Training Landing Page (old)

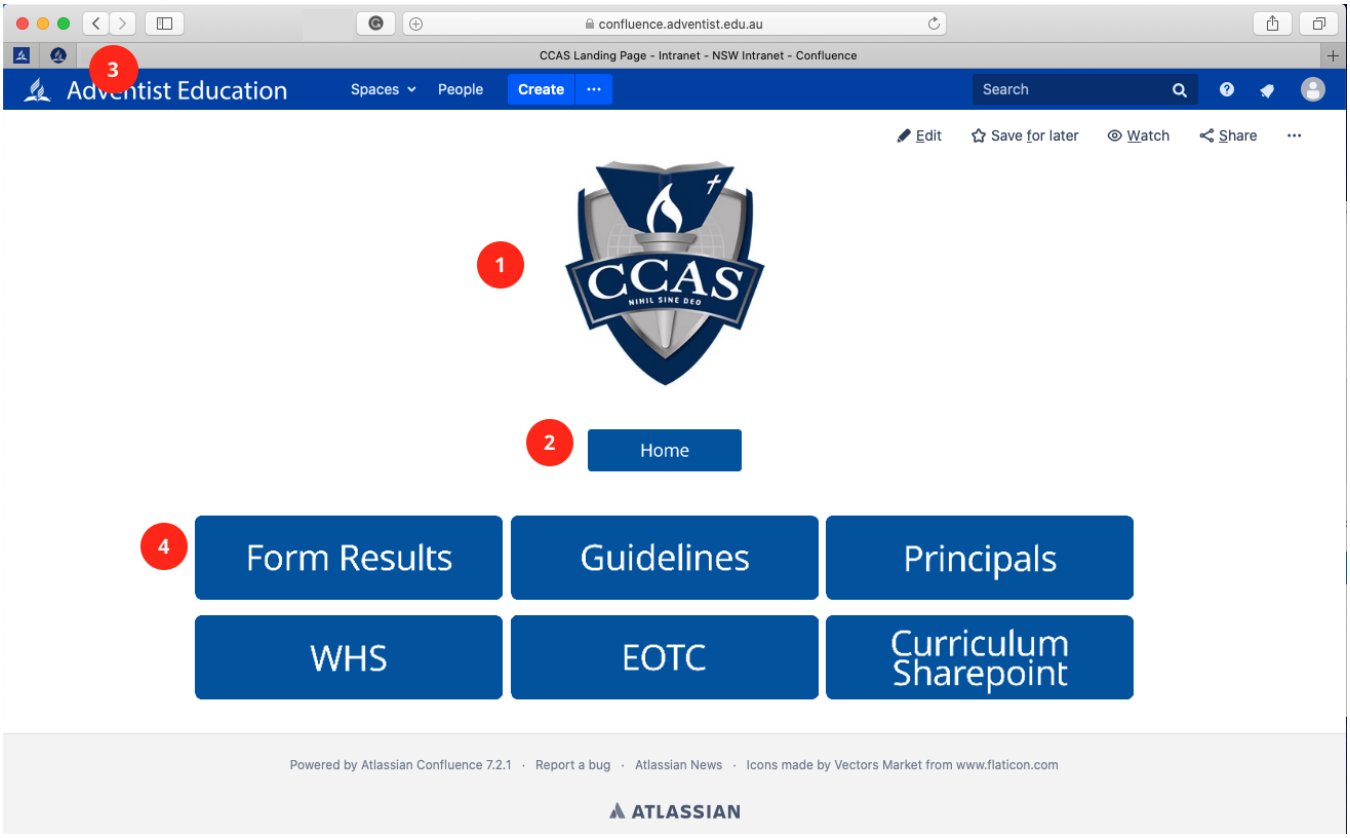
Home

Intranet Help

Click on the tabs below to help using the different areas of NSW Schools Intranet.

Navigation

Basic Navigation



Jump to:

1 | 2 | 3 | 4

The Logo/Heading lets you know what area you are in, School, Conference, RAC, EOTC etc. Click on the logo to return to the landing page of the area you are in, e.g. School Page, Conference Page, WHS Page.

1

back to top

2

Click on the Home button to return to the main intranet landing page.

back to top

3

User your browser buttons to navigate back and forth between recently visited pages

back to top

4

Use these buttons to navigate to areas with your landing page

back to top

School's Guideline Page

School's Guideline Page

To access your school guidelines, click of the **Guidelines** button on your school's landing page.



Table of Contents

5.2 Staff Management
5.3 Curriculum
5.4 Premises and Buildings, and 5.5 Facilities
5.6.1 Child Protection
5.6.2 Safe and Supportive Environment
5.7 Student Management
5.8 Student Attendance
5.9 School Management and Operation
5.10 Educational and Financial Reporting

5.2 Staff Management

School Guideline Comparison

- Canteen Administrator (MVAC)
- College Cleaning (MVAC)
- College Excursions (MVAC)
- Conflict Prevention and Resolution between staff (MVAC)
- Daily Routines (MVAC)
- Dealing With The Media (MVAC)
- Duties and Supervision (MVAC)
- External Education Providers - Practice and Procedure (MVAC)

5.3 Curriculum

School Guideline Comparison 2

- Assessment (MVAC)
- Assessment Handbooks Years 10 - 12
- Curriculum Organisation (MVAC)
- Exams and Procedures (MVAC) 1
- Extra Curricula Programs (MVAC)
- Gifted/Talented (MVAC)
- Homework (MVAC)
- Learning Support (MVAC)
- Library guidelines and procedures (MVAC)

5.4 Premises and Buildings, and 5.5 Facilities

School Guideline Comparison

- Asset Register (MVAC)
- Asset Replacement Plan (MVAC)
- Fire Safety Assessment (MVAC)
- Information Technology (MVAC)
- Maintenance (MVAC)
- Management of Electrical Equipment (MVAC)
- Repairs and Maintenance Plan (MVAC)
- Return to work (MVAC)

Jump to:

1 | 2 | 3

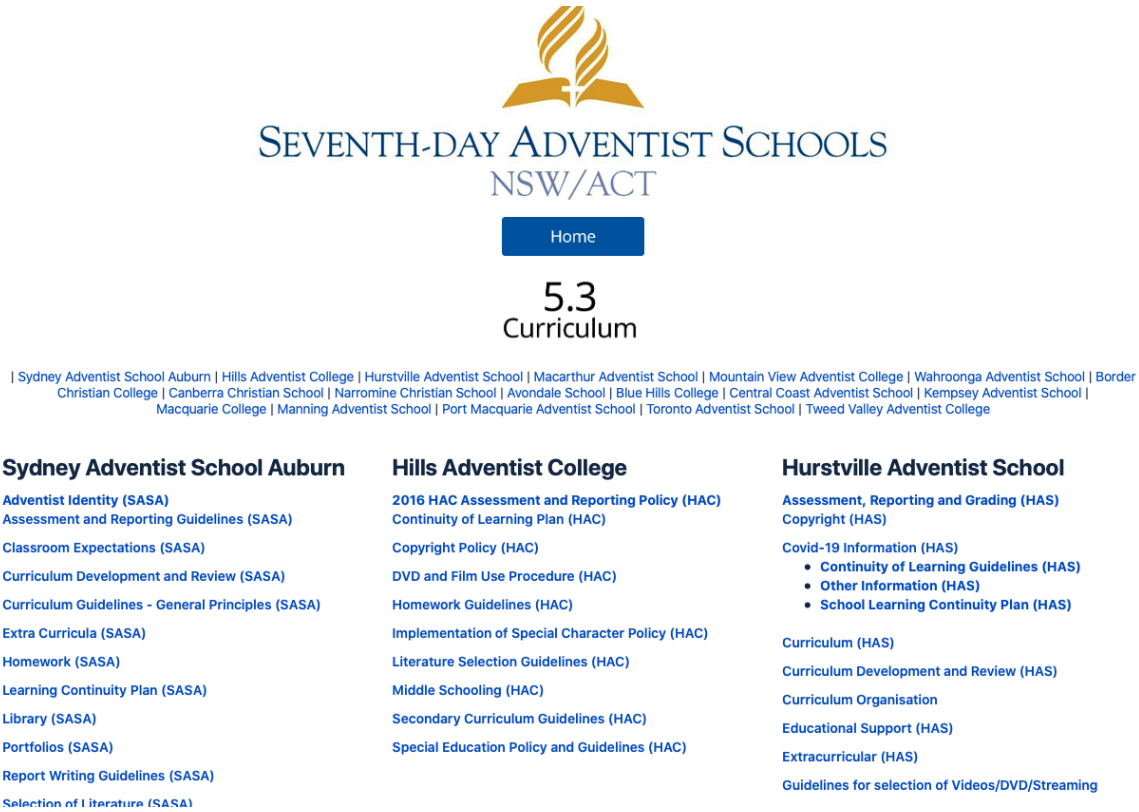
1

Located here are all your school's guidelines. They have separated into the NESA registration areas. Click on one to open, cmd + Click (Mac) or Ctrl + click (Windows) top open in a new tab.

