School Based Non-Teaching Staff Induction Learning Plan

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## Begin your learning journey

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| **Recommended – Anywhere, Anytime professional learning** | | | |
|  |  |  |  |
| Module | My PL Code & Link | Completed | Date |
| Department of Education strategic plan | My PL Code: **NT00977**  [Click here to register for PLNTS - Strategic Plan](https://myplsso.education.nsw.gov.au/q/NT00977) |  |  |
| Navigating your staff portal | My PL Code: **NT00979**  [Click here to register for PLNTS - Navigating your staff portal](https://myplsso.education.nsw.gov.au/q/NT00979) |  |  |
| Mandatory training for school based non-teaching staff | My PL Code: **NT00978**  [Click here to register for PLNTS - Mandatory Training](https://myplsso.education.nsw.gov.au/q/NT00978) |  |  |
| Professional Learning for school based non-teaching staff | My PL Code: **NT01030**  [Click here to register for PLNTS -Professional Learning for school based non-teaching staff](https://myplsso.education.nsw.gov.au/q/NT00721) |  |  |
| Multicultural Education | My PL Code: **NT00721**  [Click here to register for PLNTS - Introduction to Multicultural Education](https://myplsso.education.nsw.gov.au/q/NT00721) |  |  |
| Disability Strategy | My PL Code: **NT00726**  [Click here to register for PLNTS -Disability Strategy](https://myplsso.education.nsw.gov.au/q/NT00726) |  |  |
| Aboriginal Education & Communities | My PL Code: **NT00725**  [Click here to register for PLNTS - Aboriginal Education & Communities](https://myplsso.education.nsw.gov.au/q/NT00725) |  |  |
| Introduction to Performance Development Plans (PDPs) for school based non- teaching staff | My PL Code: **NT00727**  [Click here to register for PLNTS - Conducting Meaningful Conversations](https://myplsso.education.nsw.gov.au/q/NT00727) |  |  |

## Continue your learning journey

### Aboriginal Education Officer (AEO)

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| **Optional – Live professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**  [Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |  |  |
| PLNTS – Statement of Duties – AEO | My PL Code: **NT00942**  [Click here to register for PLNTS - Statement of duties - Aboriginal Education Officer](https://myplsso.education.nsw.gov.au/q/NT00942) |  |  |
| PLNTS – SMART Goals for AEOs | My PL Code: **NT00988**  [Click here to register for PLNTS - SMART Goals for Aboriginal Education Officers](https://myplsso.education.nsw.gov.au/q/NT00988) |  |  |
| PLNTS – Communication | My PL Code: **NT00746**  [Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |  |  |
| PLNTS – A welcoming school environment | My PL Code: **NT00818**  [Click here to register for PLNTS - A welcoming school environment](https://myplsso.education.nsw.gov.au/q/NT00818) |  |  |

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| **Optional – Anywhere, Anytime professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**  [Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |  |  |
| PLNTS – Supporting students | My PL Code: **NT00675**  [Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |  |  |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**  [Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |  |  |
| PLNTS – Student wellbeing | My PL Code: **NT00676**  [Click here to register for PLNTS - Student wellbeing](https://myplsso.education.nsw.gov.au/q/NT00676) |  |  |
| PLNTS – Statement of Duties – AEO – Recording | My PL Code: **NT01023**  [Click here to register for PLNTS - Statement of duties - Aboriginal Education Officer](https://myplsso.education.nsw.gov.au/q/NT01023) |  |  |

### Business Manager (BM)

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| **Optional – Live professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**  [Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |  |  |
| PLNTS – Statement of Duties – BM | My PL Code: **NT00943**  [Click here to register for PLNTS - Statement of duties - Business Manager](https://myplsso.education.nsw.gov.au/q/NT00943) |  |  |
| PLNTS – SMART Goals for BMs | My PL Code: **NT00986**  [Click here to register for PLNTS - SMART Goals for Business Managers](https://myplsso.education.nsw.gov.au/q/NT00986) |  |  |
| PLNTS – Communication | My PL Code: **NT00746**  [Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |  |  |

