

# Keeping Safe: Child Protection Curriculum

## Frequently asked questions – KS:CPC portal

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### 1. Who can access the KS:CPC portal?

- The KS:CPC portal is a restricted site and is only available to:
  - educators who have completed the KS:CPC full day face-to-face training or are booked into training, and
  - Department for Education SA staff or educators currently employed by an organisation with a licence agreement to access the KS:CPC. A list of organisations is on the portal home page.
- For more information, email [Education.CPC@sa.gov.au](mailto:Education.CPC@sa.gov.au).

### 2. What is the KS:CPC portal website address?

- <http://tiny.cc/KSCPC-Portal>

### 3. My school/sector is not on the approved list – what can I do?

- Speak to your preschool or school leadership team to identify if the KS:CPC is suitable for your site.
- Email [Education.CPC@sa.gov.au](mailto:Education.CPC@sa.gov.au) for information regarding access to the KS:CPC.

### 4. What are the system requirements?

- Click on the 'Help' tab on the Menu then choose 'System requirements'.
- The required software will be listed; any programs unavailable (or out of date) on your computer will be marked with a red cross. If you need to download new software, click on 'software downloads' (it may be necessary to speak with IT support at your site).
- The KS:CPC online update training is compatible for use with iPads/tablets.
- There is no audio within this KSC:CPC online update training.

### 5. What is on the KS:CPC portal?

The KS:CPC portal has two main sections:

- KS:CPC online update training
- KS:CPC resources (year level documents and supporting resources).

### 6. What if I've forgotten my password?

- In the 'Login' box on the KS:CPC portal, click on 'Forgotten'.
- Enter your email address and click the 'recover' box.
- An email will be sent with instructions to reset your password.
- You should receive an email with your new password within 24 hours.

### 7. What if I've forgotten my username?

- Email [Education.CPC@sa.gov.au](mailto:Education.CPC@sa.gov.au).

### 8. How can I update my account details?

- Once logged in, click on the portrait in the top right hand corner then choose 'Edit your account'.

## KS:CPC online update training

### 9. Who needs to complete the KS:CPC online update training?

#### Department for Education SA:

- Staff who completed the KS:CPC full day face-to-face training prior to 2013 must complete the KS:CPC online update training. In 2021, some minor changes were made to consent and online safety.
- It is recommended that staff complete the update course at least every 3 years.

### 10. How do I access the online update training?

- Choose the 'My Training' tab. Click on the Keeping Safe: Child Protection Curriculum Update Course to begin.

### 11. How long does the course take to complete and do I have to complete it in one session?

- The course takes approximately 90 minutes to complete. However, times may vary between individuals based on their learning style and whether they choose to view optional material.
- You can log out at any time and the course will automatically save where you are up to – any unexpected interruptions will not result in you having to repeat material.

### 12. Does the course provide a certificate?

- Yes. Once the course is completed your certificate can be downloaded as a pdf from the 'My training' tab. If you misplace your certificate you can return to the 'My Training' page at any time to download it again.

### 13. Who do I need to provide my certificate to?

- **Department for Education SA** staff do not need to send their certificate to the department as it is recorded centrally.

### 14. How long does the certificate last?

- See information in number 9. Otherwise, there is no expiry period with the training unless there is a major update of the KS:CPC.

### 15. Can I complete the update training again?

- Yes but you will need to reset the training or the date will not be updated.
- On the 'My Training' page, click 'Reset Course'. Complete the training again and you will receive a new certificate with the current date.

### 16. I have not completed the full day training - can I complete the online training instead?

- No, the KS:CPC online update course is only for people who have completed the full day face-to-face training.
- If you complete the online update training without having done the full day, the certificate will not be valid (for **Department for Education SA** staff, the training will not be added to the department's database).

## KS:CPC resources

### 17. What resources are available?

#### a) KS:CPC documents:

<u>South Australian edition</u> (South Australia specific)	<u>Global edition</u> (Other Australian states and international schools)
<ul style="list-style-type: none"><li>• Early Years: Ages 3-5</li><li>• Early Years: Years R-2</li><li>• Primary Years: Years 3-5</li><li>• Middle Years: Years 6-9</li><li>• Senior Years: Years 10-12</li></ul>	<ul style="list-style-type: none"><li>• Early Years: Ages 3-5</li><li>• Early Years: Years R-2 (Ages 5-7)</li><li>• Primary Years: Years 3-5 (Ages 8-10)</li><li>• Middle Years: Years 6-9 (Ages 11-14)</li><li>• Senior Years: Years 10-12 (Ages 15-17+)</li></ul>

#### b) KS:CPC Support materials:

- Support materials for Aboriginal children and young people
- Support materials for children and young people with disability and additional needs
- Support materials for culturally and linguistically diverse children and young people.

#### c) KS:CPC Additional resources:

- curriculum mapping tools, sample planning guides, site implementation tools and resource lists
- parent information such as sample parent letter, factsheets, student report examples, newsletter articles, concept summaries, PowerPoint presentation and information in multiple languages.

### 18. Where can I find the KS:CPC documents and resources?

- Click on the KS:CPC resources tab on the portal menu.
- The KS:CPC documents can be found on the left hand side of the list as a pdf download.
- The KS:CPC additional resources can be found on the right hand side of the list.

### **19. Who can access the KS:CPC documents?**

- The KS:CPC documents are the intellectual property of the Department for Education and are only available to department staff and organisations that have licence agreements to access the materials. A list of organisations is on the portal home page.
- Staff must complete a full day face-to-face KS:CPC training or be booked into a training course to access the materials.

### **20. Can I print the KS:CPC documents?**

- The KS:CPC documents can only be printed for the purpose of teaching, professional learning or training.

### **21. Are the documents available in hard copy?**

- The KS:CPC documents can be purchased in hard copy format from the portal under the KS:CPC Resources tab
- Click on the relevant button and follow the instructions.

### **22. Can we make the KS:CPC year level documents available on our school website?**

- No, this is a breach of copyright permissions.

### **23. How can I communicate information about the KS:CPC with parents/carers?**

- Keep parents/carers informed about the KS:CPC.
- A range of resources are available on the portal from the KS:CPC Resources tab.
- The KS:CPC documents are for teachers use. If you would like to share information from the documents with parents/carers, a teacher/parent meeting is recommended so you can explain the KS:CPC and activities in context and answer any questions or concerns. You may like to invite a senior staff member to attend the meeting for further advice.

### **24. Can I use the resources if I move schools?**

- If you move to a new site, you can use the KS:CPC if the new location is a Department for Education SA site or if the new site has a licence agreement to access the materials.

## **Contact**

**Email:** [Education.CPC@sa.gov.au](mailto:Education.CPC@sa.gov.au)

**KS:CPC website:** <http://kscpc.2.vu/KSCPC-Website>