

Welcome to Learning Links!

To be holding this piece of paper (or looking at it electronically), you've already received a few emails from Learning Links:

- Confirmation from Sam your interview was successful (yeah!!!);
- Your letter of offer and required employment paperwork from recruitment@learninglinks.org.au;
- Your Office365 set up information from djackson@learninglinks.org.au;
- An email from itadmin@learninglinks.org.au or itadmin2@learninglinks.org.au to set up your SharePoint access;
- An invitation from Salesforce to set up your Salesforce account; and
- An enrolment invitation from Sam in the Education @ Learning Links Learning Program (where you are now).

This learning program has everything you'll need in the coming days, weeks and years to make a genuine difference in the lives of the children you support at Learning Links. There is a lot in the online learning program, and you don't need to know it all at once. This guide here will help you work through this in an order that will help you the most for beginning to work at Learning Links.



This Learning Program is available from your browser at any time once you've enrolled, or also by downloading the Kajabi app on your smartphone or tablet. Over time this will be the sole place of truth in Education, having it accessible at all times will be of tremendous help to you (the search function is terrific!) Kajabi will keep a record of where you're up to, helping you keep track of your learning journey. At the end of each module is a brief quiz to help you check in on your learning progress. You can revisit lessons at any time.

Module 1: Introduction

- Watch the Welcome Video – I cannot say it enough, welcome to Education @ Learning Links! We're thrilled to have you here to both expand your teaching repertoire and help students thrive.

Module 2: Logistics: Employment & Technology

- Watch the video series in preparation for our induction sessions, they have been ordered to help you navigate the processes from receiving your “Congratulations” email through to “Hello” with your first student.

Lesson 1: What to Expect

In this video I've outlined the processes occurring in the background (setting up all your IT, the intake process to book students in to see you ...) while we're getting you ready to start. You'll find a copy of this Learning Guide here in case you misplace this copy. You'll also find a list of essential phone numbers; this appears a few times throughout the learning program. There are a few tasks to tick off at this stage, here they are for you:

- I have returned signed forms to HR
- I have either submitted confirmation of completing Child Protection training this year or completed the eLearning modules supplied by HR
- I have sent my photo and details to Donna for my badge.
- I have sent my working from home form & photo of home office to Donna
- I have saved the Essential Contact Details to my phone.
- I have accessed the Professional Development Calendar and saved the upcoming PD dates in my calendar.

Lesson 2: Technology Introduction

This short video provides an overview of the different types of technology and where they fit into our work. Learning Links' Internet, Email, Computer & Mobile Phone Use Policy can also be found here to review during your first few months @ Learning Links. Each specific technology program is described in more detail in subsequent lessons.

Lesson 3: Microsoft 365

This is our email provider (Outlook) and file server (SharePoint). Watch the video, download the instructions and confirm everything is in working order with Donna.

- I have set up my Office365 access and sent Donna an email from my Outlook account once confirm I am up and running djackson@learninglinks.org.au
- I can access Client Services SharePoint folder containing resources for teaching in Education

Lesson 4: Salesforce

Salesforce is our Client Management System, containing your Calendar with bookings, details of your students and is the way you record attendance, so you are paid for the great work you're doing! During your induction sessions a live demo will happen, for now it's important you can login and navigate your way around it briefly.

- I have set up my Salesforce login and know how to locate information on children and mark attendance.

Lesson 5: Technology @ Locations

When you're working at one of Learning Links' offices, you'll have access to our iPads, document camera, C-Pens, printers and all of the subscriptions for additional resources. It is here you'll also find a copy of our iPad catalogue to become familiar with the apps we have available to complement your teaching. If you're not working at a Learning Links location, please liaise with Donna to organise to borrow an iPad to support you.

- I have located the iPad catalogue and can access subscriptions in the Contacts app
- I am aware of the availability of a document camera & C-pens at the site
- Once at a location I will confirm printing access to my device and speak to Donna if required

Lesson 6: Zoom

Regardless where you're working, Zoom will be a part of your working life at Learning Links – we use this for meetings, trainings as well as service delivery. In this video I outline the important aspects of setting up your Learning Links account and best practices regarding the settings for Zoom. There are also helpful guides to teaching with Zoom, with more information about this in the Online Sessions lesson (particularly the Online Session Logistics Document).

- I can login to Zoom using my Learning Links email account

Lesson 7: Education and Learning Links

Learning Links is a large organisation, and we do many things – however it is all in the service of helping children and young people fulfil their potential! In this lesson I've tried to provide you with a crash course in terms of where Education sits amongst the other Client Services' programs as well as the support it receives from our Customer Care, Intake and Support Office functions. In this lesson you'll also find copies of our brochures (great summaries of the other programs) and our Annual Report. For now, it's important to know what you're apart of – over time you'll learn more and more about Learning Links. Your initial focus is on Education, hence the crash course here.