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| **Optional – Anywhere, Anytime professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**  [Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |  |  |
| PLNTS – Supporting students | My PL Code: **NT00675**  [Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |  |  |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**  [Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |  |  |
| PLNTS – Financial terminology | My PL Code: **NT00679**  [Click here to register for PLNTS - Financial terminology](https://myplsso.education.nsw.gov.au/q/NT00679) |  |  |
| PLNTS – School finance | My PL Code: **NT00678**  [Click here to register for PLNTS - School finance](https://myplsso.education.nsw.gov.au/q/NT00678) |  |  |
| PLNTS – Statement of Duties – BM – Recording | My PL Code: **NT01017**  [Click here to register for PLNTS - Statement of duties - Business Manager](https://myplsso.education.nsw.gov.au/q/NT01017) |  |  |

### Community Liaison Officer (CLO)

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| **Optional – Live professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**  [Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |  |  |
| PLNTS – Role Description – CLO | My PL Code: **NT00944**  [Click here to register for PLNTS - Role description - Community Liaison Officer](https://myplsso.education.nsw.gov.au/q/NT00944) |  |  |
| PLNTS – SMART Goals for CLOs | My PL Code: **NT00987**  [Click here to register for PLNTS - SMART Goals for Community Liaison Officers](https://myplsso.education.nsw.gov.au/q/NT00987) |  |  |
| PLNTS – Communication | My PL Code: **NT00746**  [Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |  |  |
| PLNTS – A welcoming school environment | My PL Code: **NT00818**  [Click here to register for PLNTS - A welcoming school environment](https://myplsso.education.nsw.gov.au/q/NT00818) |  |  |

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| **Optional – Anywhere, Anytime professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**  [Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |  |  |
| PLNTS – Supporting students | My PL Code: **NT00675**  [Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |  |  |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**  [Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |  |  |
| PLNTS – Student wellbeing | My PL Code: **NT00676**  [Click here to register for PLNTS - Student wellbeing](https://myplsso.education.nsw.gov.au/q/NT00676) |  |  |
| PLNTS – Role Description – CLO – Recording | My PL Code: **NT01020**  [Click here to register for PLNTS - Role description - Community Liaison Officer](https://myplsso.education.nsw.gov.au/q/NT01020) |  |  |

### Farm Assistant (FA)

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| **Optional – Live professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**  [Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |  |  |
| PLNTS – Role description – FA | My PL Code: **NT00946**  [Click here to register for PLNTS - Role description - Farm Assistant](https://myplsso.education.nsw.gov.au/q/NT00946) |  |  |
| PLNTS – SMART Goals for FAs | My PL Code: **NT00990**  [Click here to register for PLNTS - SMART Goals for Farm Assistants](https://myplsso.education.nsw.gov.au/q/NT00990) |  |  |
| PLNTS – Communication | My PL Code: **NT00746**  [Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |  |  |

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| **Optional – Anywhere, Anytime professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**  [Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |  |  |
| PLNTS – Supporting students | My PL Code: **NT00675**  [Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |  |  |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**  [Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |  |  |
| Chemwatch – GoldFFX Training presentation | My PL Code: **NT00872**  [Click here to register for Chemwatch - GoldFFX](https://myplsso.education.nsw.gov.au/q/NT00872) |  |  |
| PLNTS – Risk management in the workplace | My PL Code: **NT00688**  [Click here to register for PLNTS - Risk management in the workplace](https://myplsso.education.nsw.gov.au/q/NT00688) |  |  |
| PLNTS – Role description – FA – Recording | My PL Code: **NT01022**  [Click here to register for PLNTS - Role description - Farm Assistant](https://myplsso.education.nsw.gov.au/q/NT01022) |  |  |

