

# Pre-service teacher registration for placements

Updated 29 July 2024

The Pre-service Teacher Registration online form must be completed prior to undertaking a professional experience placement in a NSW public school. This step-by-step guide explains the process to complete this form. This guide is relevant to pre-service teachers (PST), Initial Teacher Education Providers (ITEP) and Schools.

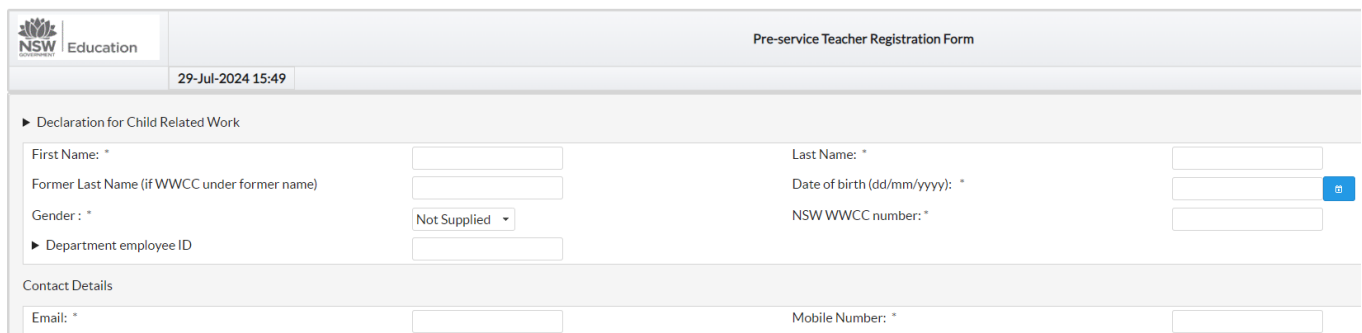
Frequently Asked Questions with answers are available at the end of this guide, including what to do if you are a current employee of the department.

## Step 1 – PST accesses the new Pre-service Teacher Registration online form

- Go to the [Pre-Service Teacher Induction](#) webpage of the NSW Department of Education website.
- Click on **Mandatory pre-requisites for pre-service teachers**.
- Select 'Pre-service Teacher Registration Form'

## Step 2 – PST completes the registration form

- Enter the details requested. Details entered under 'Declaration for Child Related Work' must match those used on your Working with Children Check (WWCC) Clearance.



The screenshot shows the 'Pre-service Teacher Registration Form' interface. At the top left is the NSW Education logo and the date '29-Jul-2024 15:49'. The form is divided into two main sections: 'Declaration for Child Related Work' and 'Contact Details'. The 'Declaration for Child Related Work' section contains fields for: First Name (\*), Former Last Name (if WWCC under former name), Gender (\*), Department employee ID, Last Name (\*), Date of birth (dd/mm/yyyy) (\*), NSW WWCC number (\*), and a dropdown menu currently set to 'Not Supplied'. The 'Contact Details' section contains fields for Email: \* and Mobile Number: \*. A red circle highlights the 'Email: \*' field, with a red arrow pointing to the explanatory text below.

Please use a **personal email address** and **not** an [@det.nsw.edu.au](mailto:@det.nsw.edu.au) email address as your contact email address.

e) Read privacy statement

▼ Privacy Statement

All public schools and personnel of the Department of Education must abide by the Privacy and Personal Information Protection Act 1998 (NSW). The information you provide will be used to verify your Working with Children Check (WWCC) clearance and for associated purposes such as:

- managing risk associated with the department's legal obligation to ensure the protection of children and young persons in its care;
- creating your department identity and email address used for the purposes related to your professional experience placements with the department;
- using your contact details to communicate with you to provide information about department scholarships, funded study and employment opportunities;
- to ensure the health and safety of students, staff and visitors to the school;
- state and federal reporting purposes;
- for any other purpose required by law.

f) Read three points and select relevant declaration.

▼ I declare

1. I have (or would be able to apply and receive) a WWCC: I am not disqualified from obtaining a WWCC through being convicted or having a finding of guilt for a [disqualifying offence](#), or had a WWCC cancelled, refused or been the subject of an interim bar (except where a WWCC has been later granted).
2. I have no pending criminal charges, court proceedings or allegations that would (if a conviction was upheld) be a [disqualifying offence](#) preventing a WWCC being issued. I am not subject to any pending court proceedings or the subject of allegations or charges relating to a criminal matter in Australia or overseas.
3. I have not supplied any false or misleading information: I am aware that providing false or misleading information in this form may lead to the department withdrawing any offer of engagement or contracting services and consider this for any future applications from myself or my organisation for employment or engagement.

