PST to use their PST account while on placement at the same school they are employed. They can continue to use their employee account. To obtain a PST account, an employee who is a PST must complete the **PST Registration Form**.
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> All schools should generally tick "Practice Teacher Group" in MSA as this tick box adds them to staff mailing lists and grants access to printers.

Further information about the PST registration process can be found on the 'Mandatory pre-requisites for pre-service teachers' webpage linked **here**.

For assistance with this process, please contact **EDConnect** on 1300 323232.

Back to top