



Education

## Appendix 10 – School Principal's Pack



# Working with Children Check School Principal's Pack

The school principal's pack provides additional resources to help schools carry out their responsibilities under the Department of Education's Working with Children Check policy and procedure.

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## 1. Overview of the WWCC Procedure

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### Your responsibilities and using the A-Z Policy Implementation Tool:

As a school principal, you have certain responsibilities under the *Child Protection (Working with Children) Act 2012*, and the department's Working with Children Check (WWCC) Policy and Procedure. You are also required to upload evidence of compliance with the WWCC policy and procedure to the A-Z Policy Implementation Tool. Below is a summary of your responsibilities and examples of what evidence you can upload to the A-Z Policy Implementation Tool.

#### a) Your responsibilities for existing Staff :

- Ensure that your existing staff (staff who were employed immediately prior to 15 June 2013) are aware of the WWCC transitional schedule (WWCC procedure- Appendix 9) and are encouraged to apply for their WWCC as early as the transitional schedule allows.
- Ensure that your existing staff are aware that if they fail to obtain a WWCC by the final compliance date, they can no longer be employed in a child related role (see WWCC procedure, section 9 for further guidance).
- For all staff in secondary schools, the earliest they can transition is from 1 April 2016. The final compliance date for this group is **31 March 2017**.
- For teaching staff in primary schools, the earliest they can transition is from 30 January 2017. The final compliance date for this group is **31 December 2017**.
- For non-teaching staff in primary schools, the earliest they can transition is from 1 April 2017. The final compliance date for this group is **31 March 2018**.

#### Evidentiary examples for the A-Z Policy Implementation Tool:

- ❖ As evidence that principals have communicated the above information to their staff, copies of emails to staff or meeting minutes where the issue was discussed can be uploaded to the A-Z Policy Implementation Tool.

#### b) Your responsibilities for volunteers and contractors who need to complete Appendix 5:

- Check the not to be employed database.
- Collect the Declaration (Appendix 5) and 100 points of ID.
- Keep appropriate records for 7 years.

#### Evidentiary examples for the A-Z Policy Implementation Tool:

- ❖ As evidence that principals have complied with this section of the WWCC policy and procedure, a copy of the "Principal's WWCC Register" can be uploaded to the A-Z Policy Implementation Tool. See section 5 below. Copies of individual's identification should not be stored in the A-Z Policy Implementation Tool.

### **c) Your responsibility to verify the WWCC:**

- For all recruitment coordinated by Human Resources (HR) (e.g. teachers and permanent or temporary school administration and support staff), HR will verify the WWCC clearance. No further action is required by principals.
- For recruitment of casual teachers arranged by principals, principals are required to:
  - Check the not to be employed database through eCPC.
  - Check for a current approval to teach through eCPC.
- For recruitment of casual school administration and support staff, or volunteers and contractors who need to obtain a WWCC, principals are required to:
  - Check the not to be employed database through eCPC.
  - Submit the WWCC clearance number for verification through eCPC.
  - Wait for notification from HR that the worker can be employed.
- If the worker coming in to the school has been engaged by a third party employer (e.g. a paid employee of the P&C, a Special Religious Educator or cleaners in schools) the employer must provide written advice to the principal that the worker's WWCC clearance has been verified.

#### **Evidentiary examples for the A-Z Policy Implementation Tool:**

- ❖ As evidence that principals have complied with this section of the WWCC policy and procedure, a sample of screenshots of eCPC can be uploaded to the A-Z Policy Implementation Tool. See section 6 below.

### **d) Your responsibilities for record Keeping:**

- For recruitment coordinated by HR, this information is captured through the relevant HR system. Once entered into the system for verifying, it is captured automatically and no further action is required.
- For recruitment coordinated by principals, the principal must keep a record of the:
  - WWCC clearance
  - a completed Appendix 5
  - a completed Appendix 7
  - a completed Appendix 8
  - a copy of the 100 points of ID (appendix 6)
- The "Principal's WWCC Register" (section 5 below) can be used as a register to record eCPC activities and retention of documentation.

