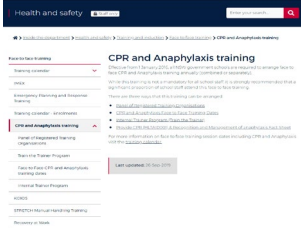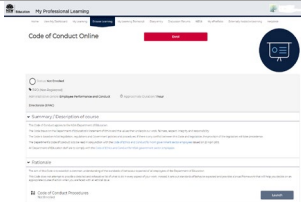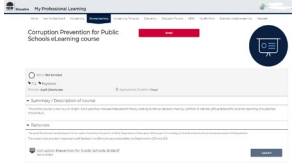# Policies & Training requiring regular review (Schools version)

Resource	Description	Review period	Pre-employment requirement (teaching service)

Cardio-Pulmonary Resuscitation (CPR) - School Specific

https://education.nsw.gov.au/inside-the-department/health-and-safety/training-and-induction/first-aid--cpr-and-anaphylaxis-training

	Description	Review period	Pre-employment requirement
	This course will provide you with the knowledge and skills required to perform cardiopulmonary resuscitation. It also provides tailored information for NSW government schools including specific examples likely to occur in a school environment and information regarding departmental policies and procedures. This training must be delivered by the Department's accredited trainers through the Train the Trainer Program.	Every year	No

Resource Type	Accredited Course	MyPL Code
Training	No	NRG01343

Code of Conduct Online

https://myplsso.education.nsw.gov.au/mylearning/catalogue/details/34fd5a0b-4f16-ea11-add0-0003ff15225d

	Description	Review period	Pre-employment requirement
	This Code of Conduct applies to the NSW Department of Education. The Code draws on the Department of Education's Statement of Ethics and the values that underpin our work: fairness, respect, integrity and responsibility. The Code is based on NSW legislation, regulations and Government policies and procedures. If there is any conflict between this Code and legislation, the provision of the legislation will take precedence. The Department's Code of Conduct is to be read in conjunction with the Code of Ethics and Conduct for NSW government sector employees issued on 20 April 2015. All Department of Education staff are to comply with the Code of Ethics and Conduct for NSW government sector employees.	Every year	No

Resource Type	Accredited Course	MyPL Code
Training	No	NR27345

Resource	Description	Review period	Pre-employment requirement (teaching service)

Corruption Prevention for Public Schools eLearning

https://myplsso.education.nsw.gov.au/mylearning/catalogue/details/af3e9d35-7560-e711-80c0-0003ff8c0a0c

	Description	Review period	Pre-employment requirement (teaching service)
	The course includes five modules that present theory relating to ethical decision making, conflicts of interest, gifts and benefits, and the reporting of suspected misconduct	Every year	No

Resource Type	Accredited Course	MyPL Code
Training	No	NRG01999

Proficient Teacher accreditation

http://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/how-accreditation-works/guide-to-accreditation

	Description	Review period	Pre-employment requirement (teaching service)
	The Australian Professional Standards for Teachers document is available on the NSW Educational Standards Authority website at http://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/how-accreditation- works/guide-to-accreditation/professional-standards	As Required	No

Resource Type	Accredited Course	MyPL Code
Certification	No	N/A

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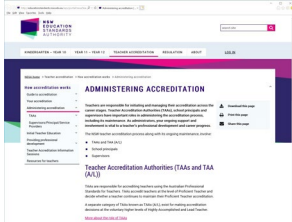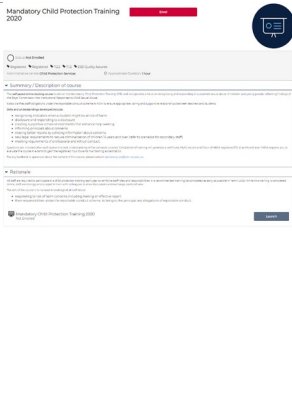For further information please email: compliance-corro@det.nsw.edu.au

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Resource	Description	Review period	Pre-employment requirement (teaching service)

Gifts & Benefits Review

https://policies.education.nsw.gov.au/policy-library/associated-documents/DoE-Gifts-Benefits-and-Hospitality-procedures-2020.pdf

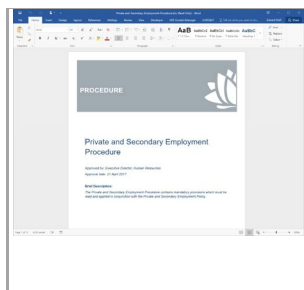|	Supervisors are to review this information with their staff each year and may do so as part of the code of conduct annual review	Every year	No