back to top

2

The School Guideline Comparison takes to a page that lists all the NSW Schools Guideline for the selected NESA registration area. The full list of school comparison pages can be in RAC - Landing Page.



back to top

3

These buttons offer quick links to the School Company's Guidelines, RAC Polices and RAC Guidelines

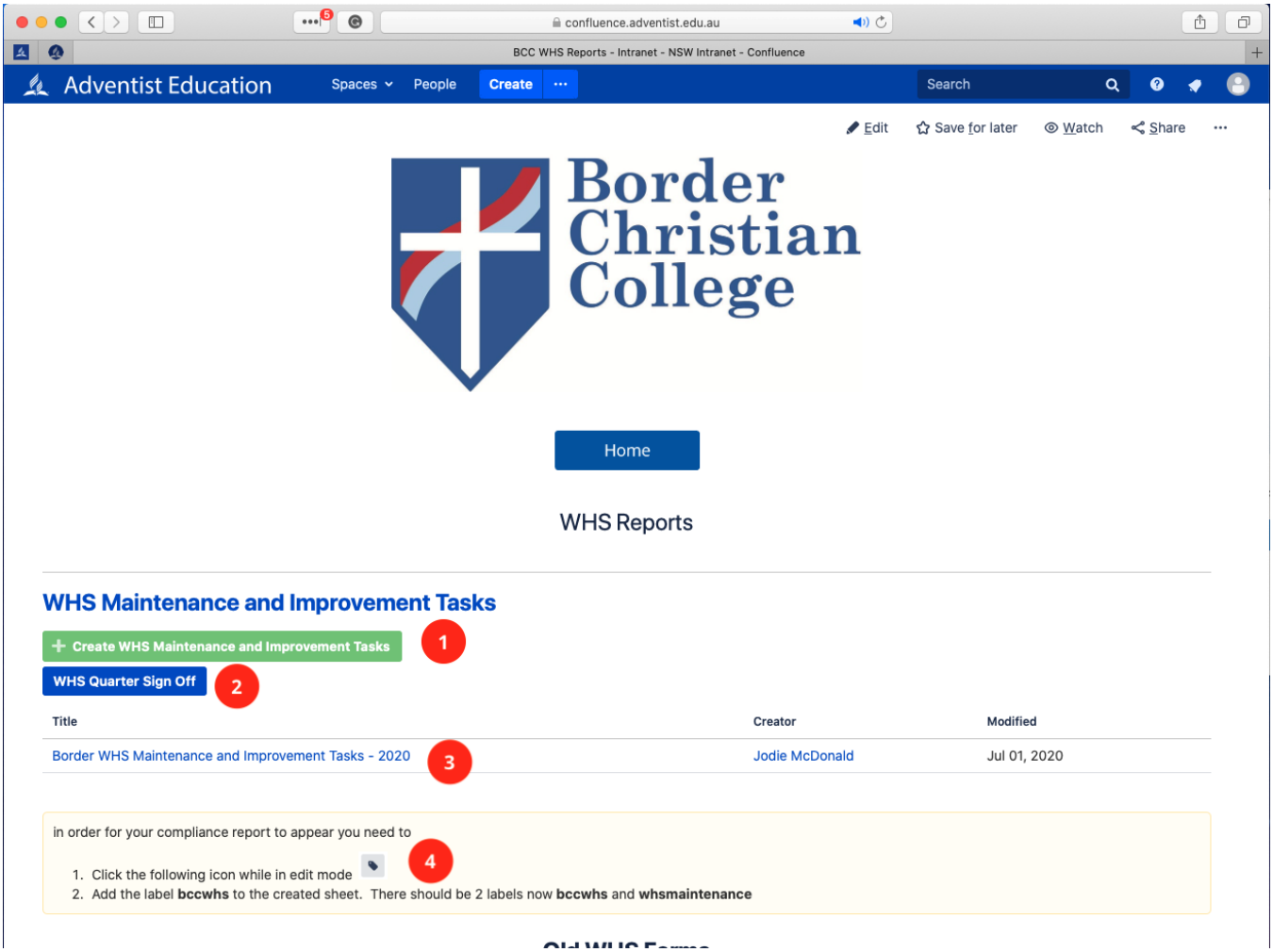
back to top

School WHS Page

Jump to:

School's WHS Page | WHS Task Page

School's WHS Page

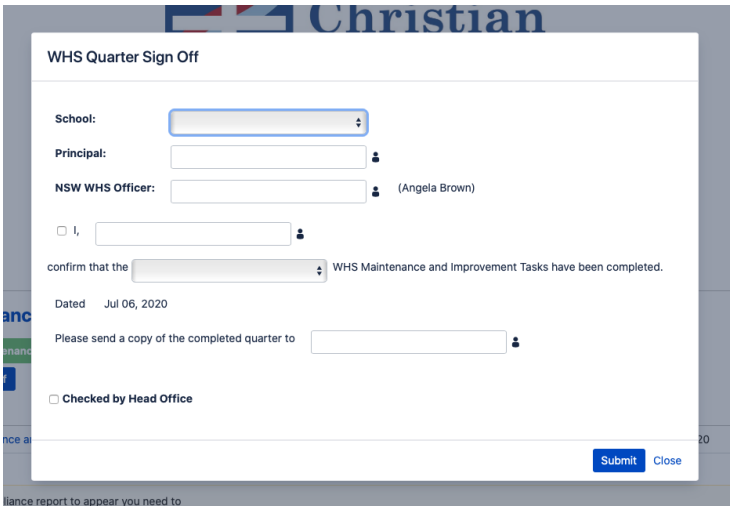


1

Click here to create a new Yearly WHS Maintenance and Improve Task page. Refer to the WHS Task Page for more information.

2

Click here to sign off on each quarter. This form is required to be submitted after the WHS Maintenance, and Improvements Tasks have been completed for the corresponding quarter.



3

This lists all the past and current WHS Maintenance and Improvement task pages. Click on one to open, cmd + Click (Mac) or Ctrl + click (Windows) top open in a new tab.

4

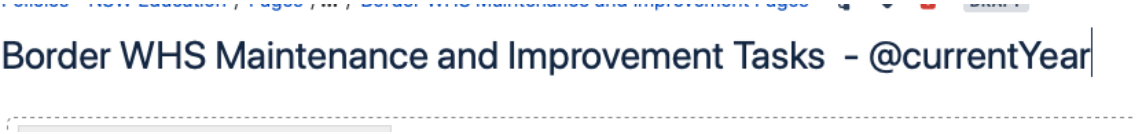
These labels **MUST** be added to a newly created page for the page to appear on the list above.