#### **Evidentiary examples for the A-Z Policy Implementation Tool:**

- ❖ As evidence of compliance with this section of the WWCC policy and procedure, a copy of the "Principal's WWCC Register" can be uploaded to the A-Z Policy Implementation Tool. See section 5 below. Copies of individual's identification should not be stored in the A-Z Policy Implementation Tool.

## 2. WWCC requirements – School Principal’s Quick Reference Guide

	Category	Responsible for submitting WWCC clearance through eCPC	WWCC clearance	Appendix 7	Appendix 8	Appendix 5	Appendix 11	100 points of ID
Paid employees	All permanent staff in schools	No action required by school principal						
	Temporary and casual non-teaching staff in schools	School principal	✓	✓	✓			✓
Volunteers	Specified volunteers 18 years or older*	School principal	✓				✓	✓
	Parent volunteers, and volunteers under 18 years of age	School principal				✓		✓
	Volunteers for the Duke of Edinburgh Award	School principal	✓				✓	
Contractors	Contractors in child related work, engaged by School Principal** (see clause 3 of WWCC procedures for definitions)	School principal	✓				✓	✓
	Contractors engaged in non-child related work	School principal				✓		✓
	Cleaners in schools	Prior to the start of each semester, the cleaner’s employer (eg Spotless or Menzies) will confirm in writing to the principal that the person has met relevant requirements under the Act and provide the persons full name and D.O.B for a NTBE database search	✓					✓
Students	Teacher education students undertaking internship	Prior to the start of each semester, the higher education institution will confirm in writing to the Director, Recruitment and Employment that the person has met relevant requirements under the Act	✓					✓
	Students undertaking practical training for an educational or vocational course	Prior to the start of each semester, each course workplace supervisor will confirm	✓					✓

	Category	Responsible for submitting WWCC clearance through eCPC	WWCC clearance	Appendix 7	Appendix 8	Appendix 5	Appendix 11	100 points of ID
		in writing to the principal that the person has met relevant requirements under the Act						
Religious workers	Work as a minister, priest, rabbi, mufti or other like religious leader	Prior to the start of the work, the religious organisation will confirm in writing to the principal that that the person has met relevant requirements under the Act and provide the persons full name and D.O.B for a NTBE database search	✓					✓
	Work as a Special Religious Educator or Special Educator in Ethics	Prior to the start of the work, the employer will confirm in writing to the principal that that the person has met relevant requirements under the Act and provide the persons full name and D.O.B for a NTBE database search	✓					✓
P&C	Paid employees of the School Parents and Citizens' Association working in schools	Prior to the start of the work, the P&C will confirm in writing to the principal that the person has met relevant requirements under the Act, and provide the persons full name and D.O.B for a NTBE database search	✓					✓
	Volunteers of the School Parents and Citizens' Association working in schools.	The P&C will provide correct documentation to the principal and provide the persons full name and D.O.B for a NTBE database search				✓		✓
	Specified volunteers of the School Parents and Citizens' Association working in schools	The P&C will provide correct documentation to the principal and provide the persons full name and D.O.B for a NTBE database search	✓				✓	✓

\* See definition in clause 3.1 of WWCC procedure

\*\* See list of examples of contractors in schools in clause 3.3 of WWCC procedure

### 3. Pre-employment checks on eCPC

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Before any new staff can be employed the following checks must be carried out on Electronic Casual Pay Claims (eCPC).

#### For all new staff – check whether the person can be employed

Check the ‘not to be employed’ (NTBE) database by carrying out a Person Search on eCPC.

Click on ‘Person Search’, enter the employee’s name, then click ‘Search’.

Check to see if the person is on the list. *Note:* be sure to click on any additional IDs as well.

If the person cannot be employed the search will result in a message like this:

12-Oct-2016 11:31

Employee - 1014767 - Willett, Gary is not to be employed. Contact the People and Careers Probity and Risk Unit on 9836 9995

[Employee prompt](#)  
Employee 1014767

If the person is not on the NTBE database the search will result in a message like this:

Enquiry returned no results

**Emp ID : 1-0 of 0**

**Person Search Results**

More guidance is available by clicking on ‘How do I check if a person can be employed?’ on the eCPC home page.

