

Training Landing Page (old)

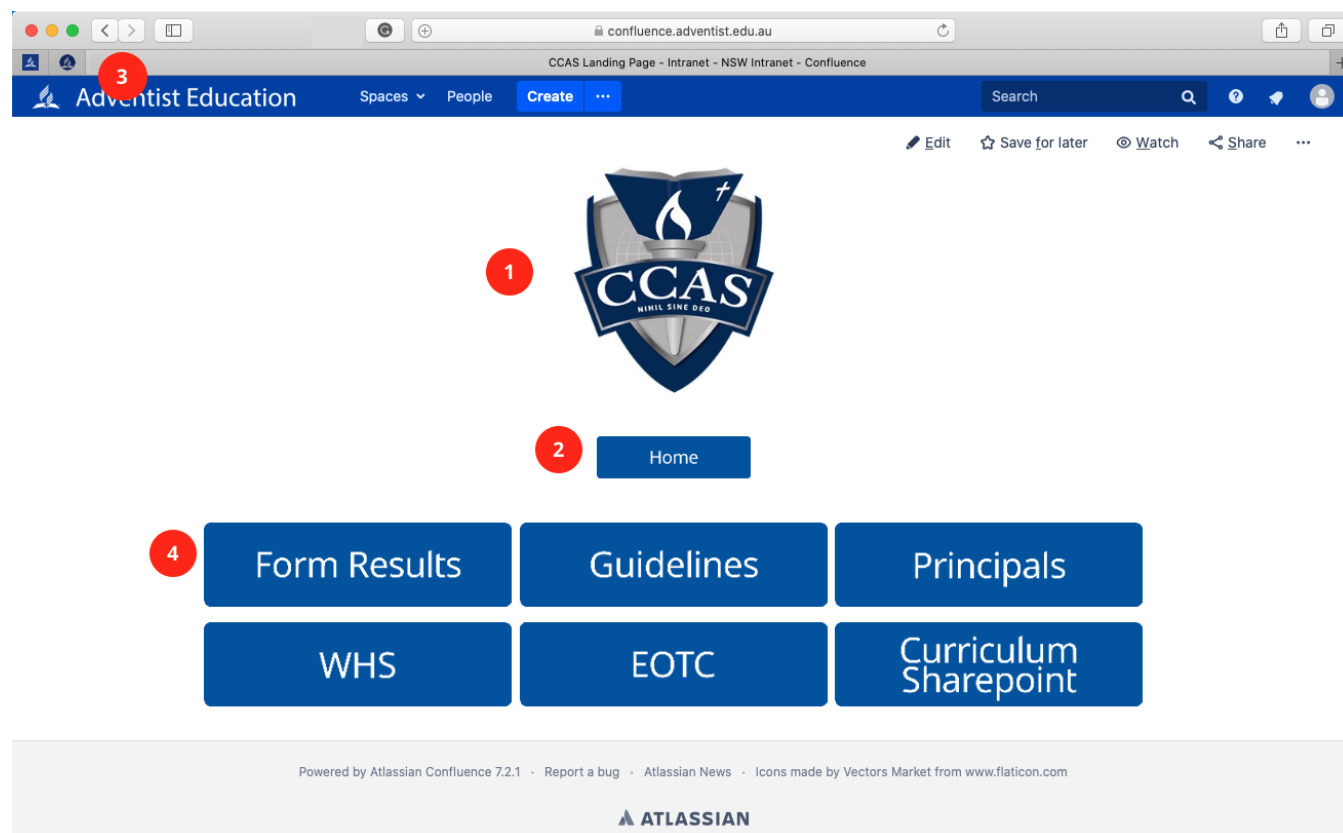
Home

Intranet Help

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

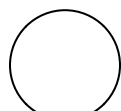
Navigation

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.

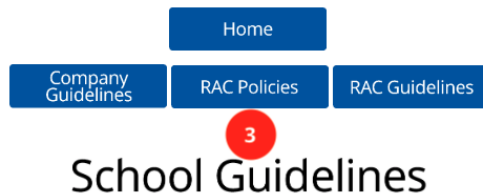


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- [5.2 Staff Management](#)
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- [5.4 Premises and Buildings, and 5.5 Facilities](#)
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- [5.6.2 Safe and Supportive Environment](#)
- [5.7 Student 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

- [Assessment \(MVAC\)](#)
- [Assessment Handbooks Years 10 - 12](#)
- [Curriculum Organisation \(MVAC\)](#)
- [Exams and Procedures \(MVAC\)](#)
- [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](#).