back to top

WHS Maintenance and Improvement Tasks Page

1

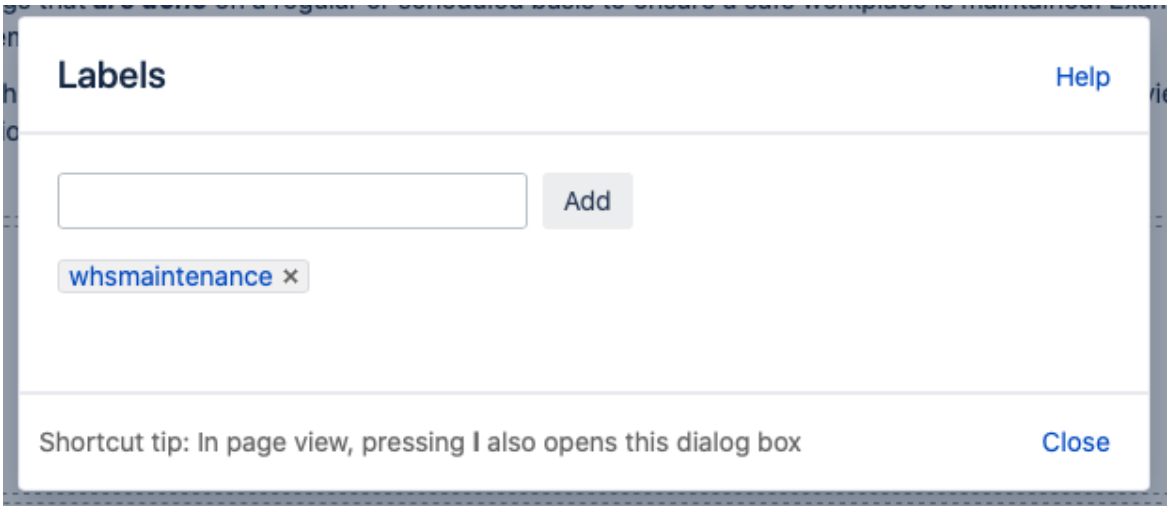
When creating a new WHS task list enter the year of the WHS tasks being completed.



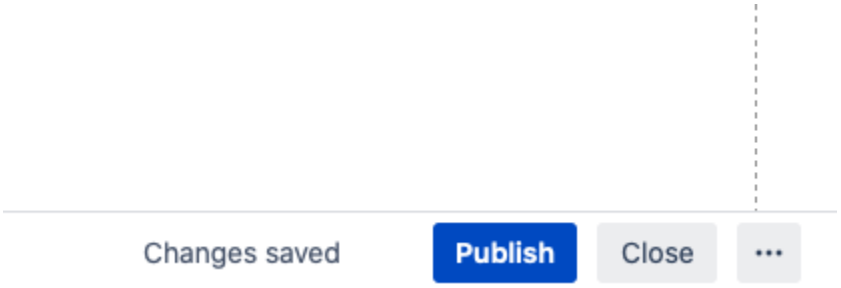
Then click on the label icon



and add the label that is relevant for your school. This found on your school's WHS page



Click publish to save your page



2

Refer the following video for you to use this form.

back to top

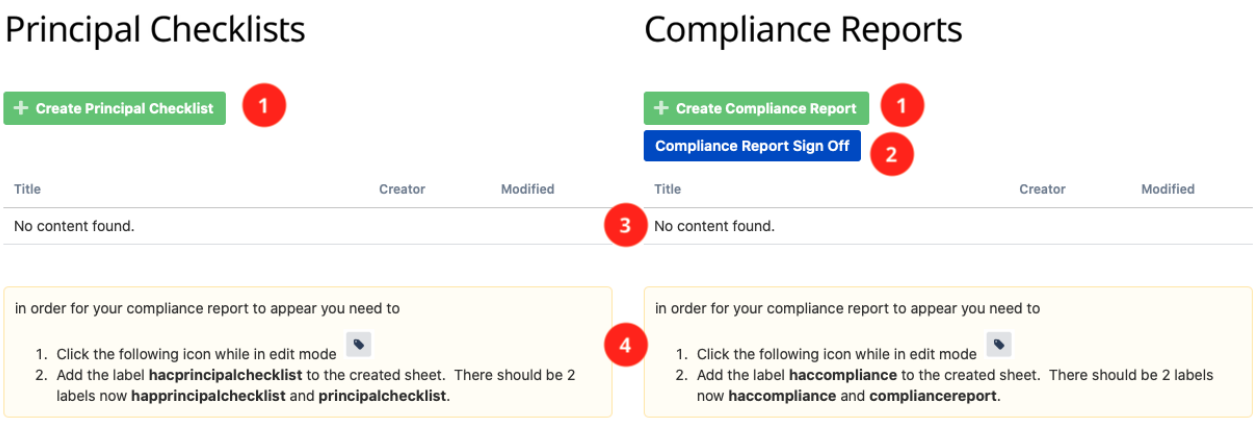
Principal Page

Jump to:

Principal Area | Principal Checklist | Compliance Report

Principal's Area

Principal's Area

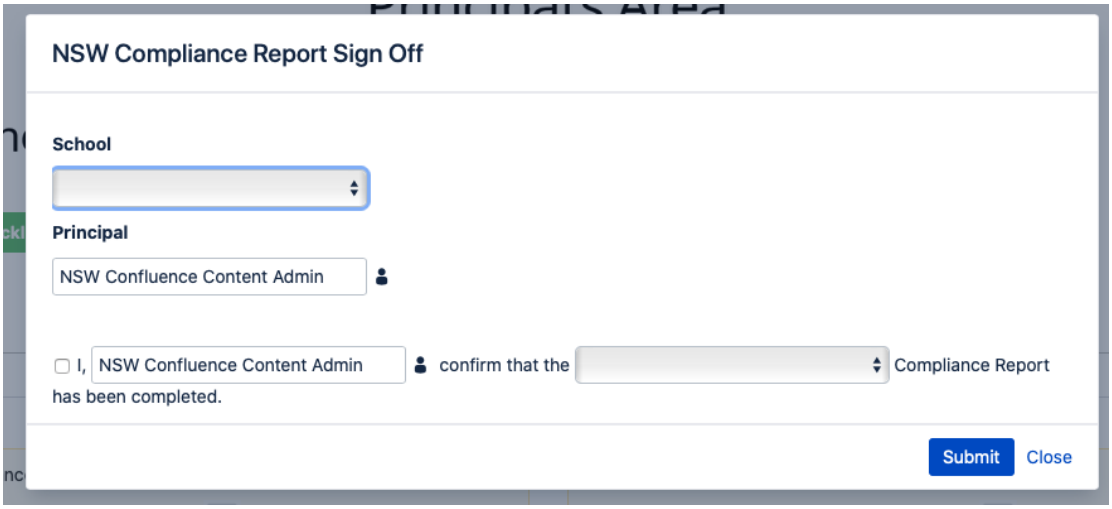


1

Use the buttons to create a new Principal Checklist and Compliance Reports. Refer to the Principal Checklist Page & Compliance Report Page for more information.

2

Click here to sign off on each reporting period. This form is required to be submitted after the Compliance Report has been completed.



3

This lists all the past and current Principal Checklist/Compliance Report pages. Click on one to open, cmd + Click (Mac) or Ctrl + click (Windows) top open in a new tab.

4

These labels **MUST** be added to a newly created page for the page to appear on the list above.

back to top

Principal Checklist Page

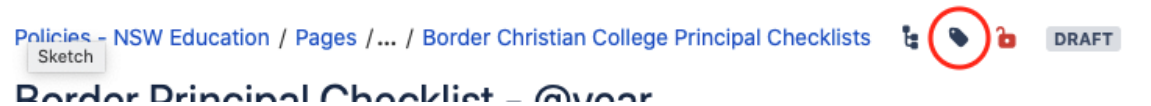
This Principal checklist has been created by RAC and may be updated at the start of each year.

1

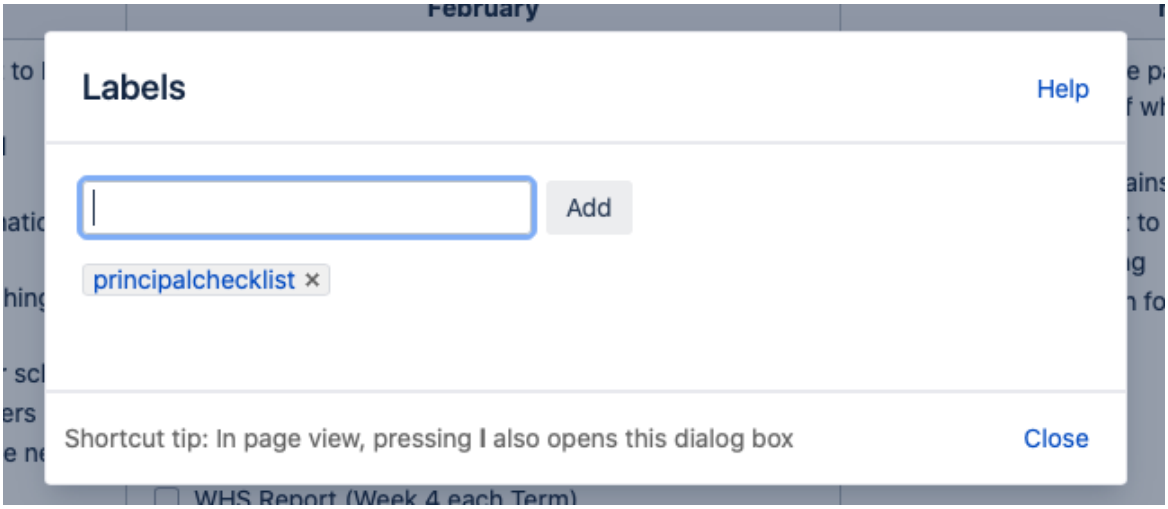
When creating a new Principal Checklist Page enter the year of the checklist.