#### For new casual School Administrative and Support Staff (SASS)

To avoid creating a duplicate ID, first check if the person has been employed previously by the Department of Education.

The example below shows that screening has been completed:

[Permanent/Temporary Employee Details](#)

<b>Employee</b>	1303916 -- Fulton, Hayley
<b>Address</b>	
<b>Approval Date</b>	

No Teaching Approval - advise applicant to apply at [Teach.NSW](#) website

SASS Screening Clear

**Current Hours**

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
------------	------------	------------	------------	------------	------------	------------

The example below shows a pending screening approval:

14 Oct 2011

**Permanent/Temporary Employee Details**

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**Employee** 1239539 -- Purdy, Rhys  
**Address**  
**Approval Date** 20-Dec-2011

No Teaching Approval - advise applicant to apply at *Teach.NSW* website

SASS Screening Approval Pending

**Current Hours**

If the employee has no previous ID then create a new ID and make a new screening request using the button at the foot of the page.

More guidance is available by clicking on ‘How do I screen a casual/temporary SASS employee?’ on the eCPC home page.

**For teachers – check whether teachers have teaching approval**

Click on ‘Person Search’, enter the employee’s name, then click ‘Search’.

Select the employee’s ID from the list.

The employee’s teaching approval status will be displayed on the Employee Details screen in the colour shown:

Green	Teaching approval is <b>current</b> , new employee may be engaged
Blue	Teaching approval is <b>current</b> , but employee may not be engaged, either due to employee already working at full capacity or pending completion of screening
Red	No current teaching approval, may not be engaged

If a teacher does not have a teaching approval cleared, eCPC will inform the SAM/Principal to advise the applicant to apply at Teach NSW.

Examples of approval status information are shown below:

14 Oct 2011

**Permanent/Temporary Employee Details**

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**Employee** 1303239 -- Michael, Stephen  
**Address**  
**Approval Date** 08-Sep-2016 Approval Expires- 08-Mar-2017

Teaching Approval Current - Available for engagement

SASS Screening Clear

**Current Hours**



**Permanent/Temporary Employee Details**

**Employee** 1305874 -- Chenoweth, Julianne  
**Address**  
**Approval Date**

No Teaching Approval - advise applicant to apply at *Teach.NSW* website

SASS Screening Status - New Application Required; use the **Screen SASS Employee** button at the bottom of this page

**Current Hours**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00

More guidance is available by clicking on 'How do I check a teaching approval?' on the eCPC homepage:

**Teaching Approvals****How do I check a teaching approval?**

Click on Person Search option and then enter name of employee. If the employee is displayed on the list, click on the ID number.

The employee's Teaching Approval status and availability for engagement will be displayed on the Employee Details screen with colour-coded messages:

Colour codes:

- Green** - Teaching approval is **current** and can proceed to engage a new engagement
- Blue** - Teaching approval is **current** but cannot proceed to engage a new engagement now due to working at full capacity or pending screening
- Red** - No current teaching approval and cannot proceed

Messages:

Teaching Approval Current - Available for engagement

Teaching Approval Current - Not Available for engagement

Teaching Approval Current - Not Available for engagement (Separated. Pending Screening)

No Teaching Approval - advise applicant to apply at *Teach.NSW* website

Teaching Approval Expired - advise applicant to re-apply at *Teach.NSW* website

Teaching Approval Revoked

Teaching Approval Inactive

If the teacher has an enquiry concerning the application for employment process, please request the teacher to contact TeachNSW on 1300 300 498.

**For volunteers or contractors**

To avoid creating a duplicate ID, first check if the person has been employed previously by the Department of Education.

This example bellows shows an existing employee with volunteer/contractor approval:

12-Oct-201

**Permanent/Temporary Employee Details**

**Employee** 1305651 -- Taylor, Rebecca  
**Address**  
**Approval Date**

No Teaching Approval - advise applicant to apply at *Teach.NSW* website

SASS Screening Status - New Application Required; use the **Screen SASS Employee** button at the bottom of this page

Volunteer/Contractor Screening Clear

**Current Hours**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The example below shows an existing employee with approval for SASS employment only:

12-Oct-2016 11

Permanent/Temporary Employee Details

**Employee** 7763560 -- Smith, Anna  
**Address**  
**Approval Date** 01-Aug-2005

No Teaching Approval - advise applicant to re-apply at *Teach.NSW* website

SASS Screening Clear

Current Hours

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Service History

If the eCPC record does not state that volunteer/contractor screening is clear then the employee has no clearance and a new screening request needs to be made.