Home

5.3 Curriculum

| Sydney Adventist School Auburn | Hills Adventist College | Hurstville Adventist School | Macarthur Adventist School | Mountain View Adventist College | Wahroonga Adventist School | Border Christian College | Canberra Christian School | Narromine Christian School | Avondale School | Blue Hills College | Central Coast Adventist School | Kempsey Adventist School | Macquarie College | Manning Adventist School | Port Macquarie Adventist School | Toronto Adventist School | Tweed Valley Adventist College

Sydney Adventist School Auburn

[Adventist Identity \(SASA\)](#)
[Assessment and Reporting Guidelines \(SASA\)](#)
[Classroom Expectations \(SASA\)](#)
[Curriculum Development and Review \(SASA\)](#)
[Curriculum Guidelines - General Principles \(SASA\)](#)
[Extra Curricula \(SASA\)](#)
[Homework \(SASA\)](#)
[Learning Continuity Plan \(SASA\)](#)
[Library \(SASA\)](#)
[Portfolios \(SASA\)](#)
[Report Writing Guidelines \(SASA\)](#)
[Selection of Literature \(SASA\)](#)

Hills Adventist College

[2016 HAC Assessment and Reporting Policy \(HAC\)](#)
[Continuity of Learning Plan \(HAC\)](#)
[Copyright Policy \(HAC\)](#)
[DVD and Film Use Procedure \(HAC\)](#)
[Homework Guidelines \(HAC\)](#)
[Implementation of Special Character Policy \(HAC\)](#)
[Literature Selection Guidelines \(HAC\)](#)
[Middle Schooling \(HAC\)](#)
[Secondary Curriculum Guidelines \(HAC\)](#)
[Special Education Policy and Guidelines \(HAC\)](#)

Hurstville Adventist School

[Assessment, Reporting and Grading \(HAS\)](#)
[Copyright \(HAS\)](#)
[Covid-19 Information \(HAS\)](#)

- [Continuity of Learning Guidelines \(HAS\)](#)
- [Other Information \(HAS\)](#)
- [School Learning Continuity Plan \(HAS\)](#)

[Curriculum \(HAS\)](#)
[Curriculum Development and Review \(HAS\)](#)
[Curriculum Organisation](#)
[Educational Support \(HAS\)](#)
[Extracurricular \(HAS\)](#)
[Guidelines for selection of Videos/DVD/Streaming](#)

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3

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

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Jump to:

[School's WHS Page](#) | [WHS Task Page](#)

School's WHS Page

The screenshot shows a web browser window displaying the 'Border Christian College' WHS Reports page. The page header includes the 'Adventist Education' logo and navigation links for 'Spaces', 'People', 'Create', and a search bar. The main content area features the college's logo and a 'Home' button. Below this, the 'WHS Reports' section is titled 'WHS Maintenance and Improvement Tasks'. It contains a green button labeled '+ Create WHS Maintenance and Improvement Tasks' (marked with a red circle 1) and a blue button labeled 'WHS Quarter Sign Off' (marked with a red circle 2). A table lists the tasks, with the first entry 'Border WHS Maintenance and Improvement Tasks - 2020' (marked with a red circle 3) created by 'Jodie McDonald' on 'Jul 01, 2020'. A yellow callout box (marked with a red circle 4) provides instructions: 'in order for your compliance report to appear you need to' followed by two steps: '1. Click the following icon while in edit mode' (with a small icon) and '2. Add the label **bccwhs** to the created sheet. There should be 2 labels now **bccwhs** and **whsmaintenance**'.

Title	Creator	Modified
Border WHS Maintenance and Improvement Tasks - 2020	Jodie McDonald	Jul 01, 2020

in order for your compliance report to appear you need to

1. Click the following icon while in edit mode 
2. Add the label **bccwhs** to the created sheet. There should be 2 labels now **bccwhs** and **whsmaintenance**

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) to 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.

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WHS Maintenance and Improvement Tasks Page

1

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

[Policies - NSW Education / Pages / ... / Border WHS Maintenance and Improvement Pages](#)

Border WHS Maintenance and Improvement Tasks - @currentYear

Then click on the label icon

[Policies - NSW Education / Pages / ... / Border WHS Maintenance and Improvement Pages](#)



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

Labels Help

Add

whsmaintenance ×

Shortcut tip: In page view, pressing **I** also opens this dialog box Close

Click publish to save your page

Changes saved Publish Close ...

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

Principal Checklists

+ Create Principal Checklist

1

Title	Creator	Modified
No content found.		

in order for your compliance report to appear you need to

1. Click the following icon while in edit mode 
2. Add the label **hacprincipalchecklist** to the created sheet. There should be 2 labels now **hacprincipalchecklist** and **principalchecklist**.