I am able to make this declaration and agree to the department's privacy statement

I am unable to make this the declaration

If unable to select the first option in the declaration, please email [PST.registration@det.nsw.edu.au](mailto:PST.registration@det.nsw.edu.au) and ask for the offline version of the form as the registration will need to be completed manually. Thank you.

g) Register the details of initial teacher education degree.

**Note:** Degree start date should be entered as mm/yyyy (e.g. 02/2024 for February 2024)

Estimated completion year for your degree should be entered as YYYY (e.g. 2027)

Please tell us about your teaching degree

Institution *	<input type="text" value="Select"/>
Other Institution	<input type="text"/>
Degree *	<input type="text"/>
Level *	<input type="radio"/> Undergraduate <input type="radio"/> Postgraduate
Mode of study *	<input type="radio"/> Full time <input type="radio"/> Part time
Location *	<input type="radio"/> On Campus <input type="radio"/> Remote <input type="radio"/> Hybrid
Start Date (mm/yyyy) *	<input type="text"/>
Estimated Completion Year *	<input type="text" value="0"/>
Setting: *	<input type="checkbox"/> Early Childhood <input type="checkbox"/> Primary <input type="checkbox"/> Secondary
Specialisation(s) / Key Learning Area(s) *	<input type="text"/>

h) Answer these final two questions

Yes =  No =

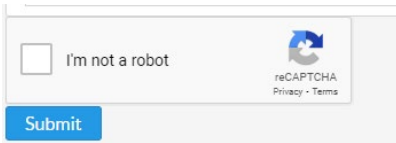
The department offers a range of opportunities including:

- scholarships and funded study opportunities
- professional learning resources and events
- employment opportunities during and after studies

Do you currently hold a scholarship with the department?

Would you like to be kept informed about opportunities in the department?

- i) Select 'I'm not a robot' then click 'submit'.

A screenshot of a reCAPTCHA interface. It features a checkbox labeled "I'm not a robot" on the left, a reCAPTCHA logo on the right, and a blue "Submit" button at the bottom. Below the logo, the text "reCAPTCHA Privacy - Terms" is visible.

- j) Registration saved.

Successful submission of the PST registration form will return a green banner (below). Please progress to **Step 3** to finalise registration.

 Registration form saved. Please finalise your registration by clicking on the link in the email sent to you from [wwcc@det.nsw.edu.au](mailto:wwcc@det.nsw.edu.au) within 2 hours. The email may be in your junk inbox. If you do not finalise your registration within 2 hours, you will be required to complete and submit a new registration form.

Unsuccessful submission will return a red banner. Please follow on-screen instructions (example below) to address any issues. Please also ensure all mandatory fields have been completed accurately.

 We could not find a Working with Children Check Clearance using your provided details. Please check that the surname, date of birth and WWCC number entered match your clearance email and try again. Error Ref 005.

### Step 3 – Verify email account

- k) **Within 2 hours** of completing the online PST Registration Form, check for the email with the subject below in your email inbox (or junk mail inbox).

**Email subject:**

Finalise your NSW Department of Education Pre-service Teacher Registration Form

- l) Click on link in email to confirm your WWCC submission.

**Example email:**

Dear Pre-service Teacher,

Please finalise your pre-service teacher registration by clicking [here](#)

Kind regards,

NSW Department of Education  
[www.education.nsw.gov.au](http://www.education.nsw.gov.au)

**Troubleshooting Tip:** If the word 'here' in the email does not include a link, please try and access it from another device.

**Please note:** The link may not appear if you have used a qq.com email address. If this is the case, please complete the form again using a different email address.

You should then see the message below.

 The digital component of the verification of your WWCC clearance is now complete. Full verification is complete when your photo ID is sighted by your professional experience placement school prior to or on the first day of your placement. In the meantime, please begin preparing for your placement.

m) Check email account for email with the subject line below. Read email and take note of important information.

**Example email subject and header:**

**Subject:** WWCC verification completed for Sample PST W000000XXX



Dear Sample,

Congratulations! Your Working with Children Check with expiry date of XX-XXX-202X has been verified. We look forward to welcoming you at one of our 2,200 public schools.

Below you will find guidance and resources to help you prepare for your professional experience placements.

## Step 4 – Activate department IT account

n) Check email account within 24 hours for email with the subject line:

**Example email subject and header:**

**Department of Education Account Information**

o) Click on link and create password for your NSW Department of Education system account.

**Note:** Link to create password is only available for 24 hours.

**Example email:**

### Account activation required

Dear Sample,

Welcome to the Department of Education (DoE).