Resource Type	Accredited Course	MyPL Code	
Review	No	N/A	

Child Protection Update 2021

https://myplsso.education.nsw.gov.au/mylearning/catalogue/details/b93b3bb8-e634-eb11-b690-0003ff14e0dd

	Annual child protection update training for staff is required by policy and reflects the Department's commitment to child protection. Each update is unique and is developed in its particular context. The focus of this training is in response to findings and recommendations for the Department from the NSW Domestic Violence Death Review Team Report 2015-17 and recommendations from the Special Commission of Inquiry into the Drug 'Ice'. The aim of the course is to increase knowledge of all staff about: • responding to risk of harm concerns including making an effective report • Their responsibilities under the reportable conduct scheme, to bring to the principal any allegations of reportable conduct.	Every year	No

Resource Type	Accredited Course	MyPL Code	
Training	No	NR28898	

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Resource	Description	Review period	Pre-employment requirement (teaching service)

Private and Secondary Employment Review

https://policies.education.nsw.gov.au/policy-library/associated-documents/Private-and-Secondary-Employment-Procedure.DOC
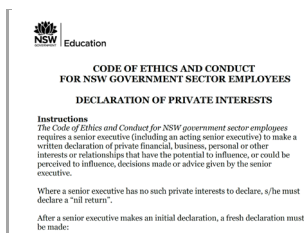
	Officers have a responsibility to declare additional work both external (private) & internal (secondary) to the Department. Please note that this resource does not apply to • casual employees in the department • temporary employees (employed for less than 10 weeks) employed under the Education (School Administrative and Support Staff) Act 1987 all permanent part time and temporary part time employees in the department. Supervisors are to review this information with their staff each year and may do so as part of the code of conduct annual review	Every year	No

Resource Type	Accredited Course	MyPL Code
Review	No	N/A

Private Interests Review

https://education.nsw.gov.au/content/dam/main-education/inside-the-department/fraud-and-corruption-prevention/policies-procedures-and-forms/Declarations-of-private-interest-form_200629.pdf

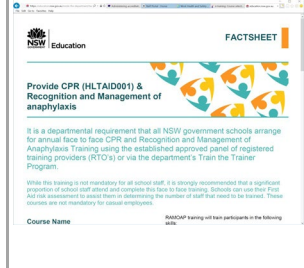|	Supervisors are to review this information with their staff each year and may do so as part of the code of conduct annual review	Every year	No

Resource Type	Accredited Course	MyPL Code
Procedure review	No	N/A

Resource	Description	Review period	Pre-employment requirement (teaching service)

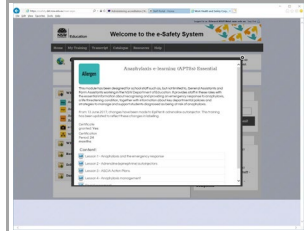## Recognition and Management of Anaphylaxis Training

https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/training-and-induction/media/documents/FACT344_CPRTraining_V2.pdf

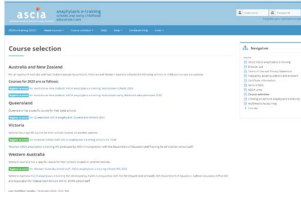|	This training focuses on the practical application of responding to anaphylaxis and complements the Department's anaphylaxis e-learning module. This training must be delivered by the Department's approved panel of registered training providers. Principals are not required to schedule an event for this course. This course can now be combined with the face to face CPR training.	Every year	No

Resource Type	Accredited Course	MyPL Code
Training	No	NR09583

Anaphylaxis e- learning (APTSs)

https://esafety.det.nsw.edu.au/main.aspx

	These modules provide staff in these roles with the essential information about recognising and providing an emergency response to anaphylaxis, a life threatening condition, together with information about key departmental policies and strategies to manage and support students diagnosed as being at risk of anaphylaxis. There are 3 modules 1. Essential 2. Leadership 3. Teaching & Administrative Staff Once you have identified which module to complete, access the link to the e-Safety system: https://esafety.det.nsw.edu.au/. Once you have done this you will need to navigate to the catalogue section, locate the relevant module and enrol.	Every 2 years	No

Resource Type	Accredited Course	MyPL Code
Training	No	N/A

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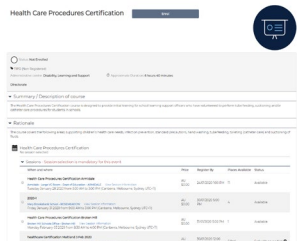Friday, 05 March 2021   Page 5 of 14