Compliance Reports

+ Create Compliance Report

1

Compliance Report Sign Off

2

Title	Creator	Modified
No content found.		

in order for your compliance report to appear you need to

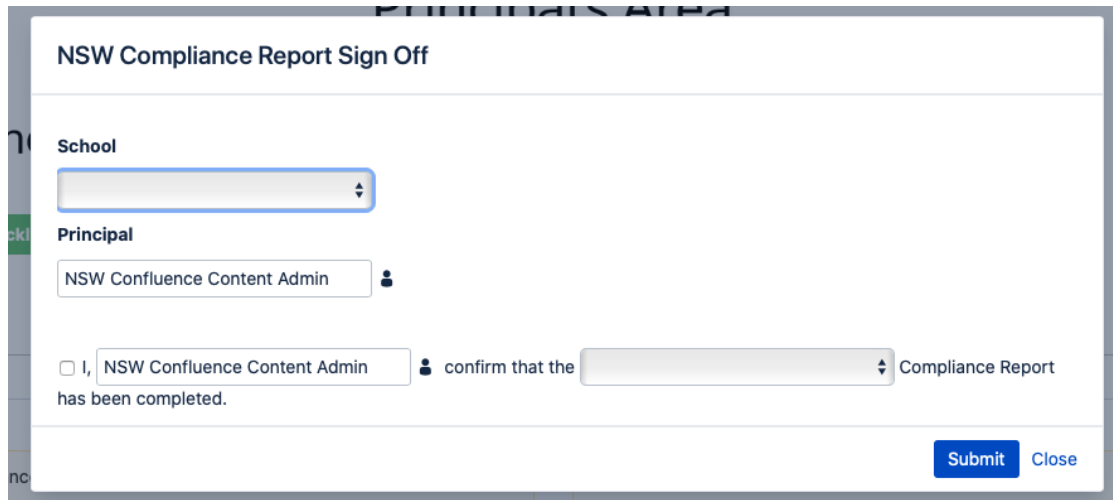
1. Click the following icon while in edit mode 
2. Add the label **haccompliance** to the created sheet. There should be 2 labels now **haccompliance** and **compliancereport**.

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.

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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.

[Policies - NSW Education](#) / [Pages](#) / ... / [Border Christian College Principal Checklists](#)    [DR](#)

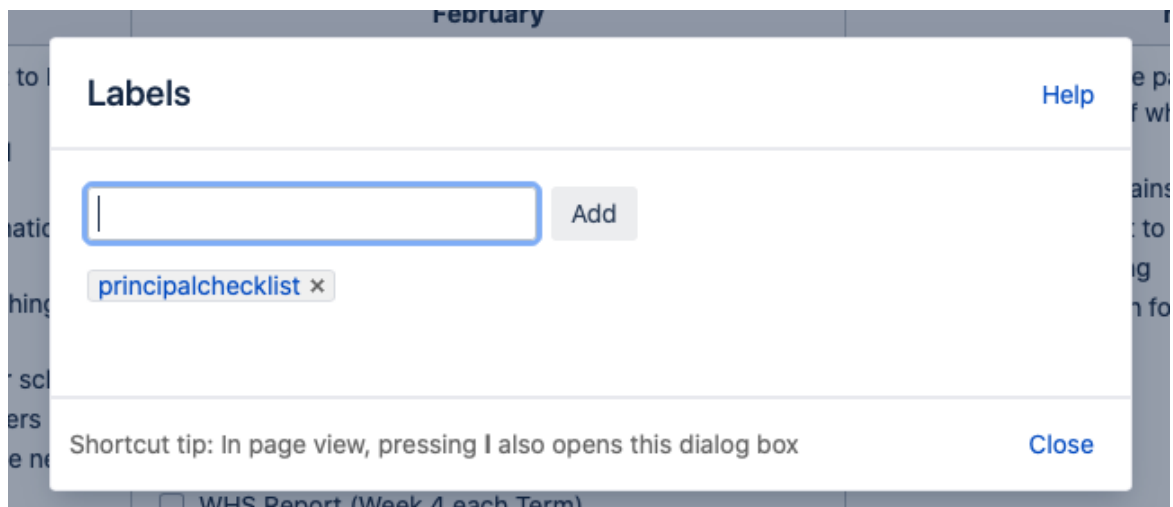
Border Principal Checklist - @year

and then click on the label icon

[Policies - NSW Education](#) / [Pages](#) / ... / [Border Christian College Principal Checklists](#)    [DRAFT](#)

Border Principal Checklist - @year

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



Click publish to save your page

Changes saved

[Publish](#)

[Close](#)

...

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.

