

## Document 2: Pre-service teacher acknowledgement

This pre-service teacher acknowledgement is to confirm that the 5 mandatory pre-requisites for pre-service teachers participating in professional experience in a NSW public school have been completed.

Please read and sign this **Pre-service teacher acknowledgement** to confirm completion of your mandatory training requirements. Use this document as a cover letter and attach your certificates of completion. Certificates from the eLearning modules will need to be sighted by the school on or before the first day of your professional experience placement.

- I acknowledge that I have a valid Working with Children Check:**  
My WWCC number is:  
A paid WWCC (number ends with an E) is required if on an internship.
- I acknowledge that I have completed the NSW Department of Education Working With Children Check Declaration for Child-Related Work – Tertiary Practicum Students form and have emailed the Declaration and photo ID to the [Department's Probity Unit](#) (at least two weeks prior to my first professional experience placement). I will present my photo ID on the first day of every professional experience placement.**
- I acknowledge that I have completed the following eLearning compliance modules and have attached certificates of completion:**
- Child Protection Awareness Training (CPAT)
  - Child Protection Mandatory Training for non-Department staff for the current year (accessed through My PL)
  - ASCIA Anaphylaxis e-training (updated every 2 years)
- I acknowledge that I have demonstrated the correct use of an EpiPen training device at the school.**
- I acknowledge that I have read and understood the NSW Department of Education Code of Conduct policy and associated documents.**

\_\_\_\_\_  
Name and signature of pre-service teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and signature of principal or school delegate

\_\_\_\_\_  
Date

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**NOTE: Your certificates must be sighted and this completed Acknowledgement must be given to the Principal or their delegate at every placement school.**