School Based Non-Teaching Staff Induction Learning Plan

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## Begin your learning journey

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| **Recommended – Anywhere, Anytime professional learning** |
|  |  |  |  |
| Module | My PL Code & Link | Completed | Date |
| Department of Education strategic plan | My PL Code: **NT00977**[Click here to register for PLNTS - Strategic Plan](https://myplsso.education.nsw.gov.au/q/NT00977) |[ ]   |
| Navigating your staff portal | My PL Code: **NT00979**[Click here to register for PLNTS - Navigating your staff portal](https://myplsso.education.nsw.gov.au/q/NT00979) |[ ]   |
| Mandatory training for school based non-teaching staff  | My PL Code: **NT00978**[Click here to register for PLNTS - Mandatory Training](https://myplsso.education.nsw.gov.au/q/NT00978) |[ ]   |
| Professional Learning for school based non-teaching staff | My PL Code: **NT01030**[Click here to register for PLNTS -Professional Learning for school based non-teaching staff](https://myplsso.education.nsw.gov.au/q/NT00721) |[ ]   |
| Multicultural Education | My PL Code: **NT00721**[Click here to register for PLNTS - Introduction to Multicultural Education](https://myplsso.education.nsw.gov.au/q/NT00721) |[ ]   |
| Disability Strategy | My PL Code: **NT00726**[Click here to register for PLNTS -Disability Strategy](https://myplsso.education.nsw.gov.au/q/NT00726) |[ ]   |
| Aboriginal Education & Communities | My PL Code: **NT00725**[Click here to register for PLNTS - Aboriginal Education & Communities](https://myplsso.education.nsw.gov.au/q/NT00725) |[ ]   |
| Introduction to Performance Development Plans (PDPs) for school based non- teaching staff | My PL Code: **NT00727**[Click here to register for PLNTS - Conducting Meaningful Conversations](https://myplsso.education.nsw.gov.au/q/NT00727) |[ ]   |

## Continue your learning journey

### Aboriginal Education Officer (AEO)

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| **Optional – Live professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**[Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |[ ]   |
| PLNTS – Statement of Duties – AEO  | My PL Code: **NT00942**[Click here to register for PLNTS - Statement of duties - Aboriginal Education Officer](https://myplsso.education.nsw.gov.au/q/NT00942) |[ ]   |
| PLNTS – SMART Goals for AEOs | My PL Code: **NT00988**[Click here to register for PLNTS - SMART Goals for Aboriginal Education Officers](https://myplsso.education.nsw.gov.au/q/NT00988) |[ ]   |
| PLNTS – Communication | My PL Code: **NT00746**[Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |[ ]   |
| PLNTS – A welcoming school environment | My PL Code: **NT00818**[Click here to register for PLNTS - A welcoming school environment](https://myplsso.education.nsw.gov.au/q/NT00818) |[ ]   |

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| **Optional – Anywhere, Anytime professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**[Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |[ ]   |
| PLNTS – Supporting students | My PL Code: **NT00675**[Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |[ ]   |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**[Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |[ ]   |
| PLNTS – Student wellbeing | My PL Code: **NT00676**[Click here to register for PLNTS - Student wellbeing](https://myplsso.education.nsw.gov.au/q/NT00676) |[ ]   |
| PLNTS – Statement of Duties – AEO – Recording  | My PL Code: **NT01023**[Click here to register for PLNTS - Statement of duties - Aboriginal Education Officer](https://myplsso.education.nsw.gov.au/q/NT01023) |[ ]   |

### Business Manager (BM)

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| **Optional – Live professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**[Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |[ ]   |
| PLNTS – Statement of Duties – BM | My PL Code: **NT00943**[Click here to register for PLNTS - Statement of duties - Business Manager](https://myplsso.education.nsw.gov.au/q/NT00943) |[ ]   |
| PLNTS – SMART Goals for BMs | My PL Code: **NT00986**[Click here to register for PLNTS - SMART Goals for Business Managers](https://myplsso.education.nsw.gov.au/q/NT00986) |[ ]   |
| PLNTS – Communication | My PL Code: **NT00746**[Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |[ ]   |

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| **Optional – Anywhere, Anytime professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**[Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |[ ]   |
| PLNTS – Supporting students | My PL Code: **NT00675**[Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |[ ]   |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**[Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |[ ]   |
| PLNTS – Financial terminology | My PL Code: **NT00679**[Click here to register for PLNTS - Financial terminology](https://myplsso.education.nsw.gov.au/q/NT00679) |[ ]   |
| PLNTS – School finance | My PL Code: **NT00678**[Click here to register for PLNTS - School finance](https://myplsso.education.nsw.gov.au/q/NT00678) |[ ]   |
| PLNTS – Statement of Duties – BM – Recording | My PL Code: **NT01017**[Click here to register for PLNTS - Statement of duties - Business Manager](https://myplsso.education.nsw.gov.au/q/NT01017) |[ ]   |