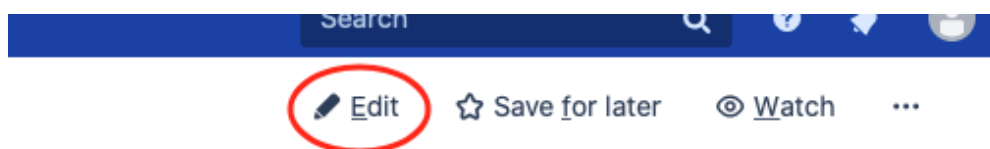
Tasks to be completed through the year

January	February	March
☒ All new employees information sent to Head Office ☒ Send all start dates for Support and Administrative staff to Head Office ☒ Collect Contractor insurance information and Safe work expectations ☒ Check NESA registration of all Teaching staff ☒ Select mentors for new staff in your school ☒ Select mentors for beginning teachers ☒ All staff sign code of conduct for the new year ☒ New Staff School Induction (Child Protection & Code of Conduct, Policies & Procedures etc) ☒ Sign WHS Consultation Agreement ☒ Forward School Council Meeting dates for the year to Head Office ☒ Forward School Calendar to Head Office	☒ AUC Opening Report ☒ Check pay levels for all staff ☒ Term 1 fees sent out ☒ Bad Debt review of current parents ☒ Start Attendance Data collection ☒ NAPLAN PAR Due ☒ Updated Rolling School Improvement Plan (QAS) ☒ Notify Education Director re changes in grades offered, principal changes, address changes, addition of campuses ☒ Final budget and capital approval ☒ WHS Report (Week 4 each Term) ☐ Complete a schedule for Governance training	☒ Remind Head Office payroll of Support and Administrative staff who do not work over the holidays ☐ Government Chaplains Report ☒ Compliance Report to BOD (1) ☒ WHS Online Training ☒ Prepare information for NESA Annual Report d

3

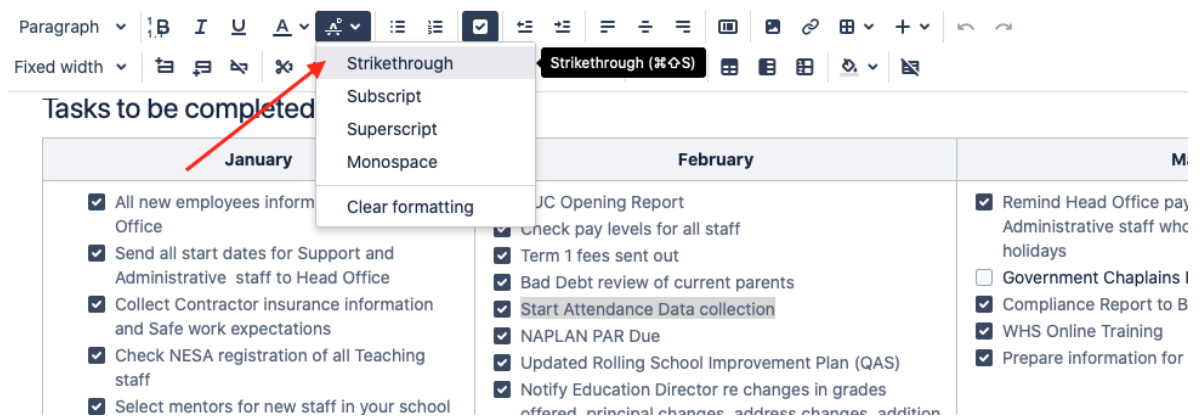
If a task is irrelevant for you school,

click on the edit button

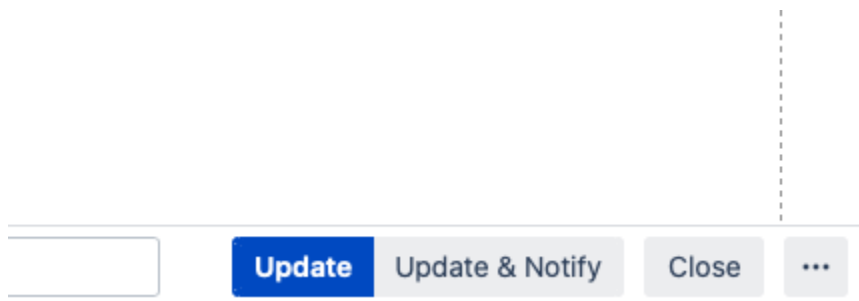


March
☒ Remind Head Office payroll of Support and Administrative staff who do not work over the holidays

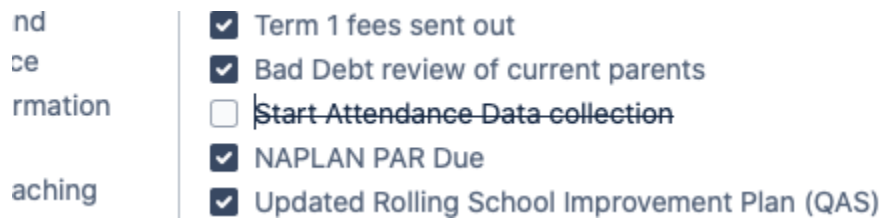
Highlight the task and then select Strikethrough



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

Search

Edit

Save for later

Watch

March
☒ Remind Head Office payroll of Support and Administrative staff who do not work over the holidays

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

Administrative staff to Head Office ☐ Collect Contractor insurance information and Safe work expectations ☐ Check NESA registration of all Teaching staff ☐ Select mentors for new staff in your school ☐ Select mentors for beginning teachers ☐ All staff sign code of conduct for the new year ☐ New Staff School Induction (Child Protection & Code of Conduct, Policies & Procedures etc) ☐ Sign WHS Consultation Agreement ☐ Forward School Council Meeting dates for the year to Head Office ☐ Forward School Calendar to Head Office	☐ Bad Debt review of current parents ☐ Start Attendance Data collection ☐ NAPLAN PAR Due ☐ Updated Rolling School Improvement Plan (QAS) ☐ Notify Education Director re changes in grades offered, principal changes, address changes, <u>addition</u> of campuses ☐ <u>Final</u> budget and capital approval ☐ WHS Report (Week 4 each Term) ☐ Complete a schedule for Governance training	☐ Government Chaplains Report ☐ Compliance Report to BOD (1) ☐ WHS Online Training ☐ Prepare information for NESA Annual Re
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Type your new task in the new line