If the employee has no previous ID then create a new ID and make a new screening request using the button at the foot of the page.

More guidance is available by clicking on 'How do I screen a volunteer/contractor?' on the eCPC home page.

## 4. WWCC - School Principal's Checklist

Checklist Contents Table		
<b>Permanent teaching and non-teaching staff in schools</b>	Checklist 1	Page 12
<b>Locally managed temporary and casual teaching and non-teaching employment</b>	Checklist 2	Page 13
<b>Volunteers and contractors:</b>		
Specified volunteers and contractors engaged by the school are volunteers: <ul style="list-style-type: none"> <li>• providing personal care to children with a disability, or</li> <li>• volunteers providing mentoring services, or</li> <li>• non-parent volunteers, or</li> <li>• contractors in child-related positions</li> </ul>	Checklist 3.1	Page 14
All other volunteers and contractors engaged by a school (parent volunteers).	Checklist 3.2	Page 15
<b>Persons working for a religious organisation (for example, work as a minister, priest, rabbi, mufti or other religious leader or spiritual office) and providers of Special Religious Education (SRE)</b>	Checklist 4	Page 15
<b>Persons working for School Parents and Citizens' (P&amp;C) Associations</b>	Checklist 5	Page 16
<b>Teacher education students and other people undertaking practical training as part of an educational or vocational course in NSW Public schools</b>	Checklist 6	Page 16.

**WWCC Checklist 1 – Permanent teaching and non-teaching staff in schools**

	Step detail	More information	Done?
1.	School principal submits the advertisement for a recruitment process through the department, using the e-Recruitment system	<a href="#">Staffing procedure for the Teaching Service</a> <a href="#">Merit selection procedure (SASS)</a>	Yes <input type="checkbox"/>
2.	School principal conducts the selection process as per the recruitment procedure, including completing a structured referee check	<a href="#">Staffing procedure for the Teaching Service</a> <a href="#">Merit selection procedure (SASS)</a> WWCC procedure section 14	Yes <input type="checkbox"/>
3.	Recommended applicant reports submitted to HR	<a href="#">Staffing procedure for the Teaching Service</a> <a href="#">Merit selection procedure (SASS)</a>	Yes <input type="checkbox"/>
4.	Pre-employment screening processes (including WWCC verification) are managed by HR, who will inform principal of the outcome	Relevant contact in HR	Yes <input type="checkbox"/>

**WWCC Checklist 2 – Locally managed temporary and casual teaching and non-teaching employment**

	Step detail	More information	Done?
1.	New person identified for child-related employment		
2.	<p>Check the NTBE database through eCPC to establish person's current approval for employment status.</p> <ul style="list-style-type: none"> <li>For teachers – eCPC search must return a "Teaching Approval Current" result</li> <li>For non-teaching staff – eCPC search must return a "SASS screening clear" result</li> </ul> <p>If one of the two results listed above is shown, the person can be employed</p>	WWCC procedure section 6	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
3.	<p>If one of the two results listed in (2) is not shown, the person cannot be employed.</p> <ul style="list-style-type: none"> <li>Teachers should be instructed to apply for an "Approval to Teach" via <a href="http://www.teach.nsw.edu.au">www.teach.nsw.edu.au</a>. Once the person has completed this process, go back to step (2) above to complete WWCC requirements</li> <li>Non-teaching staff must provide their WWCC clearance as well as: <ul style="list-style-type: none"> <li>Completed Appendix 7</li> <li>Completed Appendix 8</li> <li>100 points of ID</li> </ul> </li> </ul>	WWCC procedure section 6	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
4.	For non-teaching staff, once the documentation in (3) has been collected, the screening request is submitted through eCPC		Yes <input type="checkbox"/> N/A <input type="checkbox"/>
5.	When result is returned, eCPC will display the outcome. Employment cannot begin until status in eCPC shows a clearance for employment	School Principal's Pack section 6	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
6.	The original completed documentation (see step 3) has been filed in secure storage	WWCC procedure section 10	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