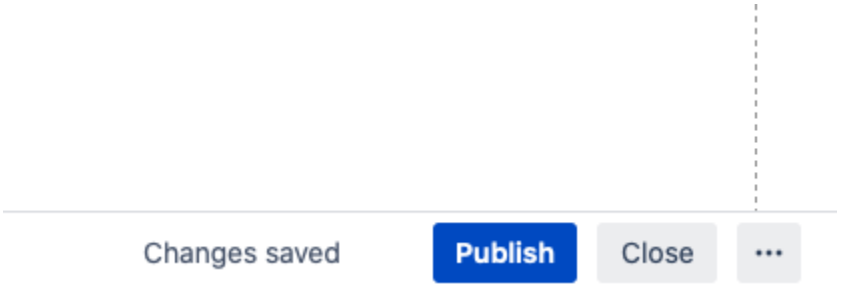
and then click on the label icon



and add the label that is relevant for your school. This found on your Principal's page



Click publish to save your page



2

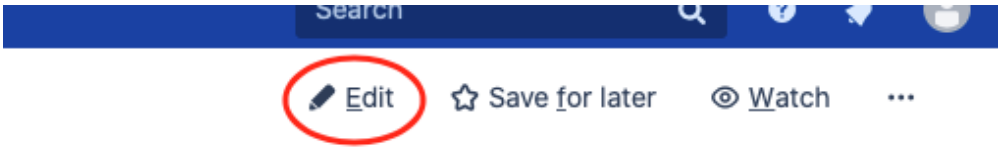
To edit the checklist just click on check box for the task completed. No need to click edit as the page saves the checkbox like a to do list.

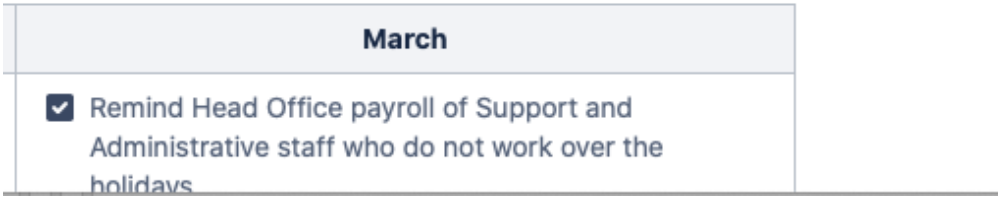


3

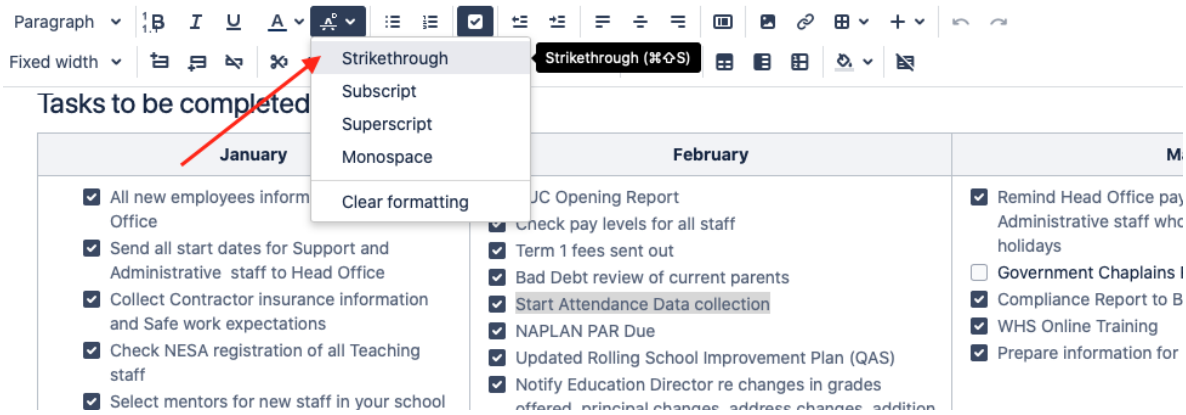
If a task is irrelevant for you school,

click on the edit button

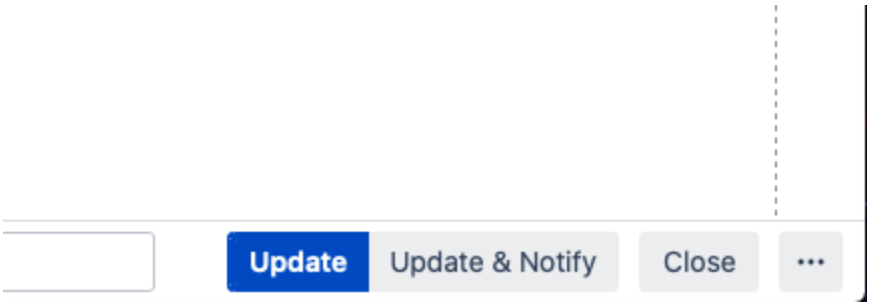




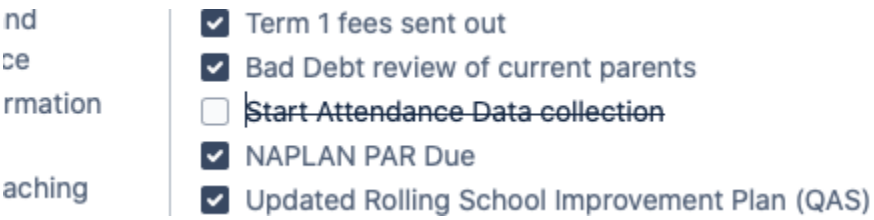
Highlight the task and then select Stirkethrough