☐ All new employees information sent to Head Office ☐ Send all start dates for Support and Administrative staff to Head Office ☐ Collect Contractor insurance information and Safe work expectations ☐ Check NESA registration of all Teaching staff ☐ Select mentors for new staff in your school ☐ Select mentors for beginning teachers ☐ All staff sign code of conduct for the new year ☐ New Staff School Induction (Child Protection & Code of Conduct, Policies & Procedures etc) ☐ Sign WHS Consultation Agreement ☐ Forward School Council Meeting dates for the year to Head Office	☐ ABC Opening report ☐ Check pay levels for all staff ☐ Term 1 fees sent out ☐ Bad Debt review of current parents ☐ Start Attendance Data collection ☐ NAPLAN PAR Due ☐ Updated Rolling School Improvement Plan (QAS) ☐ Notify Education Director re changes in grades offered, principal changes, address changes, <u>addition</u> of campuses ☐ <u>Final</u> budget and capital approval ☐ WHS Report (Week 4 each Term) ☐ Complete a schedule for Governance training ☐ New Task	☐ Remind Head Office payroll of Support and Administrative staff who do not work over holidays ☐ Government Chaplains Report ☐ Compliance Report to BOD (1) ☐ WHS Online Training ☐ Prepare information for NESA Annual Re
--	--	--

Once finished just click Update to save your changes

Update

Update & Notify

Close

...

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Compliance Checklist Page

1

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

[Policies - NSW Education](#) / [Pages](#) / ... / [Avondale Compliance Report Page](#)    DRAI

Avondale Compliance Report - @Term @Year

and then click on the label icon

[Policies - NSW Education](#) / [Pages](#) / ... / [Avondale Compliance Report Page](#)    DR.

Avondale Compliance Report - @Term @Year

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

Labels

Help

Add

Shortcut tip: In page view, pressing **I** also opens this dialog box

Close

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

Changes saved

Publish

Close

...

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:

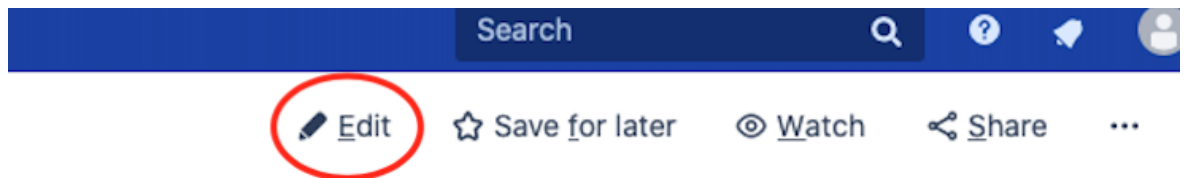
- | Yes | No | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | An updated list of all non-teaching employees and their FTE? |
| ☐ | ☐ | Record of WWCC Clearance for volunteer staff and contractors? |
| ☐ | ☐ | Job descriptions for each non-teaching staff? |
| ☐ | ☐ | Annual Staff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

type text here

- c. Where School Improvement Plan initiatives have been completed in the period since the last report, comment on these initiatives are

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

Update

Update & Notify

Close

...

[back to top](#)

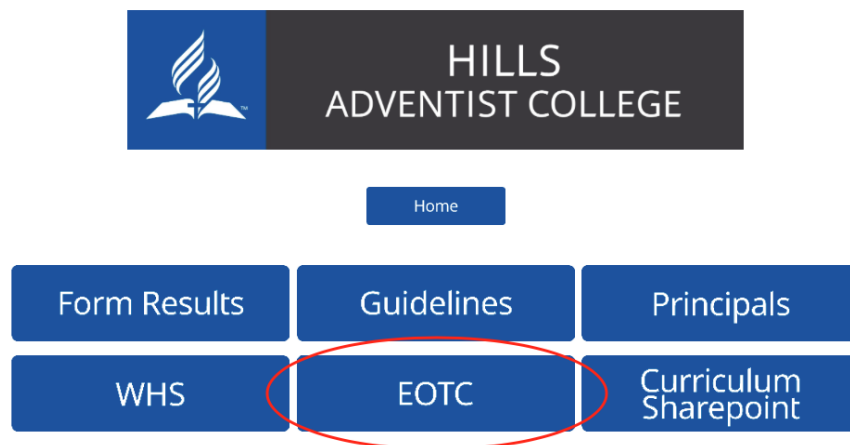
EOTC

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.