## WWCC - Volunteers and contractors in child related employment, engaged by the school

### a) WWCC Checklist 3.1 - Specified volunteers, defined as:

- i. volunteers providing personal care services to children with disabilities involving intimate contact with those children (such as assistance with toileting, bathing or dressing). This includes parent volunteers, or
- ii. volunteers providing mentoring services as part of a formal mentoring program provided by a government or non-government agency, this includes parent volunteers; or
- iii. volunteers at a school who are not parents or close relatives of a child at the school at which they are volunteering

	Step detail	More information	Done?
1.	Prior to engaging the person, the <i>"not to be employed"</i> database has been checked via eCPC.  If the person is on the <i>"not to be employed"</i> database, they cannot be engaged.	WWCC procedure section 13	Yes <input type="checkbox"/>
2.	The person has provided the following:  (i) WWCC Clearance  (ii) Proof of Identity that meets the 100-point check	WWCC procedure section 4	Yes <input type="checkbox"/>
3.	Verification of WWCC Clearance has been initiated via eCPC.	WWCC procedure section 6	Yes <input type="checkbox"/>
4.	eCPC has provided advice on whether the applicant has met screening requirements:  <ul style="list-style-type: none"> <li>• If the person is cleared, eCPC will display "volunteer/contractor screening clear"</li> <li>• If the person is not cleared, the person cannot be engaged.</li> </ul>	WWCC procedure section 6	Yes <input type="checkbox"/>
5.	If the person meets the relevant requirements and is engaged, the original completed <i>Proof of Identity</i> for the person has been filed in secure storage.	WWCC procedure section 10	Yes <input type="checkbox"/>
6.	Where the contractor is engaging a sub-contractor or an employee to perform the work, the contractor has confirmed to the principal in writing (prior to the commencement of work) that the sub-contractor or employee has met relevant requirements under the Act. The contractor is responsible for ensuring that the sub-contractor or employee has met the relevant requirements under the Act.	WWCC procedure section 6	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

**WWCC Checklist 3.2** - Parent volunteers and contractors engaged by the school in non-child-related work (other than those covered in checklist 3.1)

	Step detail	More information	Done?
1.	Prior to engaging the person, the “not to be employed” database has been checked via eCPC. If the person is on the “not to be employed” database, they cannot be engaged.	WWCC procedure section 13	Yes <input type="checkbox"/>
2.	The person has provided the following completed documentation: (i) appendix 5; and (ii) Proof of Identity that meets the 100-point check (a copy must be retained)  Once the person has provided the above, the person can be engaged.	WWCC procedure section 4	Yes <input type="checkbox"/>
3.	The person’s original completed documentation has been filed in secure storage.	WWCC procedure section 10	Yes <input type="checkbox"/>

**WWCC Checklist 4** - Persons working for a religious or ethics organisation (for example, work as a special educator in ethics, minister, priest, rabbi, mufti or other religious leader or spiritual officer) and providers of Special Religious Education (SRE)

	Step detail	More information	Done?
1.	Prior to the start of the work, the religious or ethics organisation has confirmed in writing to the principal that the person has met relevant requirements under the Act.  The list of approved SRE providers can be found at <a href="https://education.nsw.gov.au/religion-and-ethics/approved-sre-providers">https://education.nsw.gov.au/religion-and-ethics/approved-sre-providers</a>	WWCC procedure section 6	Yes <input type="checkbox"/>
2.	If the worker is providing SRE, in addition to the information in step 1, they have also provided their name and date of birth, and the school has checked the worker on the Not to be Employed database.	WWCC procedure section 6	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
3.	A copy of the confirmation has been filed.	WWCC procedure section 6	Yes <input type="checkbox"/>