Once finished just click Update to save your changes



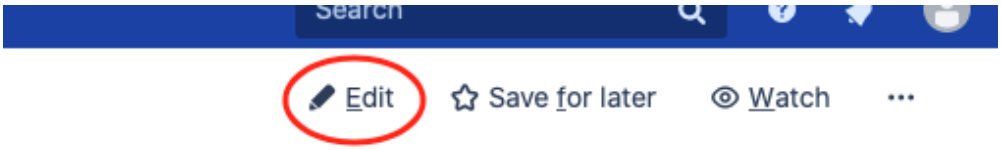
Final result will look like this

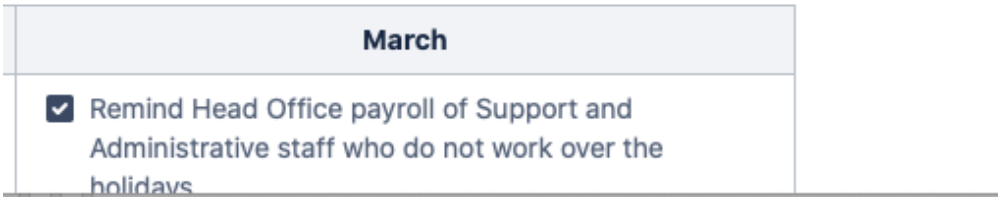


4

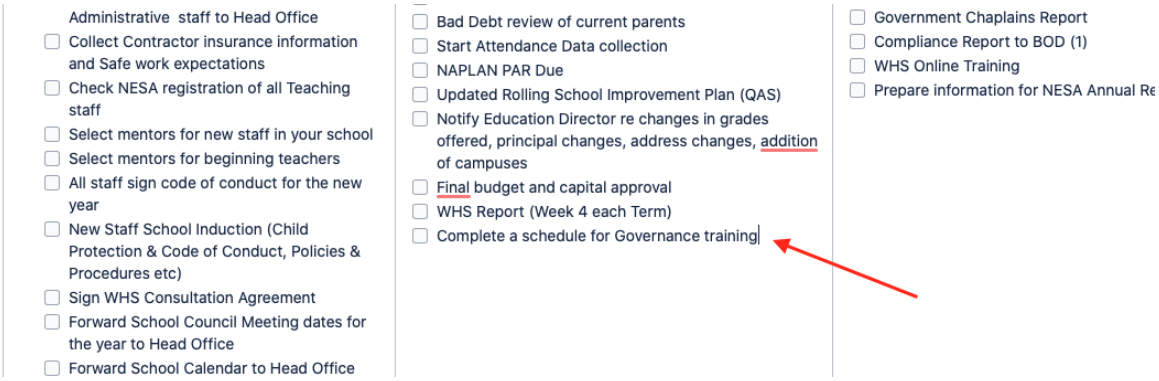
To add a task to the list

click on the edit button

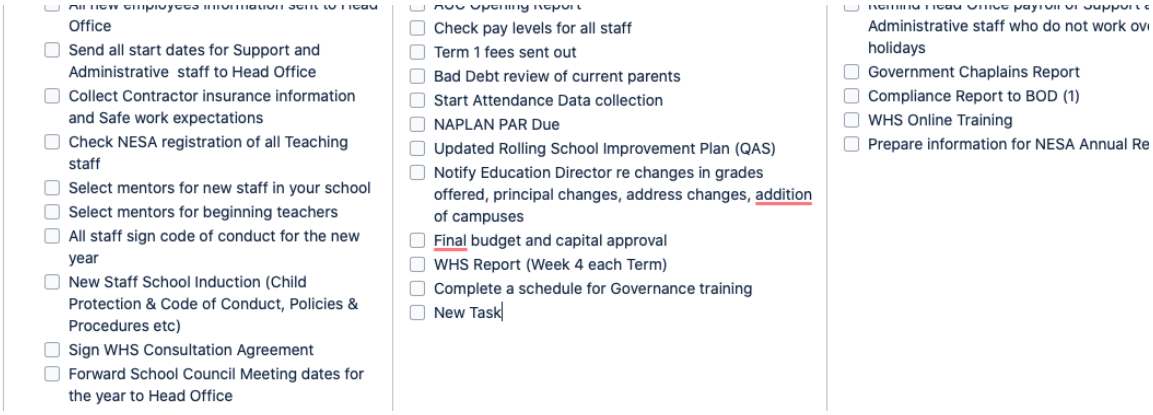




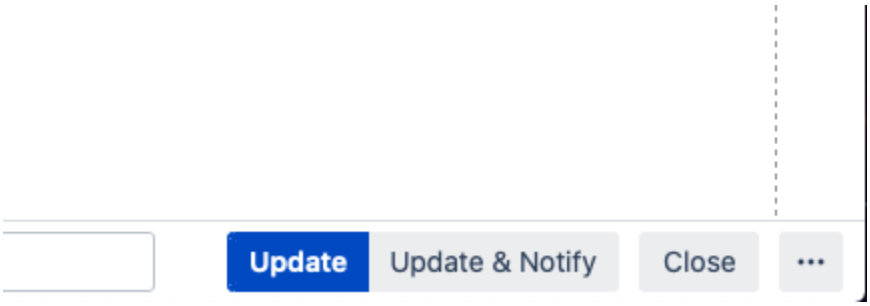
Click at end of the last task in the month you want to create your task and press enter



Type your new task in the new line



Once finished just click Update to save your changes



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Compliance Checklist Page

1

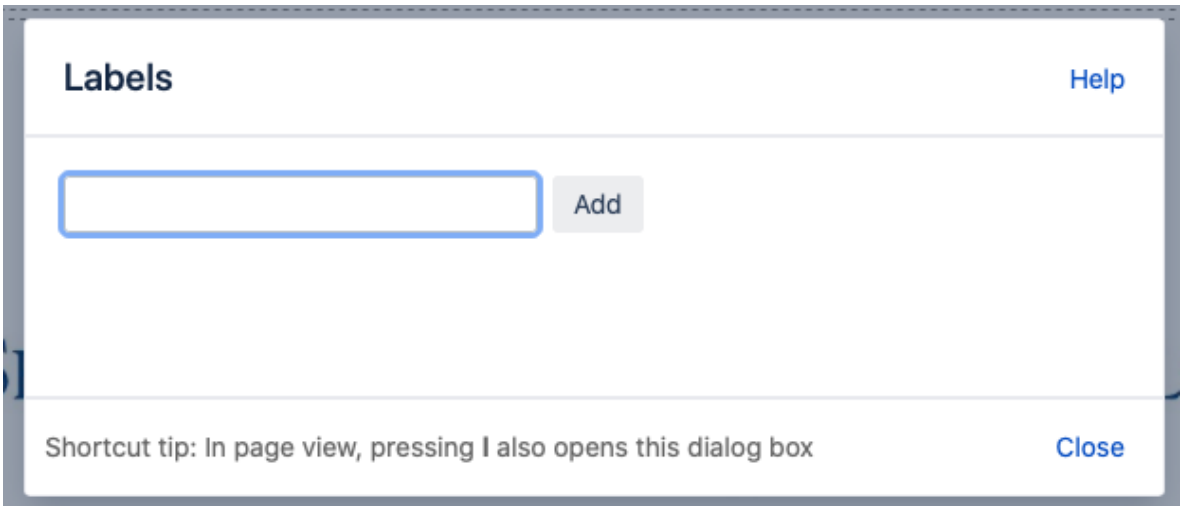
When creating a new Compliance Report Checklist Page enter the Term and Year of the report.



and then click on the label icon



and add the label that is relevant for your school. This found on your Principal's page.



It would also be a good idea to fill in this information, **apart from the date,** as this should be date of completion.



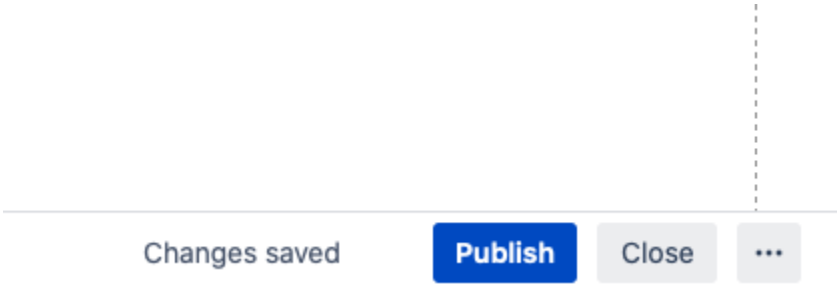
School Principal's Report to the Board of Directors

School Company
type text here

School
type text here

Date
type // to insert date

Click publish to save your page



2

To complete questions in each of the 10 compliance sections just click on either the yes or no boxes. No need to click edit as the page saves the checkbox like a to do list.

1. Teaching Staff

Do you have readily accessible:

Yes	No	
☐	☐	An updated copy of the qualifications of teaching staff?
☐	☐	An ongoing register of all professional development undertaken by teachers?
☐	☐	Annual staff appraisals?
☐	☐	Job descriptions for each staff member?
☐	☐	An updated list of teacher loadings and FTE for each teacher?

If any item is selected 'No' please explain.

2. Non-Teaching Staff

Do you have readily accessible:

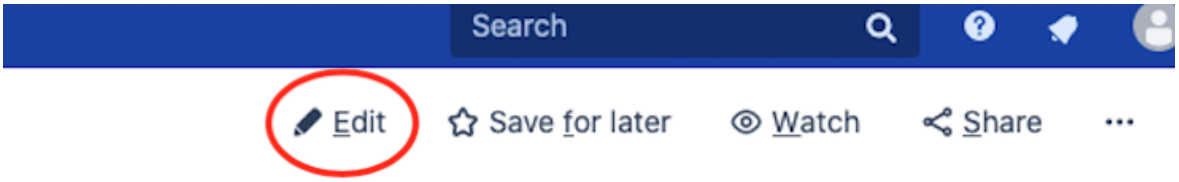
Yes	No	
☐	☐	An updated list of all non-teaching employees and their FTE?
☐	☐	Record of WWCC Clearance for volunteer staff and contractors?
☐	☐	Job descriptions for each non-teaching staff?
☐	☐	Annual Staff Appraisals?