SEVENTH-DAY ADVENTIST SCHOOLS NSW/ACT

[Home](#)

EOTC

EOTC
Proposal

EOTC
Day Excursion

EOTC
Overnight/Overseas Excursion

EOTC
Tutorial

[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**

Choose Files no files selected

Principal / Authorised Delegate:

 Start typing the person's name then click on their name when it appears in the dropdown

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](#)

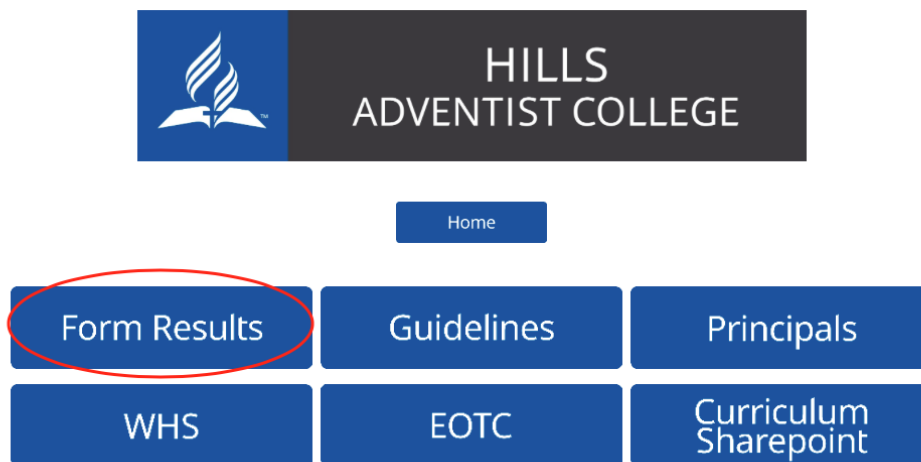
EOTC Day/Overnight/Overseas Excursion

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.

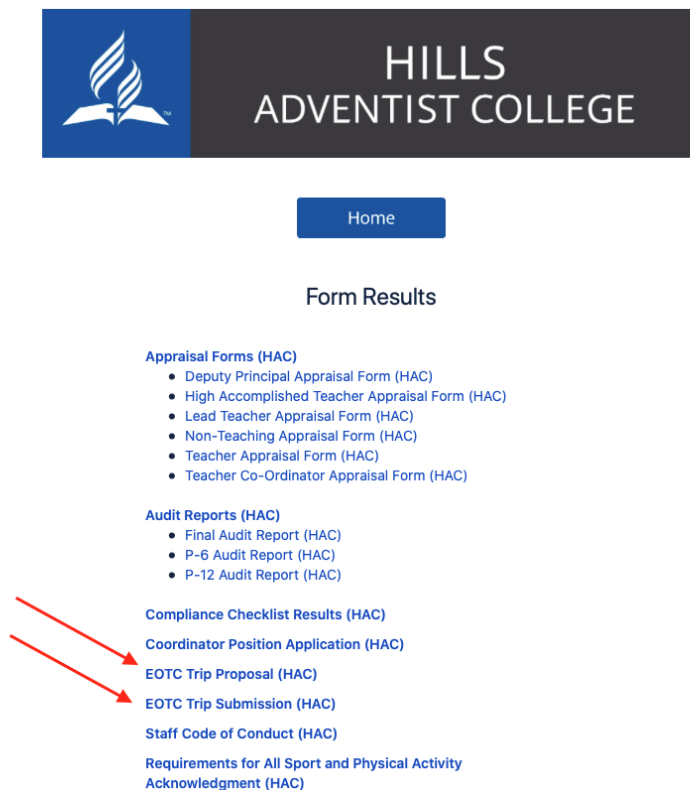
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Continuing/Editing/Approving an EOTC

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.

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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.

School Guidelines

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

All School Guidelines

- Conflict Resolution Guidelines (MC)
- External Providers Guidelines (MC)
- Junior School Casual Relief Teacher Guidelines (MC)
- Junior School Playground Duty Guidelines (MC)
- MC Position Descriptions (Support Staff)
- MC Position Descriptions (Teaching Staff)
- NNSW School Company Leave Forms, Timesheets and Expense

5.3 Curriculum

All School Guidelines

- Assessment and Reporting Guidelines (MC)
- Continuity of Learning Plan (MC)
- DUX (Years 6-10) Guidelines (MC)
- Homework Guidelines (MC)
- Junior School Report Writing Guidelines (MC)
- K-12 Curriculum Guidelines (MC)
- Professional Learning Guidelines (MC)