**WWCC Checklist 5** - Persons working for the School Parents and Citizens' (P&C) Associations

	Step detail	More information	Done?
1.	Where the P&C has engaged a paid worker in a school, and a WWCC Clearance is required under the Act, the P&C has confirmed in writing to the principal (prior to the start of the work) that the person has a WWCC Clearance and it has been verified by the Office of the Children's Guardian.	WWCC procedure section 6	Yes <input type="checkbox"/>
2.	Where the P&C has engaged a volunteer who is not required to obtain a WWCC clearance, the person must complete  (i) Appendix 5; and (ii) Proof of Identity that meets the 100-point check (a copy must be retained) A copy of these must be provided to the school.	WWCC procedure section 4	Yes <input type="checkbox"/>
3.	A copy of the confirmation has been filed.	WWCC procedure section 6	Yes <input type="checkbox"/>

**WWCC Checklist 6** - Teacher education students and other people undertaking practical training as part of an educational or vocational course in NSW Public schools

	Step detail	More information	Done?
1.	Prior to the start of the practical training, the course workplace supervisor (coordinator) has confirmed in writing to the principal that the person has met relevant requirements under the Act.	WWCC procedure section 6	Yes <input type="checkbox"/>
2.	A copy of the confirmation has been filed.	WWCC procedure section 6	Yes <input type="checkbox"/>



## 5. Compliance with WWCC – School Principal’s WWCC Register

School principals are responsible for ensuring that prospective employees, including contractors and volunteers, are entered on eCPC prior to the engagement of new child-related staff. This template assists school principals with their record keeping obligations under the *Child Protection (Working with Children) Act 2012*. School principals must keep the following records:

- Full name (including first, middle and last name)
- Date of birth
- WWCC clearance
- Category of the worker (paid or volunteer)

For auditing purposes, records must be kept for **seven** years. To demonstrate compliance with the WWCC policy and procedure, school principals must upload documentary evidence to the A-Z Policy Implementation Tool at the end of each term. Copies of individual’s identification should not be stored in the A-Z Policy Implementation Tool. The table below can be used as a register to record eCPC activities and retention of documentation (ID collection, Appendix 5, Appendix 7 or Appendix 11):

Worker’s full name	Date of birth	NTBE checked on eCPC?	Category of Staff eg, SASS, teacher, volunteer/ contractor	WWCC number	Appendix 5, 7 or 11 collection date	eCPC outcome	100 points of ID collected
Example: Jenny Karen Smith	10/09/1989	14/10/16	SASS	WWC00XX XE	14/10/2016	Cleared	Yes
Example: Joseph Brian Brown	4/1/1960	22/10/2016	Volunteer	N/A	22/10/2016	N/A	Yes

## 6. Compliance with WWCC – Other evidentiary examples

To demonstrate compliance with the WWCC policy and procedure, school principals must upload documentary evidence to the A-Z Policy Implementation Tool at the end of each term. In addition to the WWCC Register (above), school principals may submit some of screenshots of eCPC, which will show the verification date and results for a small sample of workers. Some examples are below:

### Teacher –Teaching approval:

Permanent/Temporary Employee Details

Employee [Redacted]

Address [Redacted]

Approval Date: 01-Jan-2010

Teaching Approval: Current - Available for engagement

SASS Screening: Clear

Current Hours

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	0.00	7.00	7.00	7.00	0.00	0.00	0.00
Week 2	0.00	7.00	7.00	7.00	0.00	0.00	0.00

Current Engagement Details

Emp Type	Designation Code	Start Date	End Date	Hrs Paid Week 1 (Mon-Fri)	Hrs Paid Week 2 (Mon-Fri)
RG	CLAST	27-Jan-2016	26-Jan-2017	0.0,7.0,7.0,0.0,0.0	0.0,7.0,7.0,0.0,0.0

Service History

Service Start date	Service End date	Service FTE	Pay group
27-Jan-2017		1.00	Teacher
27-Jan-2016	26-Jan-2017	0.60	Teacher
27-Jan-2015	26-Jan-2016	0.60	Teacher
28-Jan-2014	26-Jan-2015	0.60	Teacher
29-Jan-2013	27-Jan-2014	0.60	Teacher
27-Jan-2012	28-Jan-2013	0.60	Teacher
27-Apr-2011	26-Jan-2012	0.60	Teacher
28-Jan-2011	26-Apr-2011	0.60	Teacher
27-Jan-2010	27-Jan-2011	0.60	Teacher
27-Jan-2009	26-Jan-2010	0.60	Teacher
29-Jan-2007	26-Jan-2009	0.60	Teacher
30-Jan-2006	28-Jan-2007	0.60	Teacher
28-Jan-2005	29-Jan-2006	0.40	Teacher
27-Apr-2004	27-Jan-2005	0.40	Teacher
27-Jan-2004	26-Apr-2004	0.40	Teacher