Resource	Description	Review period	Pre-employment requirement (teaching service)

ASCIA anaphylaxis e-training for schools and early chilldhood education/care

https://etraining.allergy.org.au/mod/page/view.php?id=9

	It is recommended that volunteers and other nonemployees complete the online ASCIA training	Every 2 years	Yes

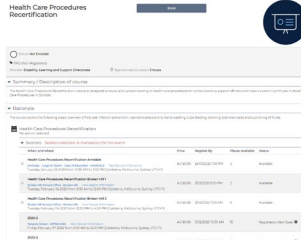| Resource Type	Accredited Course	MyPL Code
Training	No	N/A

Health Care Procedures Certification

https://myplsso.education.nsw.gov.au/mylearning/catalogue/details/78f7f3fb-2f94-e611-80c2-0003ff85fb1c
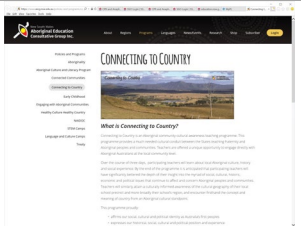
	The Health Care Procedures Certification course is designed to provide initial training for school staff who have volunteered to perform tube feeding, suctioning and/or catheter care procedures for students in schools.	Every 2 years	No

Resource Type	Accredited Course	MyPL Code
Training	No	DV00043

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Resource	Description	Review period	Pre-employment requirement (teaching service)

Health Care Procedures Recertification

https://myplsso.education.nsw.gov.au/mylearning/catalogue/details/faf7f3fb-2f94-e611-80c2-0003ff85fb1c

	The Health Care Procedures Recertification course is designed to revise and update training in health care procedures for school staff who have a current Certificate in Health Care Procedures in Schools.	Every 2 years	No

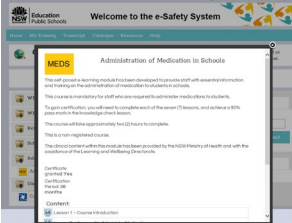| Resource Type	Accredited Course	MyPL Code
Training	No	DV00044

Connecting to Country

https://www.aecg.nsw.edu.au/policies-and-programs/connecting-to-country/

	The course is designed in increase teachers depth of insight into the myriad of social, cultural, historic, economic and political issues that continue to affect and concern Aboriginal peoples and communities. Teachers will similarly increase their awareness of the cultural geography of their local school precinct & region, and encounter first-hand the concept of country from an Aboriginal cultural stand-point. The course can only be scheduled by an AECG endorsed facilitator and is subject to copyright.	Every 3 years	No

Resource Type	Accredited Course	MyPL Code
Training	No	NRG01674

Resource	Description	Review period	Pre-employment requirement (teaching service)

Administration of Medication in Schools

https://esafety.det.nsw.edu.au/main.aspx

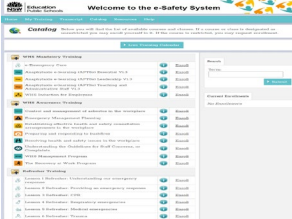|	Description	Review period	Pre-employment requirement
	Administration of Medication in Schools is a self-paced course for staff required to administer medication to students. It has been developed to provide staff with essential information and training on the administration of medication to students and will provide certification for three (3) years. To gain certification, you will need to complete each of the seven (7) lessons, and achieve a 90% pass mark in the knowledge check lesson. The course is available at e-Safety and will have completions automatically imported into MyPL on a regular basis	Every 3 years	No

Resource Type	Accredited Course	MyPL Code
Training	No	NR27160

e-Emergency Care (APTSs)

https://esafety.det.nsw.edu.au/main.aspx

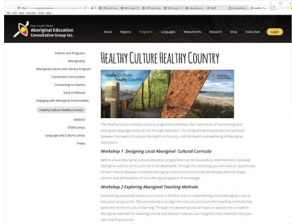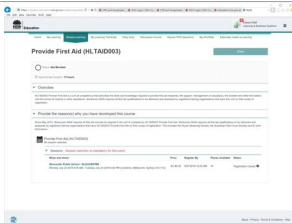|	Description	Review period	Pre-employment requirement
	e-Emergency care provides simple, effective treatment and management protocols to support staff to manage common emergencies. This training closely reflects the types of illnesses, incidents and accidents most commonly occurring in schools, during school activities and on excursions	Every 3 years	Yes

Resource Type	Accredited Course	MyPL Code
Training	No	NRG14190

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Resource	Description	Review period	Pre-employment requirement (teaching service)