Over the course of your first three to six months revisit this and the Learning Links website to be more aware of the organisation:

- I have visited Learning Links' website and read our Purpose, Vision & Values (during the 1st six months)
- I am aware of the following programs and services (during the 1st six months): Speech Therapy, Occupational Therapy, Psychology Services, EIPP, Reading & Counting for Life Preschool, Early Intervention Services, HIPPY and MyTime.
- I know where brochures for each of our programs are stored at my Learning Links' location

Lesson 8: Centre Based Sessions

Although we are expanding options for Education @ Learning Links, sitting beside a student in one of Learning Links' locations is still the most common way we provide services. As such, this lesson includes an overview of the key policies to be familiar with in your work at Learning Links. There are many policies and procedures to ensure we provide a safe and effective working environment for you and for the children and families we support. There is, however, a suggested order of attach below to help space this out:

In preparation for induction sessions with Sam:

- I have reviewed the Delivery & Collection of Children Policy and Procedure know my responsibilities regarding the delivery and collection of children.
- I have discussed and fully understand the requirements of the Learning Links Keeping Children Safe Policy and Procedure including:

- My role and responsibility as a mandatory reporter
- The role and responsibility of other staff in keeping children safe
- How to access and utilise the NSW Mandatory Reporter Guide
- The procedure to follow for reporting suspected abuse/harm of a child
- The role of Learning Links Code of Conduct in keeping children safe
- The need to respect the privacy rights of children, parents, and staff
- I have read and understood the Conflict of Interest aspect of the Code of Conduct and declared any potential Conflicts of Interests prior to beginning sessions

In preparation for first month of sessions:

- I understand that families need regular communication about the session, conducted preferably in the room, during the final five minutes of the session
- I have read and understand the Work Health & Safety Policy (first month of beginning sessions)
- I have read and understand the Feedback and Complaints Policy and Procedure during the first six months of my employment.
- I have read and understand the Emergency Response Policy & Procedure, having familiarised myself with Evacuation Poster in room (& notified if not visible) during my first week of sessions

Throughout the first six months of sessions:

- I have read and understood the Privacy Policy (during 1st 3 months)
- I have read and understood the Client Records Policy during the probation period (during 1st 3 months)
- I am aware of the Employee Assistance Program and have this number (when you need this)

➔ Towards the end of your first six months at Learning Links, you'll engage in an informal discussion with Sam regarding your understanding of the Learning Links' policies relevant to your work.

Lesson 9: Online Sessions

All Education Specialists are conducting some form of online sessions, and we all need to keep our skills up in this regard in the event of unexpected situations. In this video I've outlined the nuances to providing online services for students as well as the specific logistical considerations to delivering the sessions. Here in this folder, you'll find helpful guides about our resources, specifically for online delivery.

- I have bookmarked resources available on my home computer and saved the online logistics and resource guide to my local computer for quick access.

Lesson 10: School Sessions

We have a small number of sponsored Education Programs in Schools. This is a program staff nominate to participate in when we have available funding. In this lesson the logistics and resources for this are explained. You are of course welcome to view this lesson, but it's not essential for beginning your work at Learning Links and may not ever be a part of your workload. Skip this one for now! Revisit when you're feeling a bit more settled into your role.

- I have read and understood the Working in Schools and Community Settings Policy only in the event I will be working in a school.

Lesson 11: Education and NDIS

Learning Links is a provider of services within the National Disability Insurance Scheme (NDIS). In rare circumstances a student may be accessing Education services using this funding, or with an NDIS plan in place. If we're going to place a student with you who has an NDIS plan this is the lesson for you. Please review the video, read the handouts and liaise with Sam and Donna to get ready.

- I have discussed the requirements and obligations of being a registered provider of services to NDIS participants with Sam. This includes adopting a person-centred approach in all service delivery and reporting all serious incidents or allegations to the NDIS Commission regarding NDIS participants in connection with our services.
- I have registered for a PRODA Account if I am going to see a student who has funding through the NDIS.
- I have completed the NDIS Worker Orientation Module (Access the NDIS Quality and Safeguards Commission website, locate the module and follow the prompts to create a new account) and send the completion certificate to payroll@learninglinks.org.au and djackson@learninglinks.org.au only if I am seeing a student who has NDIS funding.

Module 3: Learning Difficulties Overview

We support students who have Learning Difficulties, both diagnosed and not. Although every single resource, program, reading material or training we provide you during the course of your employment at Learning Links will relate to your work in supporting students who find learning difficult, there are some key knowledge we'd like you to start with. The videos in these modules are required to be viewed by the end of your first three months at Learning Links, they are there for you whenever you wish to view them, but you'll have a chance to discuss these with Sam towards the end of your first three months.

Lesson 1: Learning Difficulties

Lesson 2: Dyslexia and Dyscalculia – Fact, Fiction or Something in Between?

Lesson 3: Dyslexia and Dyscalculia – Diagnosis Protocols

Lesson 4: Dyslexia and Dyscalculia – So what?