### Teacher- No teaching approval:

eCPC : eCPC Employee Display

NSW Education & Communities

Department Home | Schools NSW | TAFE NSW | Training & Industry | Other Adult Education | Employment with Us | Doing Business with Us | Our Policies | News Room

Home >> Employment with Us >> Employee Self Service >> eCPC Employee Display

Person Search

Pay Staff

Manage

Admin Functions

eCPC Home

ESS Home

Logout

Casual Employee Details

Employee [Redacted]

Address [Redacted]

Approval: Number -- Date: -- 0

Category: SASS

Status Designations: TAS3L

LWOP: On -- Expires: N --

No Teaching Approval - advise applicant to apply at [Teach.NSW](#) website

SASS Screening Status - New Application Required: use the [Screen SASS Employee](#) button at the bottom of this page

**Certification:** If you elect to add this person to the list of staff at your school/unit you must:

- Firstly select in which capacity you are engaging this person, this certifies that you
  - Have checked that Teaching Approval is **current** based on the information on this screen if engaging a teacher
  - Have the person's Employment Screening Consent form and Prohibited Employment Declaration form if engaging a new SASS or Misco
- Secondly select the relevant Add To List button

FREQUENTLY ASKED QUESTIONS

- Engaging a New Casual
- How do I enquire on an employee?
- Persons who are NOT to be employed
- Error and warning messages
- How do I add a new employee to my Staff List?
- How do I check a current teaching approval?
- SASS Screening Statuses

go to top of page

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[https://www.det.nsw.edu.au/...?Command=DisplayEmployee&ItemFormID=ECPCPCASUAL&EmployeeIDEntered=408494\[8/08/2013 12:48:28 PM\]](https://www.det.nsw.edu.au/...?Command=DisplayEmployee&ItemFormID=ECPCPCASUAL&EmployeeIDEntered=408494[8/08/2013 12:48:28 PM])

## Volunteer – volunteer screening clear:

16-Nov-2016 08:34

### Permanent/Temporary Employee Details

Employee  
Address  
Approval Date

No Teaching Approval - advise applicant to apply at Teach.NSW website

SASS Screening Status - New Application Required; use the [Screen SASS Employee](#) button at the bottom of this page

Volunteer/Contractor Screening Clear

### Current Hours

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1	7.00	7.00	7.00	7.00	7.00	0.00	0.00
Week 2	7.00	7.00	7.00	7.00	7.00	0.00	0.00

### Current Engagement Details

Emp Type	Designation Code	Start Date	End Date	Hrs Paid Week 1 (Mon-Fri)	Hrs Paid Week 2 (Mon-Fri)
BG	CLERK	09-Sep-2016		7.0,7.0,7.0,7.0,7.0	7.0,7.0,7.0,7.0,7.0

### Service History

Service Start date	Service End date	Service FTE	Pay group
22-Aug-2011		1.00	Administration

**Certification:** If you elect to add this person to the list of staff at your school/unit, you must:

1. Firstly select in which capacity you are engaging this person, this certifies that:
  - o **If engaging a teacher:** you have checked that Teaching Approval is current based on the information on this screen
  - o **If engaging new SASS staff:** you have the person's: WWC number issued by the Office of the Children's Guardian; Appendix 7 WWCC Declaration National Criminal Records check; and Appendix 8 - WWCC CRIMTRAC (NPCS Application and Consent form)
  - o **If engaging Miscellaneous staff:** you have the person's: WWC number issued by the Office of the Children's Guardian; and Appendix 5 - WWCC Declaration for volunteers and contractors (other than ASTP contractors)
2. Secondly select the relevant Add To List button

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