If any item is selected 'No' please explain.

3

If the answer was no to any of the compliance questions or need to answer the top question in the report

click on the edit button



Scroll to the area to need to answer and type your answer in the type text here area

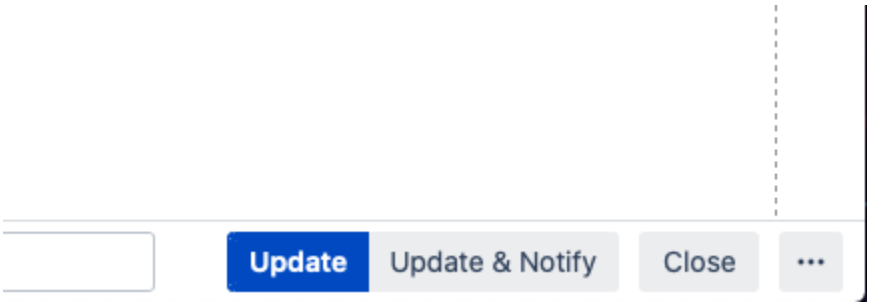
1. **School Improvement Plan**
   a. **Please indicate the QAS Component(s) being reviewed by the school this year**
      type text here

   b. **For Components where the review has been completed in the period since the last report, comment**
      these initiatives are
      type text here

   c. **Where School Improvement Plan initiatives have been completed in the period since the last report,**
      type text here

2. **WHS**
   a. **Please provide the current status of outstanding WHS issues**
      type text here

Once finished just click Update to save your changes



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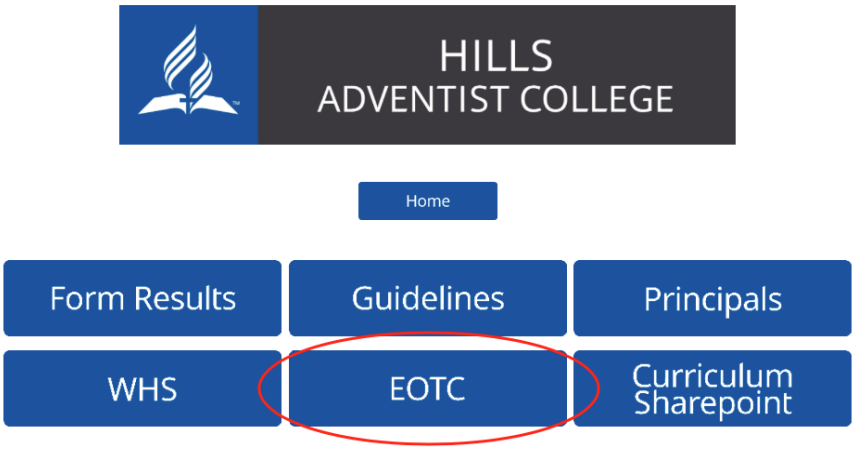
EOTC

Jump to:

Creating an EOTC | EOTC Proposal | EOTC Day/Overnight/Overseas | Continuing/Editing /Approving an EOTC

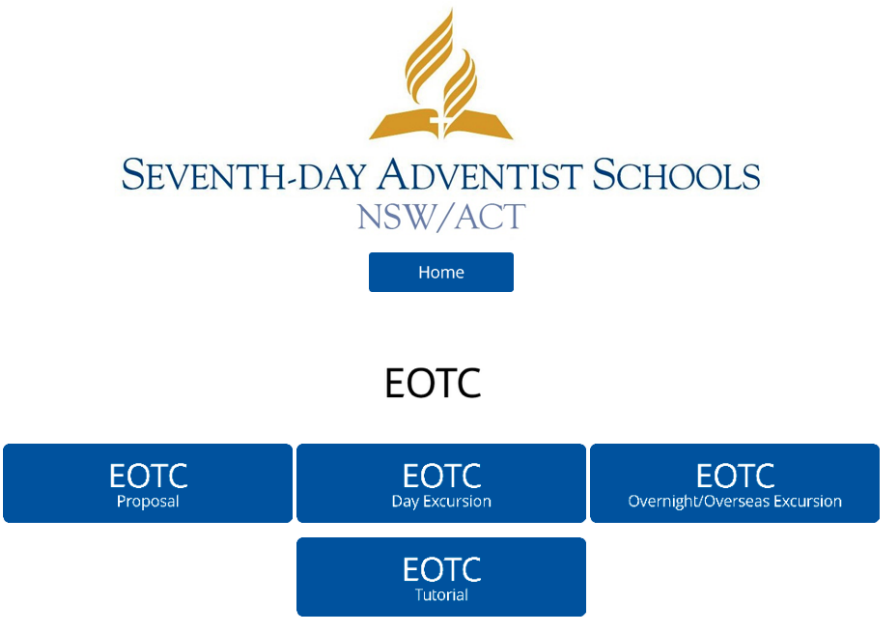
Creating an EOTC

Navigate to your school page and click on the EOTC button



This will take you to the following page, click on the relevant button for what you are needing to create.

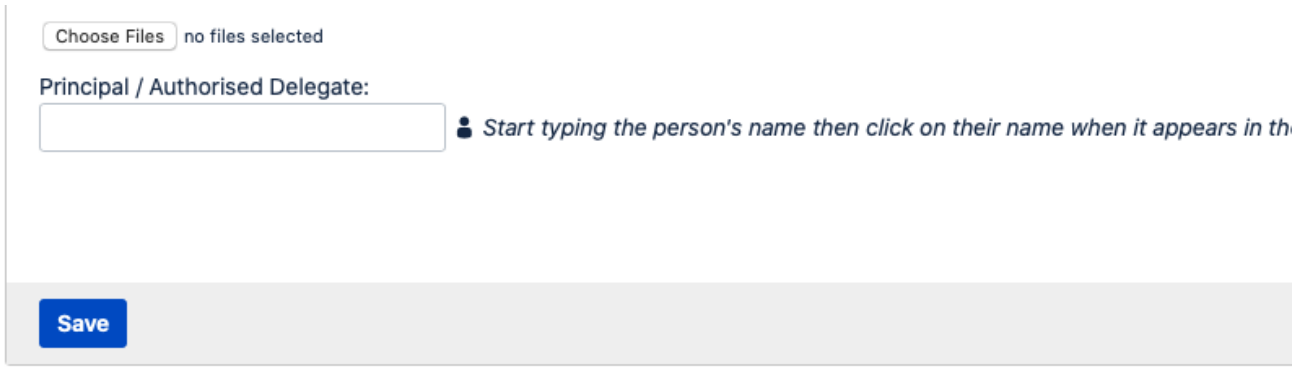
EOTC Proposal is a pre approval form for excursions and not the EOTC form required. Not all schools use this in EOTC procedures. If you are unsure check with your principal or head of school.



back to top

EOTC Proposal

You will need to complete as field in this form, apart from the one labeled *optional, and the press **Save**



This will trigger an email to your principal/authorised delegate about your proposed excursion. While you are waiting for your approval you can start the EOTC Day or Overnight excursion form.

back to top

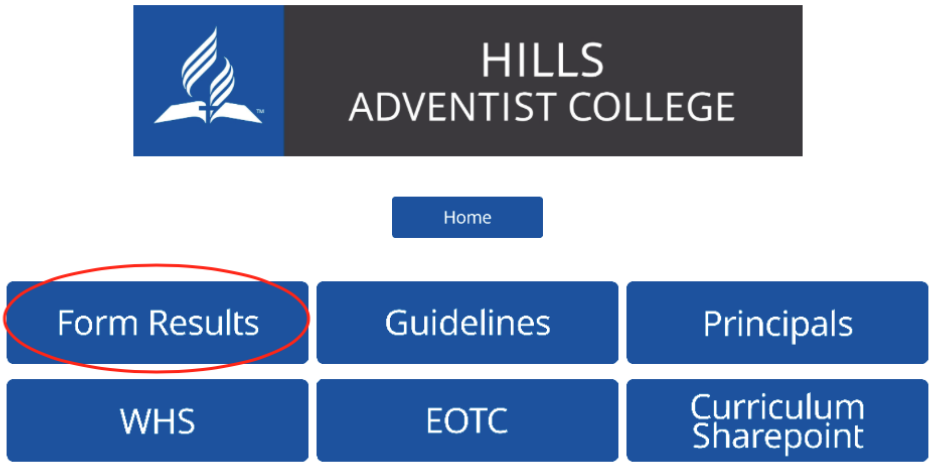
EOTC Day/Overnight/Overseas Excursion

Complete the form as per the following guide and the information on the note. Please note only fill in the **Red Questions** only on this form and read the information regarding the names of the documents being upload in order for your form to work smoothly.

