# School Administrative Officer (SAO) Learning and Development

Refer to [Professional learning for non-teaching staff](https://education.nsw.gov.au/teaching-and-learning/professional-learning/professional-learning-for-non-teaching-staff) for all classifications of non-teaching staff professional learning options.

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| **First Name:** | Click or tap here to enter text. | **Last Name:** | Click or tap here to enter text. |
| **School Name:** | Click or tap here to enter text. | **Year:** | Click or tap here to enter text. |

## Relevant links

[Mandatory Induction Training](https://my.education.nsw.gov.au/inside-the-department/induction/for-school-based-employees/mandatory-induction-training)

[MyPL](https://myplsso.education.nsw.gov.au/pages/custom-pages_home?menu=home)

[Performance and development for non-teaching staff in schools](https://education.nsw.gov.au/human-resources/performance/non-teaching-staff-in-schools)

## Professional learning – role-specific

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| Course | MyPL code | Delivery | Learning outcomes | Complete |
| Statement of Duties – School Administrative Officer | [NT01016](https://myplsso.education.nsw.gov.au/q/NT01016)  | Recorded MyPL (25 min) | An introduction to the School Administrative Officer role by exploring the statement of duties and conditions of employment. |[ ]
| SMART Goals for Non-teaching staff in schools | [NT01665](https://myplsso.education.nsw.gov.au/mylearning/catalogue/index?menu=Home#/detail?page=1&pageSize=10&openSessionsOnly=false&search=NT01665&details=%2Fmylearning%2Fcatalogue%2Fdetails%2Fd23220b1-442d-ec11-948f-0003ff14d70b) | RecordedMyPL (1 hour) | Understand the meaning, purpose and structure of SMART goals and how it can be applied in individual and team goal setting |[ ]

