

Professional Experience Clearance Documentation Curtin Perth

Professional Experience is an integral part of Curtin University education degrees.

Each Professional Experience placement must be undertaken in a different school, to ensure that our Pre-service teachers have the opportunity to experience and practice in a wide variety of learning environments. Pre-service teachers may teach in Government, Catholic, or Independent schools.

Pre-service teachers are not permitted to teach in schools where family members are on staff or attending as students.

A maximum of 50% of total Professional Experience placements may be undertaken overseas. All Professional Experience placements, whether undertaken in Australia or overseas, must meet all relevant assessment, unit, course, and Fieldwork participation requirements.

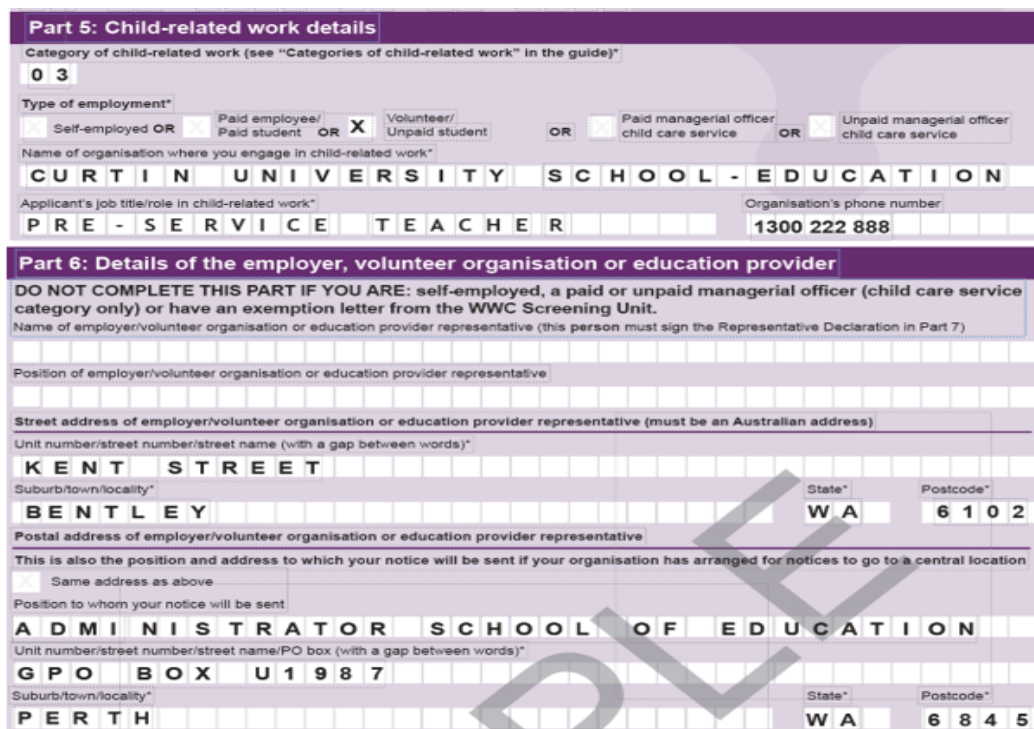
Before any Professional Experience placement can be undertaken in an accredited School, Early Learning Centre, Pre-service teachers must have the appropriate clearance documentation, relevant to individual states as outlined below.

Complete the following as Mandatory:	
Compulsory Code of Conduct	Self-select SoNIA Form
Compulsory Curtin Student Confidentiality Declaration	Self-select SoNIA Form
Compulsory Talent and Information Release Consent Form	Self-select SoNIA Form
Vaccinations Vaccination requirements may differ in all States, Territories, and internationally. Please ensure adherence to applicable government directives.	Upload to Checks in SoNIA Instructions: How to Access your COVID-19 Certificate on SoNIA Home Page <ul style="list-style-type: none"> • COVID-19 Vaccine Dose 1 • COVID-19 Vaccine Dose 2 • COVID-19 Vaccine Dose 3

Western Australia

1. Working with Children Check (valid for 5 years)

- Obtain a Working with Children application form from an Australia Post outlet, or from Curtin Connect [Building 102 on the Perth Campus](#). Forms are only available in hard copy.
- Complete parts 1 - 6 of the WWCC form. An example of how to complete parts 5 & 6 are shown in the example below:



Part 5: Child-related work details

Category of child-related work (see "Categories of child-related work" in the guide)*
03

Type of employment*
 Self-employed OR Paid employee/ Paid student OR Volunteer/ Unpaid student OR Paid managerial officer child care service OR Unpaid managerial officer child care service

Name of organisation where you engage in child-related work*
CURTIN UNIVERSITY SCHOOL - EDUCATION

Applicant's job title/role in child-related work*
PRE - SERVICE TEACHER Organisation's phone number
1300 222 888

Part 6: Details of the employer, volunteer organisation or education provider

DO NOT COMPLETE THIS PART IF YOU ARE: self-employed, a paid or unpaid managerial officer (child care service category only) or have an exemption letter from the WWC Screening Unit.

Name of employer/volunteer organisation or education provider representative (this person must sign the Representative Declaration in Part 7)

Position of employer/volunteer organisation or education provider representative

Street address of employer/volunteer organisation or education provider representative (must be an Australian address)
 Unit number/street number/street name (with a gap between words)*
KENT STREET

Suburb/town/locality*
BENTLEY State* **WA** Postcode* **6102**

Postal address of employer/volunteer organisation or education provider representative
 Same address as above
 Position to whom your notice will be sent:
ADMINISTRATOR SCHOOL OF EDUCATION

Unit number/street number/street name/PO box (with a gap between words)*
GPO BOX U1987

Suburb/town/locality*
PERTH State* **WA** Postcode* **6845**

- Present the partly completed WWCC application form to Curtin Connect, which is located on the Perth Campus Curtin University, [Building 102](#), Monday to Friday, 8:30 am – 4:30 pm (Tuesday from 9:30 am).
- An authorised Curtin Connect representative will witness you completing part 8 of the WWCC application. The representative will then complete part 7 and return the application form to you.
- Lodge your completed application form at an Australia Post outlet.
- If you need to renew an existing WWCC, then please visit: [WA Working with Children Check - How to Apply](#).

2. Nationally Coordinated Criminal History Check (valid unless a break of 6 months or more in the study since obtainment)

- Criminal Record Check is to be completed online at [Nationally Coordinated Criminal History Check Application](#).

Upload a copy of your clearances to the relevant Checks tab of your SoNIA account.