

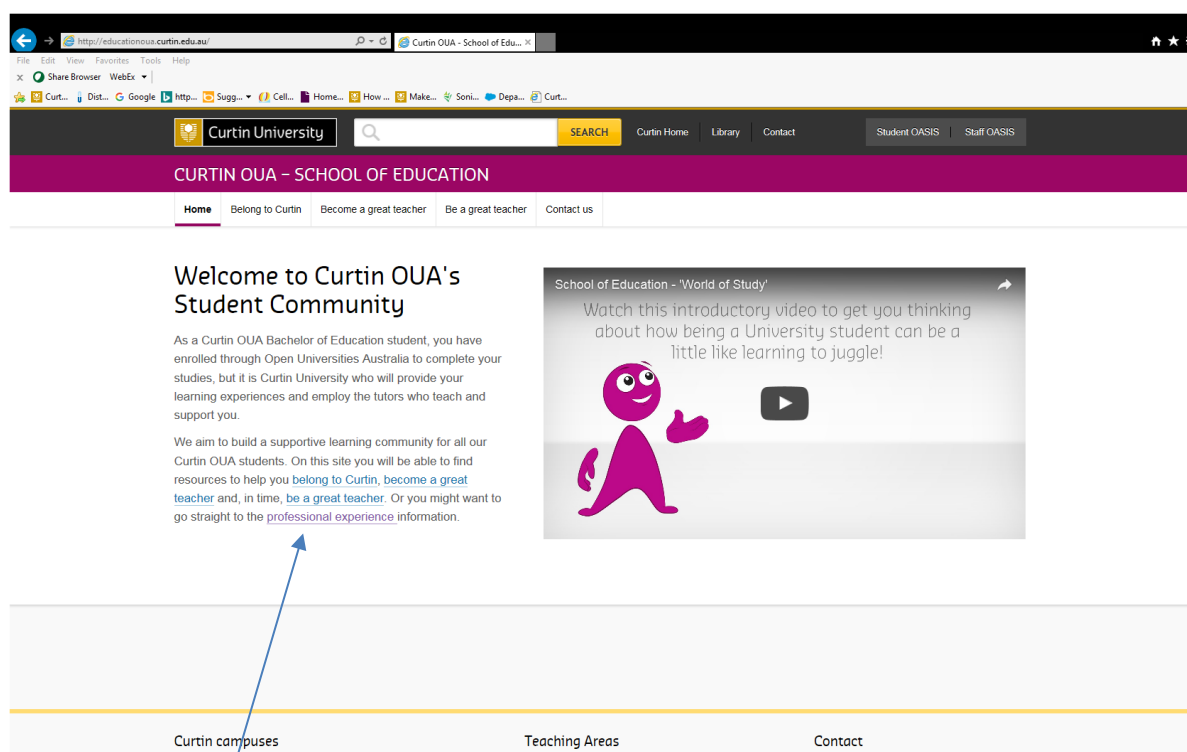


GUIDELINE FOR PLANNING YOUR PROFESSIONAL EXPERIENCE

All students are required to complete compulsory professional experience placements in schools as part of designated units in the second, third and fourth year of the course. Placements are undertaken on a full-time basis for the number of days shown and students need to plan carefully to ensure they are able to meet this commitment. The total number of days of professional experience in the course will satisfy all states' requirements for teacher registration.

For placement information students should visit this website <http://educationoua.curtin.edu.au/>

This link will take you to the Curtin OUA – School of Education page.



Click on **Professional Experience** for links to:

- B.Ed (Early Childhood Education) Professional Experience
- B.Ed (Primary) Professional Experience
- Internship
- MTch (Primary) Professional Experience
- MTch (Secondary) Professional Experience
- MTch Transition into the Profession
- Mandatory tests

STEP BY STEP PROCESS

Organise Checks:

WA - Western Australian Department of Education Screening Police History Check –

<http://det.wa.edu.au/screening/detcms/navigation/screening-for-criminal-history/national-police-history-check--application-package/>
Working with Children Check contact – hum-ed-ouaprac@curtin.edu.au

NSW – Complete form found at following link <https://wwwcheck.ccyp.nsw.gov.au/Applicants/Application#> and email a copy of your Application Number or WWC number to hum-ed-ouaprac@curtin.edu.au

SA – You will receive an email stating you need to complete the application online, link <https://screening.dcsi.sa.gov.au/>.