## Professional learning – recommended

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| Course | MyPL code | Delivery | Learning outcomes | Complete |
| PLNTS – Applying for a SAS staff role e-learning program | [NT00822](https://myplsso.education.nsw.gov.au/q/NT00822) | eLearning – MyPL (4 modules – total 2.5 hours) | Applying for a SAS staff role e-learning program is designed to assist you to navigate the journey from application to the interview process. |[ ]
| PLNTS – Chemwatch – GoldFFX Training Presentation  | [NT00872](https://myplsso.education.nsw.gov.au/q/NT00872)  | eLearning –MyPL (1 hour) | A basic user’s guide to Chemwatch GoldFFX. Includes training on searching, creating a Manifest and Risk Assessments |[ ]
| PLNTS – Commitment to Customer Service | NT00712 | RecordedMyPL(1 hour) | Understand customer service in a school environment and best practice in complaints handling and management |[ ]
| PLNTS – Communication | [NT01103](https://myplsso.education.nsw.gov.au/q/NT01103) | Recorded MyPL(1 hour) | Communication in a school can take on many forms. This interactive session provides hints and tips for getting the most from your communication with students, families, staff and community |[ ]
| PLNTS – Create a positive image | [NT00664](https://myplsso.education.nsw.gov.au/q/NT00664) | RecordedMyPL (45 min) | Learn how to develop skills to create a positive image of yourself and your school and understand how appearances impact on school image. | [ ]  |
| PLNTS – Customer complaints – role of SAS Staff | [NT00693](https://myplsso.education.nsw.gov.au/q/NT00693) | RecordedMyPL (40 min) | Gain a deeper understanding of the department’s complaints handling processes and learn how best to defuse customer tensions in difficult situations. |[ ]
| PLNTS – Develop a customer service statement  | [NT00665](https://myplsso.education.nsw.gov.au/q/NT00665) | RecordedMyPL (35 min) | Learn how to create a school customer service vision and acquire the skills required to deliver excellent face-to-face customer service and deliver on the school’s customer service vision. |[ ]
| PLNTS – Establishing team values | [NT01730](https://myplsso.education.nsw.gov.au/mylearning/catalogue/index?menu=Home#/list?page=1&pageSize=10&openSessionsOnly=false&search=NT01730) | RecordedMyPL(1 hour) | Explores the importance of establishing team values and how these values can contribute to a high function SAS Staff team |[ ]
| PLNTS – Introduction to Growth mindset | [NT01736](https://myplsso.education.nsw.gov.au/mylearning/catalogue/index?menu=Home#/list?page=1&pageSize=10&openSessionsOnly=false&search=NT01736) |  RecordedMyPL(1 hour) | Understand the difference between a fixed and a growth mindset. Learn how to bring a positive change to our workplace and how important it is to adopt an attitude which leads to life-long learning, job satisfaction and continuous improvement. |[ ]
| PLNTS – Introduction to Science – Part A – School Administrative Officer – Science Laboratory eLearning Program  | [NT01222](https://myplsso.education.nsw.gov.au/q/NT01222)  | eLearning MyPL (6 hours 15 min) | This eLearning program is made up of nine modules contained within two sections. **1**: My role as a Science Assistant Officer – Science Laboratory, **2:** Science, Health and Safety, **3**: CSIS package, **4**: Chemwatch for beginners. Periodic Table and Calculations: **5:** The Periodic Table, **6:** Calculating molecular weight, **7:** Preparing a solution using a solid concentrate, **8:** Calculating the molarity of a percentage liquid concentrate, **9**: Preparing a solution using a liquid concentrate of a known molarity or concentration. |[ ]
| PLNTS – Keeping staff informed | [NT00685](https://myplsso.education.nsw.gov.au/q/NT00685) | Recorded MyPL (1 hour) | In this interactive session, learn the intricacies of internal communication, why it is important, the benefits of sharing knowledge and apply particular techniques for effective communication |[ ]
| PLNTS – Local School Inductions  | [NT01102](https://myplsso.education.nsw.gov.au/q/NT01102) | Recorded MyPL (31 min) | This session will provide you with ideas and guidelines for designing a localised induction program for your school environment. | [ ]  |
| PLNTS – Introduction to Policies procedures and guidelines | [NT01442](https://myplsso.education.nsw.gov.au/mylearning/catalogue/index?menu=Home#/list?page=1&pageSize=10&openSessionsOnly=false&search=NT01442) | Recorded MyPL (1 hr) | This interactive session explores a number of key DoE policies and procedures including those related to finance, business reporting and workplace health and safety. |[ ]
| PLNTS – Statement of Duties – School Administrative Officer – Recorded | [NT01016](https://myplsso.education.nsw.gov.au/q/NT01016) | Recorded MyPL (25 min) | An introduction to the School Administrative Officer role by exploring the statement of duties and conditions of employment. |[ ]
| PLNTS – Structure of DoE from a school perspective – recorded | [NT01739](https://myplsso.education.nsw.gov.au/mylearning/catalogue/index?menu=Home#/list?page=1&pageSize=10&openSessionsOnly=false&search=NT01739) | Recorded MyPL (1 hour) | This program is designed to further introduce best practice and role classification information for newly appointed or relieving school based non-teaching staff in the first twelve months of their role. |[ ]
| PLNTS – Student wellbeing | [NT00676](https://myplsso.education.nsw.gov.au/q/NT00676) | RecordedMyPL (25 min) | Understand the behaviour code for students in NSW public schools and its application; acknowledge the purpose and processes of the School Wellbeing Procedure and learn how to build and maintain respectful relationships with students and the community. |[ ]
| PLNTS – Team objectives | [NT00681](https://myplsso.education.nsw.gov.au/q/NT00681) | RecordedMyPL (40 min) | Provides a greater understanding of how to contribute to team objectives, prioritise allocated tasks and respond flexibly to changing circumstances. |[ ]
| PLNTS – Time Management | [NT01441](https://myplsso.education.nsw.gov.au/q/NT01441)  | Recorded MyPL (1 hour) | This interactive session explores time management and how the process of planning and exercising conscious control of time spent on specific activities can result in increased effectiveness, efficiency and productivity within school teams. |[ ]
| PLNTS – Working through change in schools | [NT01741](https://myplsso.education.nsw.gov.au/mylearning/catalogue/index?menu=Home#/list?page=1&pageSize=10&openSessionsOnly=false&search=NT01741) | RecordedMyPL(1 hour) | This interactive session will not only be useful for participants for handling changes in their own lives (especially their working lives) it will equip them to help others to better handle change. |[ ]
| PLNTS – Written communication | [NT00695](https://myplsso.education.nsw.gov.au/q/NT00695) | RecordedMyPL (1 hour) | Understand the need for consistency in all correspondence, how to make online communications accessible and how to have written communications translated to meet needs of customers from diverse language backgrounds. |[ ]