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A Warm WELCOME to ALL NEW CASUAL AND TEMPORARY STAFF

Thank you for your interest in working at North East Public School of Distance Education

CVs can be delivered with appropriate documentation to the school or emailed *For the Attention of the Casual Coordinator North or South Campus*. Your CV must include the following:-

- Full name
- Date of Birth
- Mobile telephone number
- Email address
- DEC casual employee number
- Relevant education and work history



All new casual and temporary staff must **log into their portal and complete the following mandatory online training** before commencing work at North East Public School of Distance Education:

- ✓ Approval to Teach
- ✓ Anaphylaxis eLearning (APTSs) - Provide copy of certificate
- ✓ Child Protection Awareness Initial Certificate - Provide copy of certificate
- ✓ eEmergency Care online training - Provide copy of certificate
- ✓ WHS Induction online module - Provide copy of certificate

(WHS may be completed on school grounds (any school) as DEC only allows you to print the certificate from a networked computer)

If you have trouble logging into the DEC portal, please contact IT Support on 1800 338 483.

For specific information regarding our school context you might also like to access our school web page www.nepsode.org.au



Accessing Online Mandatory Training Courses

The E-Safety system has been integrated internally within the Department and is accessible through all staff portal accounts.

You can access the system via a new 'Essential' icon on the portal home page.

The screenshot displays the DEC insight staff portal. At the top, there is a search bar and a navigation menu with categories: Home, School administration, Department resources, and Hello. Below the menu, the 'Essentials' section features a grid of application icons. The 'e-SAFETY' icon, located in the third row, fourth column, is circled in red. A red arrow points from the text above to this icon. Other icons include Staff mail, ESS, ICT service desk, TaLe, OMSEE, ERN, OASIS, My Pk @Edu, SAP PORTAL (NEW), Student Administration, Student Wellbeing, SAP Help Portal, SMU - Staff Search, Bridgit, School mail, eCPC, School Intake Zone Enquiry, Policies and procedures, Work Health & Safety, Sentral, SMU Application, and a calendar icon. At the bottom, there are buttons for 'My applications', 'My websites', 'My training', 'My learning tools', 'Manage links', 'OASIS', and 'Add tab'.