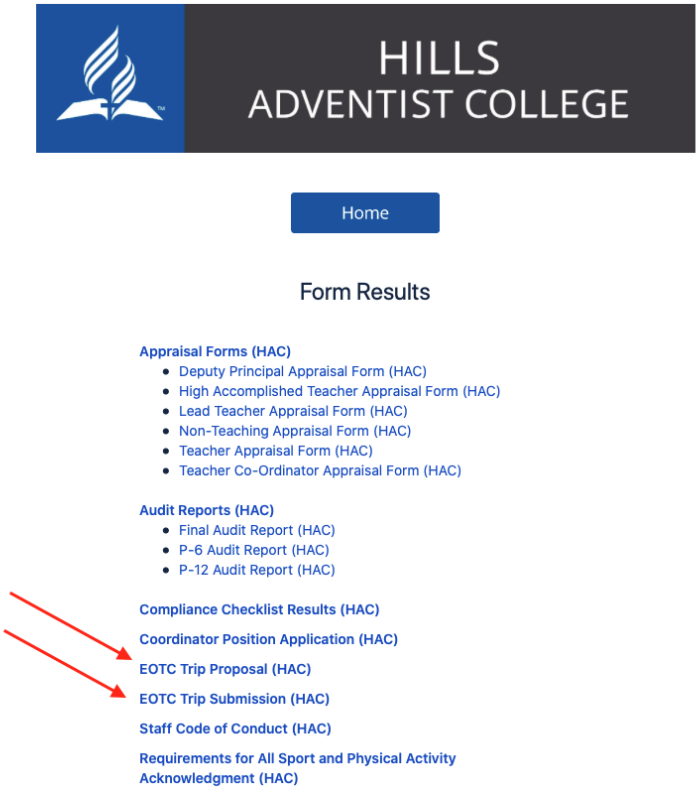
back to top

Continuing/Editing/Approving an EOTC

To add to/edit/approve an EOTC in the system you will need to head to form results in you school page.



Then select the EOTC Trip Proposal, to approve a proposal, or EOTC Trip Submission to add to/edit/approve an EOTC



Once there follow the step in the video below about accessing and editing an EOTC.

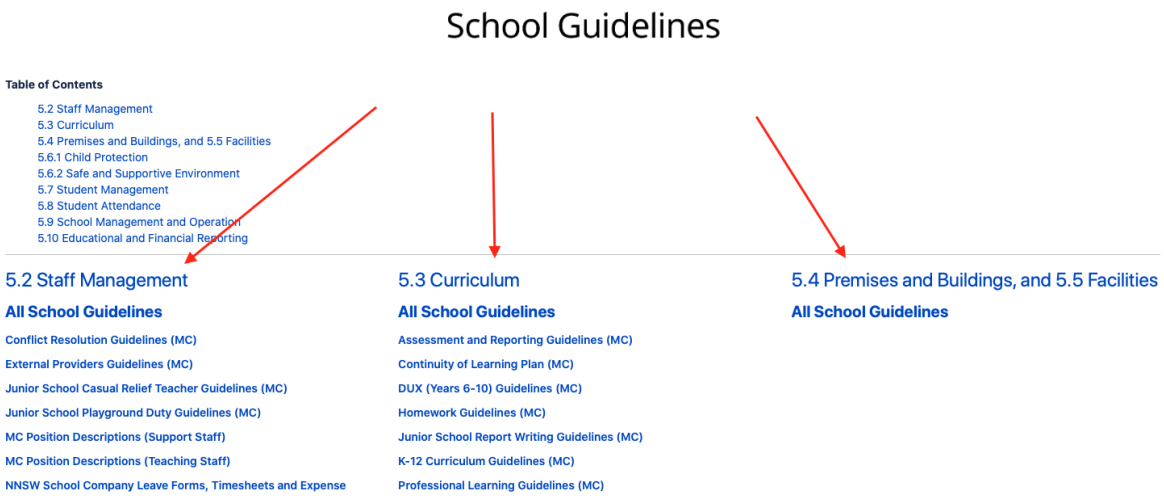
back to top

Creating a New Guideline Page

Creating a New Guideline Page

1

Click on NESA Registration Requirements area you are wanting to create the new Guideline in. This will take you to your school's area for this requirement.



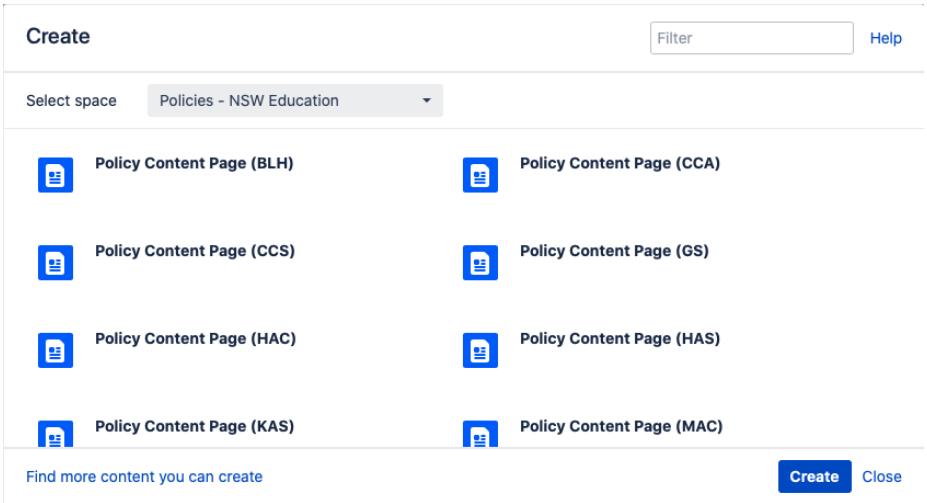
2

When in the correct area, click on the three dots next to Create. This allows you to create a page from a template. Each School have a pre-setup template with their logo embedded.



3

Look for your School's Policy Content Page i.e. "Policy Content Page (BCC)" (This uses the ASA abbreviations). Click on your School and choose "Create"



4

Provide a Page title that describes the guideline being created, making sure it ends with your school abbreviation in brackets i.e Guideline Title (CCS)



5

Insert your content in the space marked "1. YOUR CONTENT GOES HERE.."

Don't remove any of the other areas on pages this can alter the way the page looks.

The numbers will automatically happen in the "1. YOUR CONTENT GOES HERE.." area

If you have a pre-existing document or using another school's guideline as a template, **copy** the contents of the document and **pas te** it in the space marked "1. YOUR CONTENT GOES HERE.."

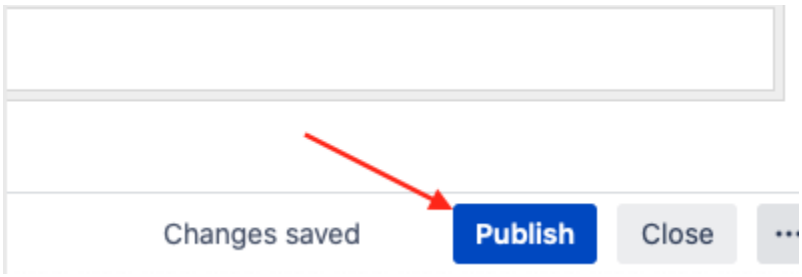


Make sure that any headings have copied over if not use the formatting section in the top left. This will let the table of contents show the correct heading for quick access.

