

Kindergarten IT Program



Session plan

Session title	Online TLDS Training - 901
Learning objectives	Introduce ECEC Educators to the Online TLDS platform demonstrating the practical steps
Learner profile and characteristics	The participants are ECEC educators (kindergarten teachers) throughout Victoria who are required to make use of the Online TLDS (Insight) platform to generate, maintain and share Transition Statements. Daily tasks include transferring images, documents and videos between iPads and Windows PCs and Macs. Participants will be of varying levels of experience with the use of web forms..
Delivery strategies	Delivery will be face to face session using notebooks to connect to a training version of the Online TLDS platform
Presentation aids and resources	Delivery requires a classroom or meeting room space with projector & screen, adequate desk space and seating for 10 students and trainer. 11x laptops with mice & power supplies 2x 10 socket power boards. 2 Extension cords
Feedback method/s to be used	One page feedback form at completion of the session or interactive survey linked to on desktop
WHS considerations	All cords need to be cable checked and secured to avoid tripping hazards. No confidential data is to be accessed during the session. No confidential data is to be upload or shared to the training desktops.

Section	TOPIC/ CONTENT, DELIVERY STRATEGY
Introduction	1.1 Welcome. Trainer to outline what will be covered, ensure attendees are familiar with the WHS considerations for the session. 1.2 Understand the purpose of the TLDS. 1.3 Understand what Online TLDS platform is.
Privacy and Information Sharing	2.1 Know where to seek information on complying with the Australian Government's Privacy Act 1988. 2.2 Be aware of the privacy requirements of handling information. 2.3 Understand the duration for holding and disposal of the TLDS information in accordance with law.
Accessing Online TLDS	3.1 How to access Online TLDS 3.2 System requirements 3.3 Logging into the platform for Online Transition Learning and Development Statements 3.4 Overview of the sections within the Online TLDS 3.5 The Service Details
Creating a new TLDS Profile	4.1 Starting a new TLDS Profile 4.2 Complete the child's information 4.3 Adding a photo 4.4 Completing Parent/Guardian contact details 4.5 Update the Early Childhood Service contact details
Section 1	5.1 Section 1 5.2 Context of early years setting/s 5.3 Specific information
Section 1.1	6.1 Section 1.1 6.2 Learning outcomes & descriptors 6.3 Intentional teaching strategies

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Section 1.2	7.1 Completing Section 1.2
Section 2 & 3	8.1 Sections 2 & 3 8.2 Option 1: Create Link for Section 2 and 3 8.3.1 Option 2: Download the Draft PDF form 8.3.2 Scan Sections 2 & 3 of the returned form 8.3.3 Upload Sections 2 & 3 8.4 Completion questions and Indigenous Status
Submission	9.1 Submission 9.2 Confirming attendance at a Victorian school; the family's awareness of who the information is shared with; if they opt out of sharing the Transition Statement 9.3 Select the school the child will attend 9.4 How to download completed TLDS 9.5 How to Submit TLDS via Insight
Managing Statements	10.1 Managing statements 10.2 Searching TLDS Profiles 10.3 Editing Transition Statement 10.4 Recalling a Transition Statement 10.5 Review Links 10.6 Downloading a summary report 10.7 Batch downloading Transition Statements