

# HR Mandatory Requirements Certificate/Licence Information

## PLEASE NOTE:

- If this renewal is related to teachers registration, the Teachers Registration renewal application will be available online through the Teachers Portal from mid-October. The new Working With Children Checks requirements for teachers are detailed at <http://www.trb.sa.edu.au/wwcc>. Visit <http://www.trb.sa.edu.au> to sign into your portal account and to check your registration details.
- If this renewal is related to [DHS Working with Children Check \(WWCC\)](#) previously known as DHS/DCSI child related screening you will need to visit [About working with children checks in the department](#). To meet minimum requirements for employment your DHS WWCC must be current. More details are available at [Teacher minimum requirements](#) and [Ancillary HPI minimum requirements](#).
- If this renewal is related to RAN retraining, you will need to visit [RAN-EC child protection training, Department for Education](#). If you are working in our schools and preschools you are required to have completed a full day [Foundation course: Responding to Abuse and Neglect - Education and Care, Department for Education](#) and maintain consecutive updates every three years to be cleared to work. Applicants and employees working in the departments corporate sector are required to do the [RAN-EC for department staff not working with children](#).

Please be aware you must have this mandatory requirement to have clearance to work within the Department for Education.

If you have any queries please contact [Education.HRConfidential@sa.gov.au](mailto:Education.HRConfidential@sa.gov.au)