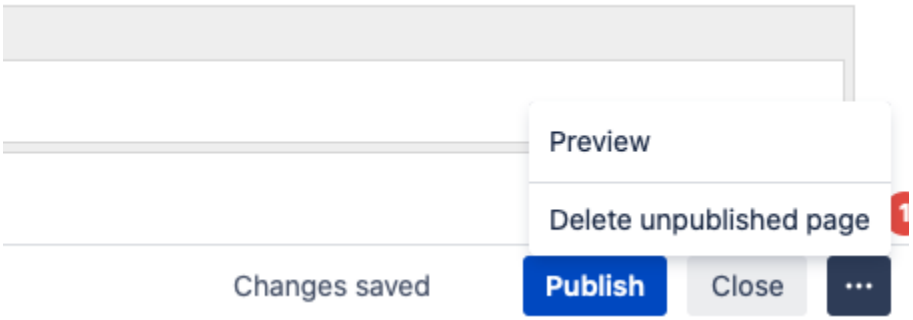


6

Save the page with the "Publish" button on the bottom of the page.



If you want to discard the page click the 3 dot and then Delete unpublished page

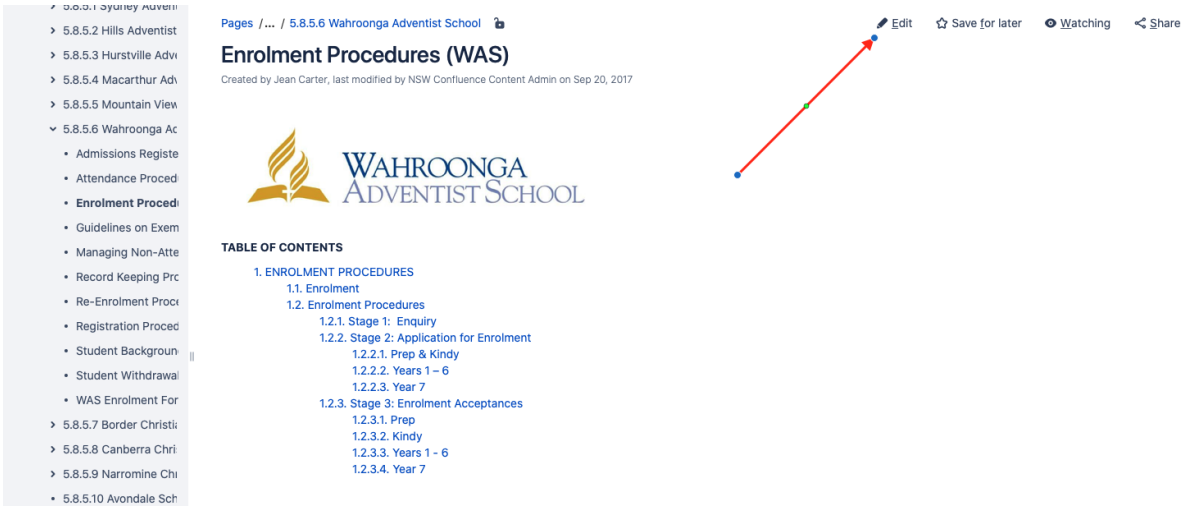


Updating a Guideline Page

How to edit a Guideline Page

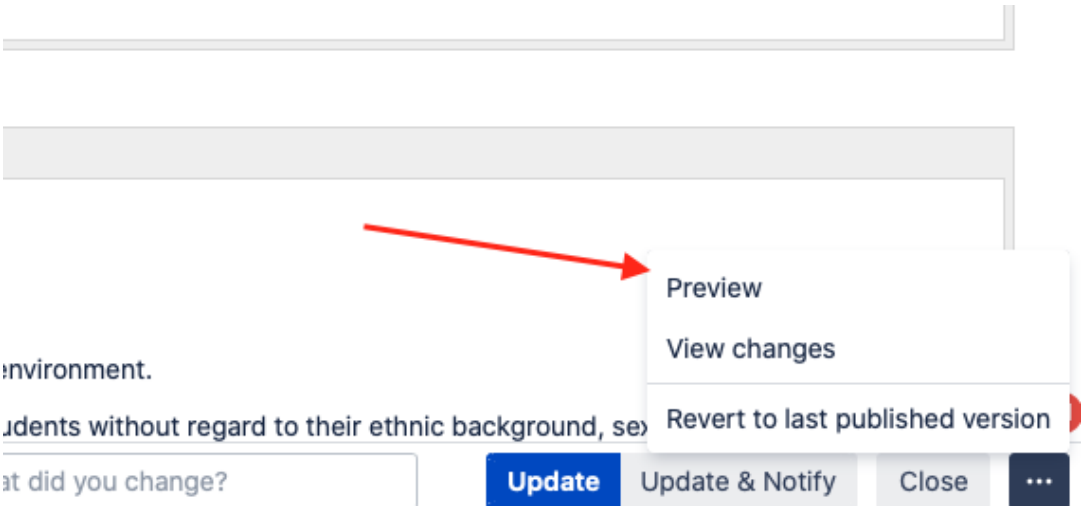
1

Locate the page you wish to edit and click the **edit** button in the top right



Once you have made your changes click on the 3 dots and click Preview.

2



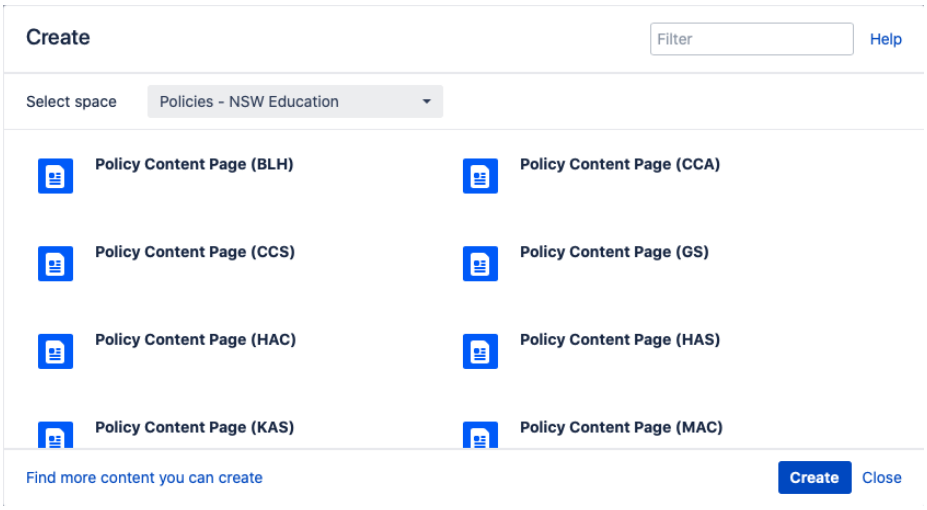
This allows you see to the changes you have made to the page page before clicking update, as every time you click publish it adds a new addition to the change history.

When you are happy with your changes click the **update** button.



3

Look for your School's Policy Content Page i.e. "Policy Content Page (BCC)" (This uses the ASA abbreviations). Click on your School and choose "Create"



4

Provide a Page title that describes the guideline being created, making sure it ends with your school abbreviation in brackets i.e Guideline Title (CCS)



5

Insert your content in the space marked "1. YOUR CONTENT GOES HERE.."

Don't remove any of the other areas on pages this can alter the way the page looks.

The numbers will automatically happen in the "1. YOUR CONTENT GOES HERE.." area

If you have a pre-existing document or using another school's guideline as a template, **copy** the contents of the document and **pas te** it in the space marked "1. YOUR CONTENT GOES HERE.."

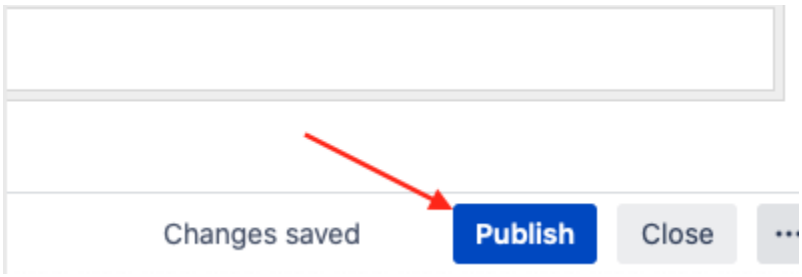


Make sure that any headings have copied over if not use the formatting section in the top left. This will let the table of contents show the correct heading for quick access.



6

Save the page with the "Publish" button on the bottom of the page.



If you want to discard the page click the 3 dot and then Delete unpublished page