### Community Liaison Officer (CLO)

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| **Optional – Live professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**[Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |[ ]   |
| PLNTS – Role Description – CLO | My PL Code: **NT00944**[Click here to register for PLNTS - Role description - Community Liaison Officer](https://myplsso.education.nsw.gov.au/q/NT00944) |[ ]   |
| PLNTS – SMART Goals for CLOs | My PL Code: **NT00987**[Click here to register for PLNTS - SMART Goals for Community Liaison Officers](https://myplsso.education.nsw.gov.au/q/NT00987) |[ ]   |
| PLNTS – Communication | My PL Code: **NT00746**[Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |[ ]   |
| PLNTS – A welcoming school environment | My PL Code: **NT00818**[Click here to register for PLNTS - A welcoming school environment](https://myplsso.education.nsw.gov.au/q/NT00818) |[ ]   |

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| **Optional – Anywhere, Anytime professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**[Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |[ ]   |
| PLNTS – Supporting students | My PL Code: **NT00675**[Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |[ ]   |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**[Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |[ ]   |
| PLNTS – Student wellbeing | My PL Code: **NT00676**[Click here to register for PLNTS - Student wellbeing](https://myplsso.education.nsw.gov.au/q/NT00676) |[ ]   |
| PLNTS – Role Description – CLO – Recording | My PL Code: **NT01020**[Click here to register for PLNTS - Role description - Community Liaison Officer](https://myplsso.education.nsw.gov.au/q/NT01020) |[ ]   |

### Farm Assistant (FA)

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| **Optional – Live professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**[Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |[ ]   |
| PLNTS – Role description – FA | My PL Code: **NT00946**[Click here to register for PLNTS - Role description - Farm Assistant](https://myplsso.education.nsw.gov.au/q/NT00946) |[ ]   |
| PLNTS – SMART Goals for FAs | My PL Code: **NT00990**[Click here to register for PLNTS - SMART Goals for Farm Assistants](https://myplsso.education.nsw.gov.au/q/NT00990) |[ ]   |
| PLNTS – Communication | My PL Code: **NT00746**[Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |[ ]   |

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| **Optional – Anywhere, Anytime professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**[Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |[ ]   |
| PLNTS – Supporting students | My PL Code: **NT00675**[Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |[ ]   |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**[Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |[ ]   |
| Chemwatch – GoldFFX Training presentation | My PL Code: **NT00872**[Click here to register for Chemwatch - GoldFFX](https://myplsso.education.nsw.gov.au/q/NT00872) |[ ]   |
| PLNTS – Risk management in the workplace | My PL Code: **NT00688**[Click here to register for PLNTS - Risk management in the workplace](https://myplsso.education.nsw.gov.au/q/NT00688) |[ ]   |
| PLNTS – Role description – FA – Recording | My PL Code: **NT01022**[Click here to register for PLNTS - Role description - Farm Assistant](https://myplsso.education.nsw.gov.au/q/NT01022) |[ ]   |

### General Assistant (GA)

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| **Optional – Live professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**[Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |[ ]   |
| PLNTS – Role description – GA | My PL Code: **NT00945**[Click here to register for PLNTS - Role description - General Assistant](https://myplsso.education.nsw.gov.au/q/NT00945) |[ ]   |
| PLNTS – SMART Goals for GAs | My PL Code: **NT00989**[Click here to register for PLNTS - SMART Goals for General Assistants](https://myplsso.education.nsw.gov.au/q/NT00989) |[ ]   |
| PLNTS – Communication | My PL Code: **NT00746**[Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |[ ]   |

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| **Optional – Anywhere, Anytime professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**[Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |[ ]   |
| PLNTS – Supporting students | My PL Code: **NT00675**[Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |[ ]   |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**[Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |[ ]   |
| Chemwatch – GoldFFX Training presentation | My PL Code: **NT00872**[Click here to register for Chemwatch - GoldFFX](https://myplsso.education.nsw.gov.au/q/NT00872) |[ ]   |
| PLNTS – Risk management in the workplace | My PL Code: **NT00688**[Click here to register for PLNTS - Risk management in the workplace](https://myplsso.education.nsw.gov.au/q/NT00688) |[ ]   |
| PLNTS – Role description – GA – Recording | My PL Code: **NT01021**[Click here to register for PLNTS - Role description - General Assistant](https://myplsso.education.nsw.gov.au/q/NT01021) |[ ]   |

### School Administrative Manager (SAM)

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| **Optional – Live professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**[Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |[ ]   |
| PLNTS – Statement of Duties – SAMs | My PL Code: **NT00940**[Click here to register for PLNTS - Statement of Duties - School Administrative Manager](https://myplsso.education.nsw.gov.au/q/NT00940) |[ ]   |
| PLNTS – SMART Goals for SAMs | My PL Code: **NT00744**[Click here to register for PLNTS - SMART Goals for School Administrative Managers](https://myplsso.education.nsw.gov.au/q/NT00744) |[ ]   |
| PLNTS – Communication | My PL Code: **NT00746**[Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |[ ]   |
| PLNTS – Management of school records | My PL Code: **NT00713**[Click here to register for PLNTS - Management of school records](https://myplsso.education.nsw.gov.au/q/NT00713) |[ ]   |