Healthy Culture Healthy Country

https://www.aecg.nsw.edu.au/policies-and-programs/healthy-culture-healthy-country-2/

	Description	Review period	Pre-employment requirement
	This program emphasizes the synthesis between the health of culture, the health of Country, and the health and wellbeing of Aboriginal Australians. The 3 workshops focus on: 1. Designing Local Aboriginal cultural curricula 2. Exploring Aboriginal teaching methods 3. Cultural assessment The course can only be scheduled by an AECG endorsed facilitator and is subject to copyright.	Every 3 years	No

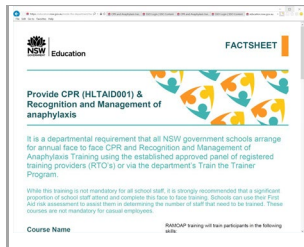| Resource Type	Accredited Course	MyPL Code
Training	No	NRG01806

Provide First Aid (HLTAID003)

https://myplsso.education.nsw.gov.au/mylearning/catalogue/details/439d8d37-3094-e611-80c2-0003ff85fb1c

	Description	Review period	Pre-employment requirement
	HLTAID003 Provide First Aid is a unit of competency that describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance. SafeWork NSW requires all first aid qualifications to be delivered and assessed by registered training organisations that have this unit on their scope of registration.	Every 3 years	No

Resource Type	Accredited Course	MyPL Code
Training	No	DV02270

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Resource	Description		Review period	Pre-employment requirement (teaching service)

Provide First Aid (HLTAID003)

https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/training-and-induction/media/documents/FACT344_CPRTraining_V2.pdf
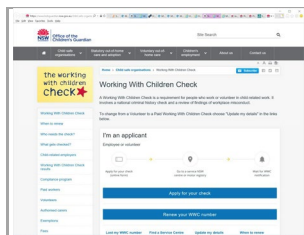

SafeWork NSW requires all first aid courses be aligned to the unit of competency HLTAID003 Provide First Aid.
All first aid qualifications are to be delivered and assessed by qualified registered training organisations that have HLTAID003 Provide First Aid on their scope of registration.
HLTAID003 describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

It is recommended that NSW government schools and departmental workplaces must arrange their first aid training through the Department's **approved panel of registered training providers**.

Review period: Every 3 years

Pre-employment requirement (teaching service): No

Resource Type	Accredited Course	MyPL Code
Training	No	DV02270

Working with Children Check

https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check

The Working with Children Check (WWCC) is an important part of the NSW Department of Education's recruitment process to prevent people who pose a risk to the safety, welfare and well-being of children from being employed or engaged in child-related work.

Applicants will be required to visit a Service NSW office to complete the process.

Review period: Every 5 years

Pre-employment requirement (teaching service): No
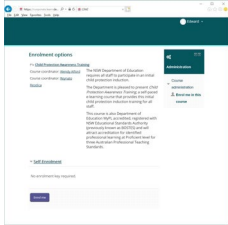
Resource Type	Accredited Course	MyPL Code
Application	No	N/A

Resource	Description	Review period	Pre-employment requirement (teaching service)

Child Protection Awareness Training

https://myplsso.education.nsw.gov.au/mylearning/catalogue/details/39369b6a-a345-eb11-b9ec-0003ff154b8a

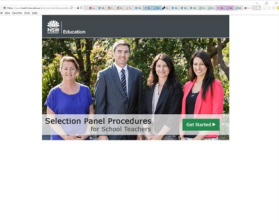|	Description	Review period	Pre-employment requirement
	The NSW Department of Education requires all staff to participate in an initial child protection induction. The *Child Protection Awareness Training* is a self-paced e-learning course that provides initial child protection induction training for all staff.	Once	No

Resource Type	Accredited Course	MyPL Code
Training	No	NR28972

Selection Panel Procedures for School Teachers

https://www.teach.nsw.edu.au/jobsnsw/selectionpaneltraining/

	Description	Review period	Pre-employment requirement
	This course has been developed for conveners and panel members of selection panels to complete as required. It is an alternative to the training package available for Principals and Directors, Educational Leadership to use when they are training groups in selection panel procedures for teacher, executive and principal positions.	As Required	No

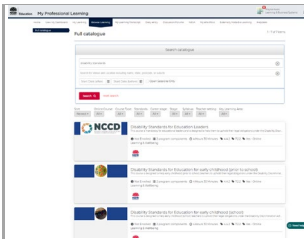| Resource Type	Accredited Course	MyPL Code
Training	No	N/A