QLD – Email Curtin hum-ed-ouaprac@curtin.edu.au to inform them that you need a Blue Card application form or click on the following. <https://www.bluecard.qld.gov.au/volunteers/howdoiapply.htm>

ACT – Click the following http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp/forms_and_fees

Scroll down and click on “Working with Vulnerable People application form – once you receive, please send copy to Curtin hum-ed-ouaprac@curtin.edu.au

VIC – Click on the following link and then click on “Application Forms Request”. <https://online.justice.vic.gov.au/wwccu/onlineapplication.do> email a copy to hum-ed-ouaprac@curtin.edu.au

NT – <http://www.workingwithchildren.nt.gov.au/> Email Curtin hum-ed-ouaprac@curtin.edu.au to ask for an Ochre Card application form, Curtin will complete the necessary information and you will need to complete the remaining section and send off. The Commission will send Curtin University a confirmation of clearance. <http://www.workingwithchildren.nt.gov.au/>

TAS – Click on the following link for Working with Children, http://www.justice.tas.gov.au/working_with_children/application., Please send a copy to Curtin hum-ed-ouaprac@curtin.edu.au

Approach School

1. Establish availability of appropriate Schools in your area
2. Make unofficial contact with School to ascertain if it will be possible to complete your Professional Experience.
3. Identify a possible Mentor Teacher
4. Identify a potential Supervisor
5. Make a formal written application to the School to formalise the unofficial agreement
6. Provide Mentor Teacher and Supervisor with copy of these guidelines
7. Obtain signed consent from Mentor Teacher and Supervisor/Assessor and finalise dates of your Professional Experience

Yes

Return signed Mentor Teacher and Supervisor consent form to Curtin University

Curtin Contacts School and provides all required documentation

Attend Professional Experience. On completing return form to Curtin University.

No*

Approach other Schools
Please contact as many Schools as possible in person. If you are experiencing difficulties please contact your Curtin Course coordinator

- **Start early.** Once you have decided when you will be completing your Professional Experience, obtain your **Working with Children** and any other relevant check required by your State (see page 8).

Start approaching schools and let them know the duration of the Professional Experience. We suggest you start approaching school approximately, two to three study periods prior to your Professional Experience unit.

Begin arranging your placement by establishing the availability of an appropriate education setting. Expand your search radius, as pre-services teachers are expected to travel up to an hour to their placement.

<http://www.australianschoolsdirectory.com.au/> (ECE/Primary/Secondary)

<http://www.mychild.gov.au/> (ECE)

<http://www.acecqa.gov.au/national-registers/> (ECE)

- **Introductory Letter to School. Make an appointment** with the Principal or Prac Co-ordinator. Take a copy of the relevant sections of the Handbook, particularly, those relating to the percentage of teaching you are recommended to complete.
- **Dress appropriately and professionally.** Wear your name badge whenever attending a school.
- **Speak appropriately.** Always speak properly, without using slang or inappropriate language. This also applies to the message on your mobile phone or landline.
- **Have some information about the school.** This allows you to ask appropriate questions about the school, particularly if it has special programmes etc.
- **Highlight the units you are studying and how they relate to the Professional Experience.** For example, if you have any special interests or strengths that you have demonstrated through your course so far, highlight those and how they might match the school's needs.
- **Ensure variety.** When you are approaching schools for subsequent Professional Experience placements, ensure that you are clear with your requests. Through The Australian Institute for Teaching and School Leadership (AITSL), Australian Professional Standards require Universities to ensure they provide students with experience working with children of all age groups. For example if you are a Primary pre-service teacher and you have completed a Professional Experience in the lower years e.g. Year 1 for your first Professional Experience, then request middle or upper Primary to ensure you are getting a variety of experience across year levels. This also applies to a variety of schools i.e. seeking a rural/regional placement if you are in a metropolitan area and vice versa.
- **Be gracious.** If a school cannot accommodate you, for one reason or another, thank them for their time. If appropriate, leave your details with the school.
- **Persevere.** Although it can be disappointing and frustrating when your first approaches are unsuccessful, persevere with the processes described here and you can expect that you will find a suitable school.