### General Assistant (GA)

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| **Optional – Live professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**  [Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |  |  |
| PLNTS – Role description – GA | My PL Code: **NT00945**  [Click here to register for PLNTS - Role description - General Assistant](https://myplsso.education.nsw.gov.au/q/NT00945) |  |  |
| PLNTS – SMART Goals for GAs | My PL Code: **NT00989**  [Click here to register for PLNTS - SMART Goals for General Assistants](https://myplsso.education.nsw.gov.au/q/NT00989) |  |  |
| PLNTS – Communication | My PL Code: **NT00746**  [Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |  |  |

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| **Optional – Anywhere, Anytime professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**  [Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |  |  |
| PLNTS – Supporting students | My PL Code: **NT00675**  [Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |  |  |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**  [Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |  |  |
| Chemwatch – GoldFFX Training presentation | My PL Code: **NT00872**  [Click here to register for Chemwatch - GoldFFX](https://myplsso.education.nsw.gov.au/q/NT00872) |  |  |
| PLNTS – Risk management in the workplace | My PL Code: **NT00688**  [Click here to register for PLNTS - Risk management in the workplace](https://myplsso.education.nsw.gov.au/q/NT00688) |  |  |
| PLNTS – Role description – GA – Recording | My PL Code: **NT01021**  [Click here to register for PLNTS - Role description - General Assistant](https://myplsso.education.nsw.gov.au/q/NT01021) |  |  |

### School Administrative Manager (SAM)

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| **Optional – Live professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**  [Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |  |  |
| PLNTS – Statement of Duties – SAMs | My PL Code: **NT00940**  [Click here to register for PLNTS - Statement of Duties - School Administrative Manager](https://myplsso.education.nsw.gov.au/q/NT00940) |  |  |
| PLNTS – SMART Goals for SAMs | My PL Code: **NT00744**  [Click here to register for PLNTS - SMART Goals for School Administrative Managers](https://myplsso.education.nsw.gov.au/q/NT00744) |  |  |
| PLNTS – Communication | My PL Code: **NT00746**  [Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |  |  |
| PLNTS – Management of school records | My PL Code: **NT00713**  [Click here to register for PLNTS - Management of school records](https://myplsso.education.nsw.gov.au/q/NT00713) |  |  |

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| **Optional – Anywhere, Anytime professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**  [Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |  |  |
| PLNTS – Supporting students | My PL Code: **NT00675**  [Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |  |  |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**  [Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |  |  |
| PLNTS – School finance | My PL Code: **NT00678**  [Click here to register for PLNTS - School finance](https://myplsso.education.nsw.gov.au/q/NT00678) |  |  |
| PLNTS – Statement of Duties – SAMs - Recording | My PL Code: **NT01019**  [Click here to register for PLNTS - Statement of Duties - School Administrative Manager](https://myplsso.education.nsw.gov.au/q/NT01019) |  |  |

### School Administrative Officer (SAO)

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| **Optional – Live professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**  [Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |  |  |
| PLNTS – Statement of Duties – SAO | My PL Code: **NT00939**  [Click here to register for PLNTS - Statement of Duties - School Administrative Officer](https://myplsso.education.nsw.gov.au/q/NT00939) |  |  |
| PLNTS – SMART Goals for SAOs | My PL Code: **NT00745**  [Click here to register for PLNTS - SMART Goals for School Administrative Officers](https://myplsso.education.nsw.gov.au/q/NT00745) |  |  |
| PLNTS – Communication | My PL Code: **NT00746**  [Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |  |  |

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| **Optional – Anywhere, Anytime professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**  [Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |  |  |
| PLNTS – Supporting students | My PL Code: **NT00675**  [Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |  |  |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**  [Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |  |  |
| PLNTS – Temporary Residents Program | My PL Code: **NT00845**  [Click here to register for PLNTS - Temporary Residents Program](https://myplsso.education.nsw.gov.au/q/NT00845) |  |  |
| PLNTS – Statement of Duties – SAO – Recording | My PL Code: **NT01016**  [Click here to register for PLNTS - Statement of Duties - School Administrative Officer](https://myplsso.education.nsw.gov.au/q/NT01016) |  |  |

