

Onboarding Pre-service Teachers Checklist

This checklist supports the onboarding of pre-service teachers for professional experience placements in NSW Public Schools.

Pre-service teacher: _____ University: _____

Placement start date: _____ Placement end date: _____

Supervisor name: _____

Day 1

Actions to be completed after welcoming the pre-service teacher (PST) to the school	Comments/Links	<input checked="" type="checkbox"/>
Sight ID to verify identity (passport, birth certificate or proof of age card).	The school is not required to scan and store the ID.	<input type="checkbox"/>
Show PST how to check-in to the school site using the School Visitor Check-in application (or other school specific check-in process).		<input type="checkbox"/>
Collect completed Pre-Service Teacher Acknowledgement from PST*.	Access PST Acknowledgement here	<input type="checkbox"/>
Sight mandatory training certificates. 1. Child Protection Awareness Training (CPAT) 2. CPAT Update (for the current year) 3. ASCIA Anaphylaxis e-training (updated every 2 years)	Mandatory pre-requisites for pre-service teachers	<input type="checkbox"/>
EpiPen and/or Anapen demonstration: <ul style="list-style-type: none"> Verify mandatory anaphylaxis training by observing the pre-service teacher demonstrate the correct use of the EpiPen and/or Anapen training device. This demonstration is only required when the course is completed once every two years. Sign and date ASCIA certificate (on course completion every two years). Show the pre-service teacher where EpiPens and/or Anapens are located in the school. 	How to administer the Epi-Pen and Anapen (video) If your school does not have an EpiPen or Anapen training device, they can be purchased from Allergy & Anaphylaxis Australia	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Sign, date and file completed PST Acknowledgement.		<input type="checkbox"/>

*Pre-service teachers are **not** required to be vaccinated against COVID-19 except for PSTs working in hospital or Juvenile Justice Centre (JJC) schools will still be required to comply with the vaccination requirements as determined by NSW Health and the Department of Communities and Justice respectively.

Day 1 continued

Actions	Comments/Links	<input checked="" type="checkbox"/>
<p>Complete the PST onboarding process in eCPC. This will provide you with the PST's NTBE status.</p> <p>Log into eCPC, click 'person search', search for PST by surname and first name. Select the relevant record displaying PST as the 'source'.</p> <ul style="list-style-type: none"> Click on 'Confirm placement' On 'Placement details' screen, select 'yes' that ID and evidence of completion of mandatory training have been sighted. Enter placement start and end dates Click 'submit' <p>If a PST's placement end date changes, please follow instructions in QRG to modify the placement end date.</p>	<p>For step-by-step instructions refer to Quick Reference Guide (QRG) - How to Onboard a PST through eCPC and AMU/MSA</p>	<input type="checkbox"/>
<p>Advise PST that they will be required to re-set their password the next day. Completion of the onboarding process in eCPC requires the PST to re-set their password the following day to activate 'staff access' to all department IT systems.</p>	<p>For more details please refer to Quick Reference Guide - How to Onboard a PST through eCPC and AMU/MSA</p>	<input type="checkbox"/>

Day 2

<p>Arrange local access to resources and technology i.e. printers, scanners, photocopiers (optional).</p> <p>Authorised person to activate PST access to school resources using AMU or MSA the day after eCPC onboarding process is complete.</p> <ol style="list-style-type: none"> Open AMU application Select application radio button, SRS-School Resources Click 'Next' Find the user in the Staff List Tick the 'Practice Teacher Group' column to allow network access, faculty shared drives access and printing at your site. <p>OR</p> <ol style="list-style-type: none"> Open MSA Application Select 'Provision', go to 'Application view'. Select the application - SRS Select the user from the list Tick the 'Practice Teacher Group' column to allow network access, faculty shared drives access and printing at your site. 		<input type="checkbox"/>
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