5.4 Premises and Buildings, and 5.5 Facilities

All School Guidelines

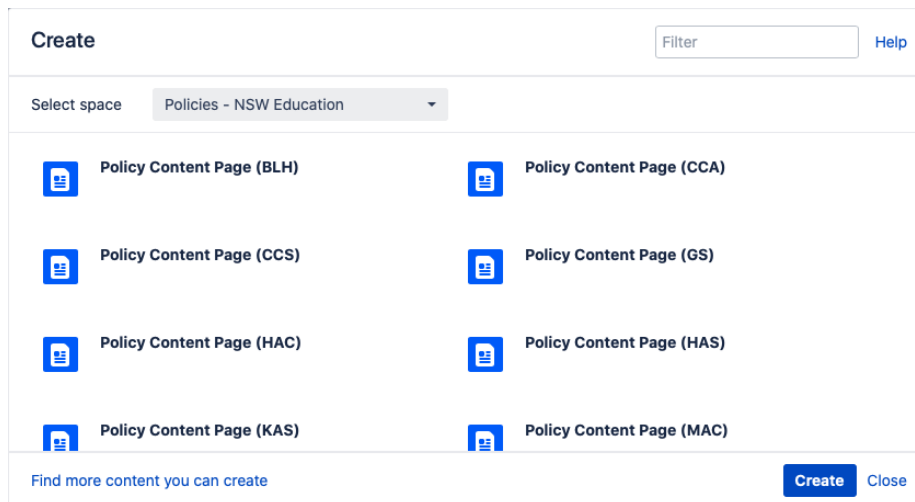
2

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)

Guideline Title (MAC)



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.

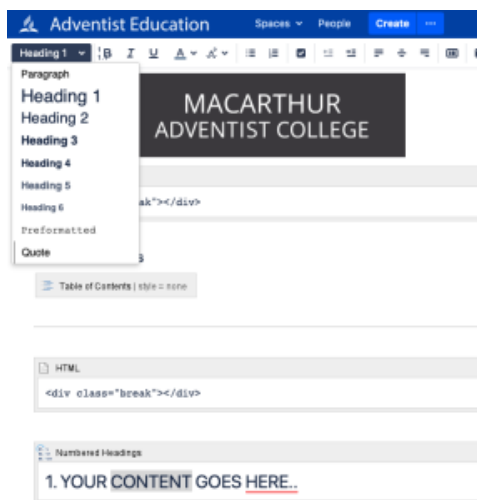


The numbers will automatically happen in the "1. YOUR CONTENT GOES HERE.." area

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

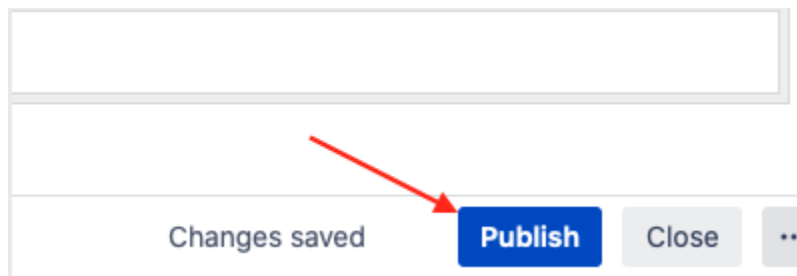


Make sure that any headings have copied over if not use the formatting section in the top left. This will let the table of contents show the correct heading for quick access.