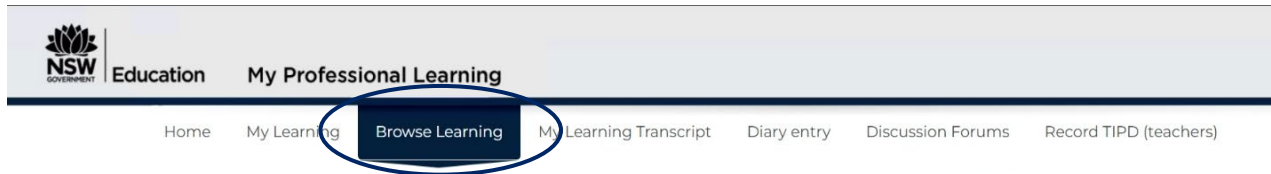
Your account has now been registered and your User ID is **Sample.PST**

You are now required to activate your account, establish your security questions and answers, and set your password for the first time by following [this link](#).

**Registration to undertake a placement in a NSW Public School is now complete. Before commencing a placement, the following steps are also required to be completed.**

## Step 5 – Complete mandatory training

- p) Log into the [Department's website](#), select the MyPL link from the right hand side menu. Select "Browse Learning" and search for Child Protection Awareness Training (CPAT). Complete the CPAT and CPAT annual update (refer to [website](#) for further details).



- q) Complete anaphylaxis training (refer to [website](#) for details).
- r) Save and print certificates of training in steps 5p) and 5q) as proof of completion of mandatory training.
- s) Read the NSW Department of Education [Code of Conduct](#).

## Step 6 – On (or just prior to) first day of placement

- t) On (or just prior to) the first day of placement you are required to:
- Read and sign the [PST Acknowledgement Form](#) and submit to your placement school,
  - Present photo ID,
  - Show proof of completion of mandatory training (see step 5 above) at your placement school.

**IMPORTANT NOTE:** A pre-service teacher (PST) is only required to complete the PST Registration form **once** i.e. not for each placement in a public school.

## Frequently Asked Questions

**Q:** Do I need to complete the online PST Registration form before every placement in a public school?

**A:** No, a pre-service teacher is only required to complete the PST Registration form **once**.

**Q:** If my WWCC expires, do I need to complete the PST Registration form again once my WWCC has been renewed?

**A:** No, there is no need to complete the PST Registration Form again.

**Q:** If my WWCC expires before I renew it, do I need to complete the form again once my WWCC has been renewed?

**A:** No, there is no need to complete the PST Registration Form again. Your WWCC record will be updated with the department automatically from Office of the Children's Guardian records.

**Q:** Do I need a paid WWCC?

**A:** Only PSTs who undertake an internship (paid or otherwise) or who receive any form of payment from the department must hold a Working with Children Check (WWCC) clearance for paid employment, e.g. salary, grant, allowance, or scholarship,

including cadets and paid interns. Please view the WWCC Factsheet from the [Mandatory requirements for pre-service teachers](#) webpage for more information.

**Q:** My name has changed since I completed the PST Registration form. What do I do?

**A:** Contact the department's Probity Unit on 02 7814 3825 or email [wwcc@det.nsw.edu.au](mailto:wwcc@det.nsw.edu.au)

**Q:** If I am employed by the department and/or hold a scholarship, and have already had my WWCC verified by the Probity Unit as an employee, do I need to complete the PST Registration Form?

**A:** Yes, you are required to complete the PST Registration Form. All PSTs must complete this form once.

**Q:** If I am doing my placement at the school where I am employed, do I need to complete the PST Registration Form?

**A:** Yes, you are required to complete the PST Registration Form. All PSTs must complete this form once.

**Q:** If I am working for the department, do I need to use my PST account when on placement or can I use my employee account?

**A:** Unless your placement is in the school where you are currently working, you must use your PST account when on placement. It is important that your employee and PST accounts remain separate so that your wages payments are not impacted.

**Q:** If I am a current or past employee of the department and have completed the prior Tertiary Practicum Student Application Form, do I need to complete the new PST Registration Form?

**A:** Yes, it is important that, if you are an employee, you complete the PST registration form so that your employee records and PST records can remain separate. If you have any questions about this, please email [PST.Registration@det.nsw.edu.au](mailto:PST.Registration@det.nsw.edu.au).

## Further support

For any questions relating to your WWCC, please contact the [Probity Unit](#). For any other questions about this form, please email [PST.Registration@det.nsw.edu.au](mailto:PST.Registration@det.nsw.edu.au). For IT related questions, please contact EDConnect on 1300 32 32 32, option 5.