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| **Optional – Anywhere, Anytime professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**[Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |[ ]   |
| PLNTS – Supporting students | My PL Code: **NT00675**[Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |[ ]   |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**[Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |[ ]   |
| PLNTS – School finance | My PL Code: **NT00678**[Click here to register for PLNTS - School finance](https://myplsso.education.nsw.gov.au/q/NT00678) |[ ]   |
| PLNTS – Statement of Duties – SAMs - Recording | My PL Code: **NT01019**[Click here to register for PLNTS - Statement of Duties - School Administrative Manager](https://myplsso.education.nsw.gov.au/q/NT01019) |[ ]   |

### School Administrative Officer (SAO)

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| **Optional – Live professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**[Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |[ ]   |
| PLNTS – Statement of Duties – SAO | My PL Code: **NT00939**[Click here to register for PLNTS - Statement of Duties - School Administrative Officer](https://myplsso.education.nsw.gov.au/q/NT00939) |[ ]   |
| PLNTS – SMART Goals for SAOs | My PL Code: **NT00745**[Click here to register for PLNTS - SMART Goals for School Administrative Officers](https://myplsso.education.nsw.gov.au/q/NT00745) |[ ]   |
| PLNTS – Communication | My PL Code: **NT00746**[Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |[ ]   |

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| **Optional – Anywhere, Anytime professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**[Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |[ ]   |
| PLNTS – Supporting students | My PL Code: **NT00675**[Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |[ ]   |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**[Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |[ ]   |
| PLNTS – Temporary Residents Program | My PL Code: **NT00845**[Click here to register for PLNTS - Temporary Residents Program](https://myplsso.education.nsw.gov.au/q/NT00845) |[ ]   |
| PLNTS – Statement of Duties – SAO – Recording | My PL Code: **NT01016**[Click here to register for PLNTS - Statement of Duties - School Administrative Officer](https://myplsso.education.nsw.gov.au/q/NT01016) |[ ]   |

### School Learning Support Officer (SLSO)

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| **Optional – Live professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**[Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |[ ]   |
| PLNTS – Statement of Duties – SLSO | My PL Code: **NT00941**[Click here to register for PLNTS - Statement of Duties - School Learning Support Officer](https://myplsso.education.nsw.gov.au/q/NT00941) |[ ]   |
| PLNTS – SMART Goals for SLSOs | My PL Code: **NT00747**[Click here to register for PLNTS - SMART Goals for School Learning Support Officers](https://myplsso.education.nsw.gov.au/q/NT00747) |[ ]   |
| PLNTS – Communication | My PL Code: **NT00746**[Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |[ ]   |
| PLNTS – Autism: An introduction to supporting students for SLSOs | My PL Code: **NT00847**[Click here to register for PLNTS - Autism: An introduction to supporting students for SLSOs](https://myplsso.education.nsw.gov.au/q/NT00847) |[ ]   |

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| **Optional – Anywhere, Anytime professional learning** |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**[Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |[ ]   |
| PLNTS – Supporting students | My PL Code: **NT00675**[Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |[ ]   |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**[Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |[ ]   |
| PLNTS – Assistive technology | My PL Code: **NT00723**[Click here to register for PLNTS - Assistive technology](https://myplsso.education.nsw.gov.au/q/NT00723) |[ ]   |
| PLNTS – Statement of Duties – SLSO – Recording | My PL Code: **NT01018**[Click here to register for PLNTS - Statement of Duties - School Learning Support Officer](https://myplsso.education.nsw.gov.au/q/NT01018) |[ ]   |

## Other suggestions and links

1. Professional Learning Non-Teaching Staff (PLNTS)

Please visit the [Professional Learning Non-Teaching Staff (PLNTS) website](https://education.nsw.gov.au/teaching-and-learning/professional-learning/professional-learning-for-non-teaching-staff) for additional school based non-teaching staff learning options.

You might also like to read our [other online learning resources for non-teaching staff](https://education.nsw.gov.au/content/dam/main-education/teaching-and-learning/professional-learning/professional-learning-for-non-teaching-staff/media/documents/Other-Online-Learning-Resources-for-NTS.pdf) document that is available on our intranet site.

We also have [useful links for school based non-teaching staff](https://education.nsw.gov.au/teaching-and-learning/professional-learning/professional-learning-for-non-teaching-staff/resources) that may assist you navigate the Department intranet

Contact us:

 PLNTS@det.nsw.edu.au

Add our tile to your staff portal:



1. School Partnerships and Learning Enablement (SPLE)

The SPLE team supports school-based staff in operational processes and practices across the range of EDConnect services.

[EDConnect Training and Coaching](https://my.education.nsw.gov.au/inside-the-department/edconnect/about-us/school-partnerships-and-learning-enablement)

1. Human Resources

 [Pay, leave & benefits for non-teaching staff](https://my.education.nsw.gov.au/human-resources/pay-leave-and-benefits/non-teaching-staff-in-schools)