There are more lessons to come here (e.g., ADHD)

- I have completed Learning Difficulties induction training and know:
 - What learning difficulties are
 - Why they occur
 - How Learning Links supports through multiple disciplines
 - The diagnostic criteria of learning difficulties

Module 4: Screening and Learning Plans

The foundation of our Education Program is the individual screening process we conduct to identify where a student begins to experience difficulty so that we can tailor their intervention to specifically target these areas. Once you know what to teach, the rest is actually quite simple.

Much of your induction sessions with Sam will involve reviewing the notes about a student, reviewing how to conduct each of the tools and we write the first few plans together – we keep doing this until you feel confident to do these on your own.

As we see students from early Kindergarten through to High School students, across both Literacy and Numeracy and all of the skills within this, there are quite a few aspects to the screening. There's no need to know it all at the beginning.

On the next page is our recommended guide to reviewing Module 4 & 5.

Lesson 1: Introduction

Watch this short video and download the Stimulus Booklet and Recording Document. Donna will send you a hard copy of this, but you'll need quick access to it, so download now.

Lesson 2: After Screening: Learning Plans

If you like to know the whole picture at the beginning, watch this video in preparation for your first induction session, otherwise it is fine to view this closer to the time you'll be meeting your first students. In this lesson there is a quick checklist and infographic to help you keep track of the process.

Lesson 3: After Learning Plans: Interviews and Progress Reports

If you like to know the whole picture at the beginning, watch this video in preparation for your first induction session, otherwise it is fine to view this closer to the time you'll be meeting your first students.

- I know the difference between assessment and screening and have access to the tools I need (after 1st induction session)
- I know the cycle and time frames of screening, plans and monitoring (after 1st induction session)

Module 5: Screening Tools

We support students to read, spell, write, count, compute numbers and apply this to worded questions. It takes some careful screening to identify where the process starts to become challenging for our students. This

screening process is the foundation of our success at Learning Links, we identify where to start and target that area before moving onto the next area.

You will not need to know all of this before you start! You'll work with Sam in your induction sessions to review the notes about the students you're going to see, understand the screening framework for those students and look at the specific tests.

If you wanted to get a head start, begin with Lesson 1 & Lesson 4 – these sets of tools are the most commonly used in our Education Program.

Please don't watch them all before your induction session, it is too much learning at the front end and you really don't need it all to start – you will need a handful of screening tools at your disposal for the first week of sessions (maybe 4!) and Sam will help you select and know how to use.

If you like to know the bigger picture and are eager to consume, I'd recommend the Introduction videos only in each of these lessons.

Lesson 1: Reading and Spelling Screening

Introduction

Letter Sound Test

Burt Word Reading Test

South Australian Spelling Test

Phonemic Awareness Screener

Reading Accuracy Screener

Lesson 2: Reading Comprehension Screening

Introduction

Waddington Reading Test

CUBED Test

PROBE Test

Synonyms Test

Lesson 3: Writing Screening

Introduction

Writing Sample

Lesson 4: Numerical Operations Screening

Introduction

One Minute Basic Maths Facts Test

Number Sense Screener

Computation Tests

Lesson 5: Mathematical Reasoning Screening

Introduction

Language of Mathematics Screener

Lesson 6: High School Screening

Introduction

During your first 3 months at Learning Links this is the focus, we'll be working towards you being able to sign off on:

- I can conduct initial screening with a student
- I can enter RBA data into Salesforce
- I can prepare a learning plan based on screening results

Module 6: Teaching – Where to Begin?

Here is where you begin to teach – because you'll have confidence in knowing what your students need. This is still a very emerging aspect of the Learning Program available online, and more information will be provided about this section over time.

Currently you'll find the following lessons for viewing at any time you wish (these aren't a component of induction, they are supports for your teaching)

Lesson 1: Planning and Programming for Success

A short video and supporting documents where I share how I manage to plan for a large tutoring load quickly and efficiently.

Lesson 1: Systematic Synthetic Phonics

The first of many more lessons to come where we'll unpack the research, strategies and resources to teach with the greatest impact.

There is a lot – because you're doing a very important job, helping children and young adults who've fallen through the cracks at school find success in learning. We're working hard to try to make your professional learning journey manageable and clear and are always open to feedback to make it better.

Please reach out, use the search function – don't get caught up in information overload – we give you plenty of time to prepare for your first week of sessions, only some of this information here is needed for that. The rest comes a little later – in your first month, first three months and first six months. There are a few sections you may never need.

Just ask for help, that's what we're here for.

At the completion of your first six months, you and I will review this document – tick your achievements and fill in the blanks where we need to, so that we can sign this together and get on with helping the students in our care.

myInduction Education

(incorporating Client Services completion sign off)

To be completed by new staff member, signed by their manager, and returned to HR within 6 months from the commencement of sessions beginning.

Employee name	
Position	Education Specialist
Reporting to	Samantha Hornery
Date of employment	

Return to HR (via email at completion):

6 months from date of employment ____/____/____

myInduction Education (incorporating Client Services) has been completed and reviewed by my Manager, or delegate, to my satisfaction.

Employee's Signature	
Today's date	

To be completed by HR – completion date entered in database / /