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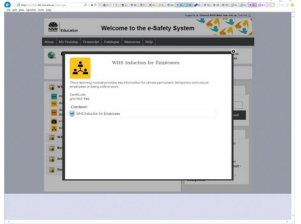
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Disability Standards for Education

https://myplsso.education.nsw.gov.au/mylearning/catalogue/index?menu=Home#/list?page=1&pageSize=10&openSessionsOnly=false&search=disability%20standards

	This course is designed to help you uphold your legal obligations under the Disability Discrimination Act 1992 (DDA) and the Disability Standards for Education 2005 (the Standards). These obligations focus on providing fair access to education for students with disability. The course may also assist classroom teachers with leadership roles in areas of curriculum. There are seven courses dependent on your role: • Early childhood (prior to school) - NRG11483 • Early childhood (school) - NRG11484 • Primary schools - NRG11488 • Education assistants - NRG11487 • Education leaders - NRG10974 • Senior secondary - NRG11490 • Junior secondary - NRG11489 Once you have identified your role, go to the above course link and select the appropriate course.	Once	No

Resource Type	Accredited Course	MyPL Code
Training	No	As listed above

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Resource	Description	Review period	Pre-employment requirement (teaching service)

Work Health & Safety Induction for Employees

https://esafety.det.nsw.edu.au/

	Description	Review period	Pre-employment requirement
	This course provides all new employees and others with key health and safety information to keep themselves and others safe whilst working for the Department. Once this course is completed online, the principal or workplace manager will provide a local level induction specific to the workplace.	Once	No

Resource Type	Accredited Course	MyPL Code
Training	No	N/A

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Resource	Description	Review period	Pre-employment requirement (teaching service)

School Communities Working Together

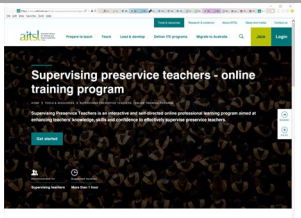h ttps://esafety.det.nsw.edu.au

	This e-learning module has been developed by the NSW School Education sector to raise awareness about anti-social and extremist behaviour in our schools. The module consists of four sessions and looks at the importance of building resilient, inclusive schools, how to support students who are at risk and additional considerations for managing anti-social and extremist behaviour in our schools. The fourth session shows some example case studies and where to find further information. All principals, school executive staff, school counsellors, and other staff as nominated by principals, need to complete the online awareness training.	Once	No

Resource Type	Accredited Course	MyPL Code
Training	No	NRG00375

Supervising preservice teachers - online training program

https://www.aitsl.edu.au/tools-resources/resource/supervising-pre-service-teachers

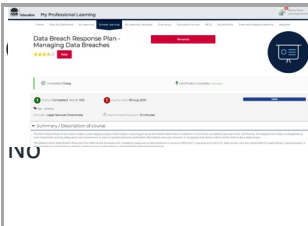|	Supervising Preservice Teachers is an interactive and self-directed online professional learning program aimed at enhancing teachers' knowledge, skills and confidence to effectively supervise preservice teachers.	Once	No

Resource Type	Accredited Course	MyPL Code
Certification	No	No

Resource	Description	Review period	Pre-employment requirement (teaching service)

Mandatory data breach preparedness training - Module 01 | Reporting Data Breaches

https://myplsso.education.nsw.gov.au/mylearning/catalogue/details/6ead55b9-0eb1-ea11-96d1-0003ff150306
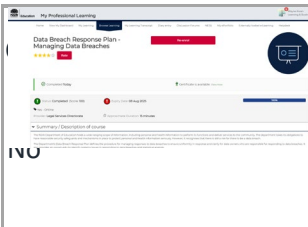
	The interactive eLearning module will enhance legal knowledge relating to privacy and data breaches and the Data Breach Response Plan. It will promote awareness of data held by schools and build confidence in handling breach situations.	Every 5 years	No

Resource Type	Accredited Course	MyPL Code
Training	No	NRG12326

Mandatory data breach preparedness training - Module 02 | Managing Data Breaches

https://myplsso.education.nsw.gov.au/mylearning/catalogue/details/ec35eece-64ba-ea11-9b04-0003ff14cf39

	If you are a Principal or data owner, you are also required to complete Module 02 – Managing Data Breaches The interactive eLearning module will inform data owners about what they need to do in the event of a suspected data breach. This module will provide course participants with an introduction to data owners and how to determine them. This module explains the data breach process, specific responsibilities of data owners and how to investigate, assess, mitigate and control data breaches.	Every 5 years	No

Resource Type	Accredited Course	MyPL Code
Training	No	NR28309

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