- **Be flexible.** Your chances of finding a placement will be greatly enhanced if you consider schools from as wide a range as possible, both geographically and in terms of school type.
- **Seek help in sufficient time.** Our staff here in the School of Education can help you and are happy to do so, if you are becoming anxious about finding a suitable position in time. However, you are expected to have followed the processes described here, and our capacity to help will be greater if you have left sufficient time for a solution to be found.
- **Mentor Teacher & Supervisor Forms** - please have the school or centre complete the appropriate forms, and email a copy to hum-ed-ouaprac@curtin.edu.au. It is vital that the Mentor & Supervisor nomination forms are received as this information is required for documentation to be sent to the school before your placement commences. Your mentor and supervisor must be two different people as this ensures fair and equitable assessment and allows for two perspectives on your teaching. Neither a Mentor Teacher nor a Supervisor can take on a role in your assessment more than once across the School Experiences that you will complete.

Mentor Teachers:

Early Childhood Setting - Mentor Teachers are expected to have an ACECQA approved degree. If the Mentor Teacher is not degree qualified, a person within the setting must have an ACECQA approved degree.

Primary and Secondary School Settings - Mentor Teachers are expected to have a minimum of 3 years teaching experience and must be registered with the appropriate state or federal teacher registration body or College of Teaching.

Placements outside of Australia - Please contact the Professional Experience Office – hum-ed-ouaprac@curtin.edu.au

- Please return the following documents which are compulsory:

Working with Children Check (WWC) and Police Checks (if applicable to your State) – this can take up to 6 weeks to obtain, please Email a copy to: - hum-ed-ouaprac@curtin.edu.au

Code of Conduct hum-ed-ouaprac@curtin.edu.au

Process for placement in Northern Territory Government Schools

Students need to complete the Practicum Placement Application Form and email to Jenna Smith, Assistant Director Recruitment, jenna.smith@nt.gov.au or phone for further advice 8999 5681.

Application Form page 5-6.

PROCESS FOR PLACEMENT IN NORTHERN TERRITORY GOVERNMENT SCHOOLS

The Northern Territory Department of Education has reviewed their interstate universities pre-service teacher placements in Government schools in an effort to align and improve experiences for our schools, universities, pre-service teachers and students. HR will now coordinate all pre-service teacher placements in NTG schools. Students need to complete the Practicum Placement Application Form and email to Jenna Smith, Assistant Director Recruitment, jenna.smith@nt.gov.au or phone for further advice 8999 5681.

PROFESSIONAL EXPERIENCE PLACEMENT APPLICATION

Full Name:	Click here to enter text.
University:	Click here to enter text.
Degree:	Click here to enter text.
Specialisations/Majors:	Click here to enter text.
Location Preference:	Choose an item.

Please answer the following questions in a succinct and informative manner. Application forms should not exceed three pages in length.

1. What motivated you to pursue a career in education?

Click here to enter text.

2. Why do you wish to complete your professional experience placement in the Northern Territory?

Click here to enter text.

3. Tell us about your ideal school placement. Where would it be and what you could offer to that school? (If you have a preference of school/s, please include this in your response.)

Click here to enter text.

4. What skills do you hope to learn by completing your professional experience placement in the Northern Territory?

Click here to enter text.

5. Tell us about your future career goals.

Click here to enter text.

By submitting this application for professional experience placement with the Northern Territory Department of Education, the pre-service teacher understands that all costs associated with their placement are their personal responsibility.

Certain universities offer financial assistance to pre-service teachers wishing to complete their placement interstate, the applicant should discuss this matter directly with their university.