### School Learning Support Officer (SLSO)

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| **Optional – Live professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – Excellence in School Administration: Commit to Customer Service | My PL Code: **NT00714**  [Click here to register for PLNTS - ESA Commit to Customer Service](https://myplsso.education.nsw.gov.au/q/NT00714) |  |  |
| PLNTS – Statement of Duties – SLSO | My PL Code: **NT00941**  [Click here to register for PLNTS - Statement of Duties - School Learning Support Officer](https://myplsso.education.nsw.gov.au/q/NT00941) |  |  |
| PLNTS – SMART Goals for SLSOs | My PL Code: **NT00747**  [Click here to register for PLNTS - SMART Goals for School Learning Support Officers](https://myplsso.education.nsw.gov.au/q/NT00747) |  |  |
| PLNTS – Communication | My PL Code: **NT00746**  [Click here to register for PLNTS - Communication](https://myplsso.education.nsw.gov.au/q/NT00746) |  |  |
| PLNTS – Autism: An introduction to supporting students for SLSOs | My PL Code: **NT00847**  [Click here to register for PLNTS - Autism: An introduction to supporting students for SLSOs](https://myplsso.education.nsw.gov.au/q/NT00847) |  |  |

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| **Optional – Anywhere, Anytime professional learning** | | | |
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| Module | My PL Code & Link | Completed | Date |
| PLNTS – School Plan & Culture | My PL Code: **NT00686**  [Click here to register for PLNTS - School Plan & Culture](https://myplsso.education.nsw.gov.au/q/NT00686) |  |  |
| PLNTS – Supporting students | My PL Code: **NT00675**  [Click here to register for PLNTS - Supporting students](https://myplsso.education.nsw.gov.au/q/NT00675) |  |  |
| PLNTS – Policies & Procedures | My PL Code: **NT00687**  [Click here to register for PLNTS - Policies & Procedures](https://myplsso.education.nsw.gov.au/q/NT00687) |  |  |
| PLNTS – Assistive technology | My PL Code: **NT00723**  [Click here to register for PLNTS - Assistive technology](https://myplsso.education.nsw.gov.au/q/NT00723) |  |  |
| PLNTS – Statement of Duties – SLSO – Recording | My PL Code: **NT01018**  [Click here to register for PLNTS - Statement of Duties - School Learning Support Officer](https://myplsso.education.nsw.gov.au/q/NT01018) |  |  |

## Other suggestions and links

1. Professional Learning Non-Teaching Staff (PLNTS)

Please visit the [Professional Learning Non-Teaching Staff (PLNTS) website](https://education.nsw.gov.au/teaching-and-learning/professional-learning/professional-learning-for-non-teaching-staff) for additional school based non-teaching staff learning options.

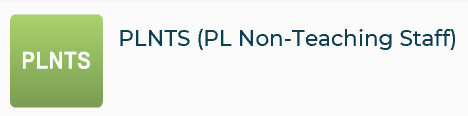
You might also like to read our [other online learning resources for non-teaching staff](https://education.nsw.gov.au/content/dam/main-education/teaching-and-learning/professional-learning/professional-learning-for-non-teaching-staff/media/documents/Other-Online-Learning-Resources-for-NTS.pdf) document that is available on our intranet site.

We also have [useful links for school based non-teaching staff](https://education.nsw.gov.au/teaching-and-learning/professional-learning/professional-learning-for-non-teaching-staff/resources) that may assist you navigate the Department intranet

Contact us:

 [PLNTS@det.nsw.edu.au](mailto:PLNTS@det.nsw.edu.au)

Add our tile to your staff portal:



1. School Partnerships and Learning Enablement (SPLE)

The SPLE team supports school-based staff in operational processes and practices across the range of EDConnect services.

[EDConnect Training and Coaching](https://my.education.nsw.gov.au/inside-the-department/edconnect/about-us/school-partnerships-and-learning-enablement)

1. Human Resources

[Pay, leave & benefits for non-teaching staff](https://my.education.nsw.gov.au/human-resources/pay-leave-and-benefits/non-teaching-staff-in-schools)