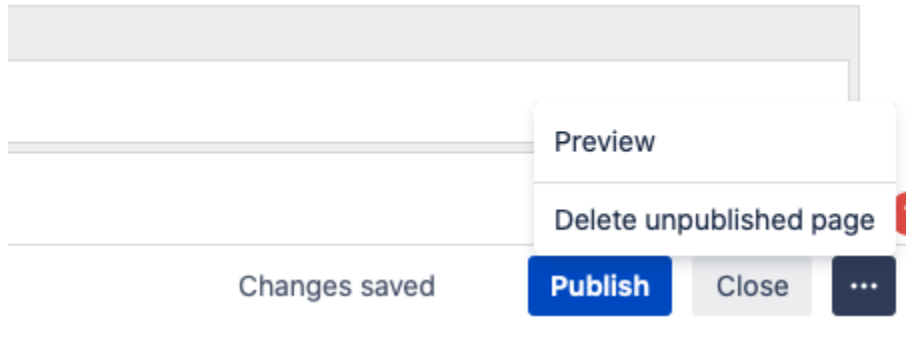


6

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

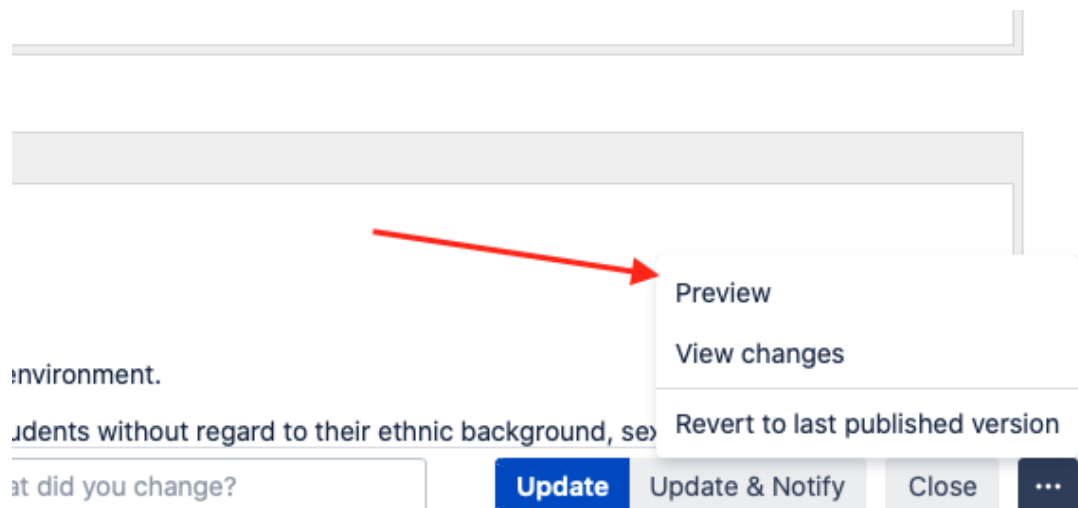
1

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

A screenshot of a web page for 'WAhroonga Adventist School'. The page title is 'Enrolment Procedures (WAS)'. Below the title is a 'TABLE OF CONTENTS' section with a list of links. On the right side of the page, there is a red arrow pointing to the 'Edit' button in the top right corner. The 'Edit' button is a small icon with a pencil. Other buttons in the top right include 'Save for later', 'Watching', and 'Share'. The page also features the school's logo and a sidebar with a list of links.

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

2



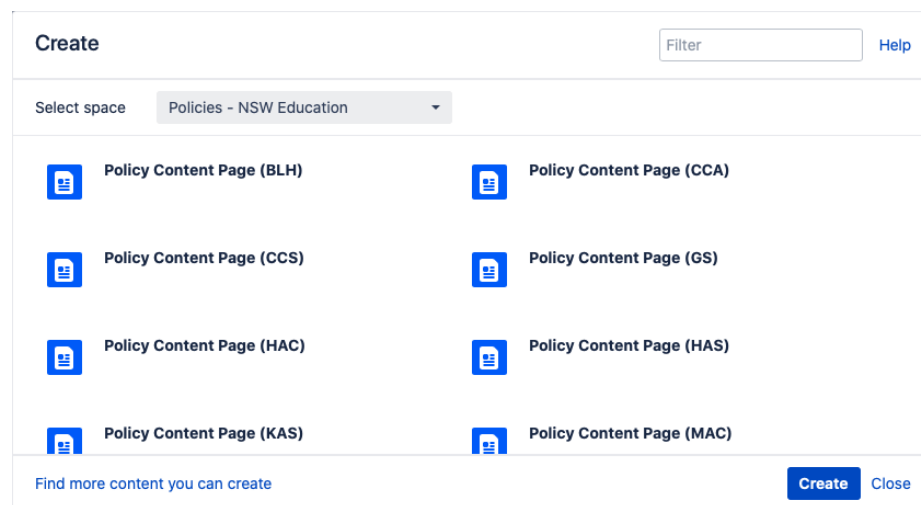
This allows you see to the changes you have made to the page page before clicking update, as every time you click publish it adds a new addition to the change history.

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)

Guideline Title (MAC)



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.

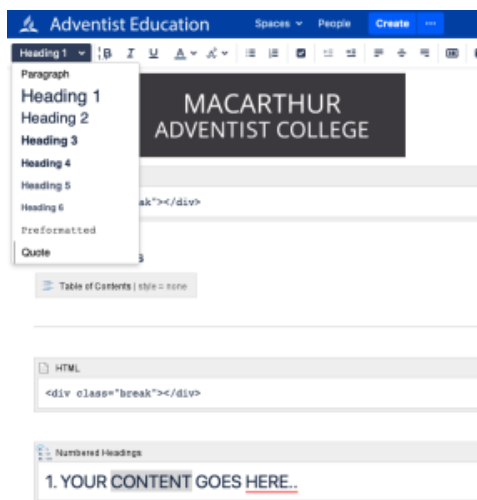


The numbers will automatically happen in the "1. YOUR CONTENT GOES HERE.." area

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

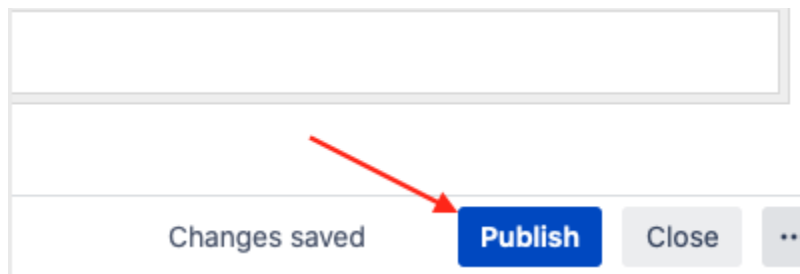


Make sure that any headings have copied over if not use the formatting section in the top left. This will let the table of contents show the correct heading for quick access.



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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