Guidelines for Selection of Mentor Teachers and Supervisors

- Mentor Teachers and Supervisors must not be related to the pre-service teacher and must not have previously acted in this capacity for the pre-service teacher.
- Mentor Teachers must be a fully qualified classroom teacher and have had at least three years full-time teaching experience. They must be registered with the appropriate state or federal teacher registration body of college of teaching.
- Supervisors must also hold an appropriate teaching qualification recognised by Curtin University and can be one of the following:
 - Principal, Acting Principal, Assistant Principal, Deputy Principal, or Senior Teacher (or equivalent) employed at the school where the Professional Experience is to be completed.
- A recently-retired person of an equivalent status/rank to the above.

Why a Mentor and Supervisor?

- Two different people are responsible for assessing and reporting on every student's placement. This is because the school-based Curtin Supervisor essentially takes the role that a University representative would usually take. In our online program we do not provide university representatives to take this role, as our students are so numerous and located across such a wide range of locations, that it would be impossible.

All universities require students to be assessed by two people – this is a standard expectation that ensures fairness and equity to all students.

School Permission Guidelines

- Students are not permitted to teach in schools where **family members are employed or attending as students.**
- Students **cannot return to the same school** for subsequent placements.

Any students who consider that there are extenuating circumstances that make it impossible to meet these guidelines, must seek specific and official approval from the Unit Co-ordinator. Such requests will only be considered if they are supported by documentation and are received in sufficient time for our staff to explore alternative solutions – this will usually be a minimum of one month before the start of the placement.

CHECKLIST

Documents required 6 weeks prior to commencement of practicum:

Please Email a copy to: - hum-ed-ouaprac@curtin.edu.au

- ☐ Working with Children / Police Check (relevant to your State) see pages 8-11
- ☐ Mentor Form
- ☐ Supervisor Form
- ☐ Code of Conduct

General Requirements, Pre-requisites and documentation needed to organise your School Experience

Professional Experience is an integral part of Curtin University education degrees. Each professional experience must be undertaken in a different school, in order to be exposed to as wide a variety of learning environments as possible. Pre-service teachers may teach in Government, Catholic or Independent schools. Pre-service teachers are not permitted to teach in schools where family members are on staff or attending as students. Overseas students studying with Open Universities Australia may complete 25% of their school experience in an International School where English is the language of instruction.

Before pre-service teachers can undertake a Professional Experience placement in an accredited early learning centre or school, there are three processes that must be completed as follows:

1. Pre-service educators must have appropriate documentation, relevant to individual states:

WA	<p>Western Australian Department of Education Screening Police History Check</p> <p>Criminal Record Check is now to be completed on ONLINE by clicking on Apply Now http://det.wa.edu.au/screening/detcms/navigation/screening-for-criminal-history/nationally-coordinated-criminal-history-check---application/</p> <p>When the document is returned to you, you need to email a copy to Curtin Admin, hum-ed-ouaprac@curtin.edu.au</p> <p>Working with Children Check (WWC)</p> <ol style="list-style-type: none"> WWC an application form can be obtained from any Post Office or from the School of Education, building 501, level 3. When cleared, you will receive a Working with Children card, please scan a copy and send to hum-ed-ouaprac@curtin.edu.au <p><i>Valid for 3 years</i></p>
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NSW	<p>Working With Children Check</p> <p>Complete the form found in the following link and email a copy of your Application Number or WWC number to, hum-ed-ouaprac@curtin.edu.au, for verification. https://wwccheck.ccyp.nsw.gov.au/Applicants/Application#</p> <p>Valid for 5 years</p> <p>Anaphylaxis Training - The Director-General, DEC (NSW), has mandated the completion of anaphylaxis e-training all Teacher education students must complete the anaphylaxis e-training module provided by the Australian Society of Clinical Immunology and Allergy (ASCIA) prior to commencing any student placement in schools.</p> <p>The e-training is a free, online module available at https://etraining.allergy.org.au/mod/page/view.php?id=236</p> <p>Please note: we have contacted NESA and they have advised us, students don't have use the training injector pen, they just need to have the certificate signed. Forward a copy of your Certificate to Curtin admin hum-ed-ouaprac@curtin.edu.au</p> <p>Students can also arrange Face to face CPR and Anaphylaxis training if they wish.</p> <p>Valid for 2 years</p>
SA	<p>SA Child-related employment screening form</p> <p>As the Organisation requiring your WWC, we will complete the first part of the process by registering you with the Department for Communities and Social Inclusion (DCSI). You will then receive an email stating you need to complete the application online, link https://screening.dcsi.sa.gov.au/. As you live in SA, you will have to verify your identity directly online, see page 2, Option 1 on the attached document "How to Verify YOUR Identity".</p> <p>Working with Children is valid for 3 years.</p> <p>South Australian Responding to Abuse and Neglect (RAN) Mandatory Training Compulsory before attending a school placement:</p> <ol style="list-style-type: none"> 1. Attended a face to face or online lecture that has presented the information and resources described in the presentation Promoting Safety and Wellbeing: Induction for tertiary students working with children and young people in education and care sites (DEC 2013) 2. Participated in follow up discussions and completed the prescribed quiz with 100% accuracy 3. Curtin Admin will post a Certificate of Completion to the student <p>Further information is available of Blackboard Community Site, under Professional Experience Information</p> <p>Valid for 3 years</p>

NT	<p>Working with Children https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance</p> <ol style="list-style-type: none"> Email Curtin Admin, hum-ed-ouaprac@curtin.edu.au, to inform them that you need an Ochre Card application form. Curtin will send you the form with the necessary information filled out. Complete the remaining sections and send it off to address on the last page of the form. <p>The Commission will then send Curtin University a letter confirming the clearance.</p> <p>Valid for 2 years</p>
QLD	<p>Blue Card Students need to complete the Application Form and Identification Verification form. Once completed, the forms and the sighted and signed identification documents by a prescribed person, need to be emailed to hum-ed-ouaprac@curtin.edu.au. Curtin staff will then sight all documentation, sign the application and email the application back to the student to send to Blue Card Services, which will take a minimum of 30 days to receive your clearance. https://www.bluecard.qld.gov.au/volunteers/howdoiapply.html</p> <p>Please do not send incomplete applications to Curtin as this will delay you receiving your WWC in time for your placement. Please note:</p> <p>A disqualified person must not...</p> <ul style="list-style-type: none"> sign a blue card application, or make an application to run a regulated child-related business, or work in child-related employment or carry on a child-related business that is regulated by the Act. <p>The above offences may attract a penalty that could include imprisonment of up to five years and a fine of up to \$55,000.</p> <p>Click on link for further information https://www.bluecard.qld.gov.au/disqualification.html</p> <p>Valid for 3 years</p>
ACT	<p>Working with Vulnerable People</p> <ol style="list-style-type: none"> Click on the link below follow the ‘Working with Vulnerable People’ registration process https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/related/1 Complete the registration or renewal, follow the directions to submit it, and once it is returned to you, send a copy to Curtin Admin, hum-ed-ouaprac@curtin.edu.au. <p>Valid for 3 years</p>

VIC	<p>Working With Children Check</p> <p>a) Click on the link below and then click on 'Application Forms Request'. https://online.justice.vic.gov.au/wwccu/onlineapplication.doj</p> <p>c. Complete the form and take to a Post Office. Once it is returned to you, send a copy to Curtin Admin, hum-ed-ouaprac@curtin.edu.au . (Note: you will need a passport photo)</p> <p>Valid for 5 years</p>
TAS	<p>Working with Children Check</p> <p>http://www.justice.tas.gov.au/working_with_children/application</p> <p>This can take 6 weeks to obtain.</p> <p>Valid for 3 years</p>

Please note: If you are overseas, you will need to satisfy the local requirements for working with children in the country you are living.

2. Students must have completed a **Code of Conduct**.