



CRICOS Provider Code 00301J



School of Education: Student Guide V3

A quick-start reference to Sonia Online for students

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Professional Experience

Professional Experience is one of the strengths of the Curtin Education degrees. Each student is placed in different settings (Primary and Secondary schools and early learning centres) for their professional experience placements. This ensures all pre-service teachers have a wide range of learning experiences in a variety of settings. Students may be placed in State, Catholic or Independent schools. Students are not permitted to be placed in schools where family members are on staff or attending as pupils or their place of employment.

Before students can undertake a professional experience placement in a school, they must have

- a good academic record
- the required police clearance (criminal history record check)
- a Working with Children Clearance
- a signed Code of Conduct agreement
- Insurance Form

No placement will be provided until all documents have been received.

Introduction

This guide is provided for students who are using Sonia as part of the administration of professional experience placements.

Every faculty/school using Sonia has its business processes, rules, and terminology. This guide uses default Sonia terminology and covers parts of Sonia that may not be used in your circumstance.


Starting Sonia

To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access. Your Sonia link is <https://sonia.curtin.edu.au/soniaonline/>

To continue into Sonia, you will need to select Education (highlighted in red) and click the “Go” button.

Sonia⁴Online

Welcome to Curtin University



English (Australia)

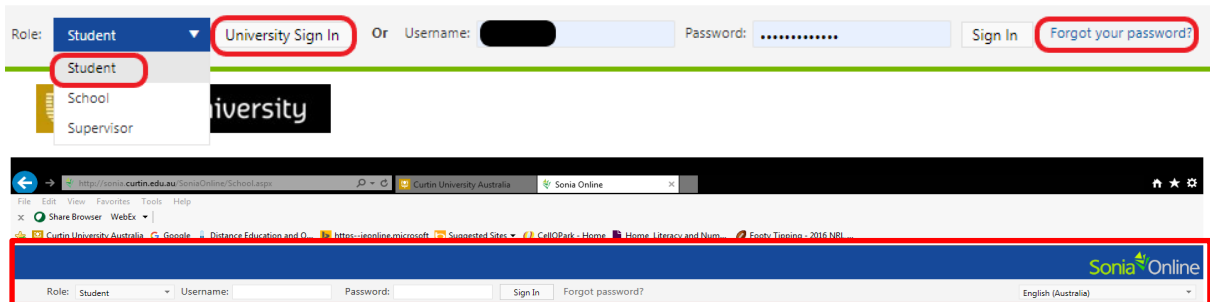
| | |
|--|---|
| <ul style="list-style-type: none"> > Business Internship Miri > CBS Industry Connect > Curtin College OT > Curtin Law School > Curtin Medical School > Dubai Campus <li style="border: 2px solid red; border-radius: 50%; padding: 2px;">> Education > Exercise Science > Faculty of Science and Engineering > FBL Engagement > FBL Mobility > Go Global > Graduate School of Research > International Student Mobility > Master of Clinical Exercise Physiology > Mauritius Campus > Media Creative Arts and Social Inquiry > Medical Radiation Science > Miri Campus | <ul style="list-style-type: none"> > Nursing & Midwifery > Occupational Therapy > Physiotherapy > Post-graduate Physiotherapy > Psychology (Clinical) > Psychology (Counselling) > Psychology (Professional) > Public Health > School of Biomedical Sciences > School of Economics and Finance > School of Engineering > School of Management > School of Marketing > School of Oral Health Therapy > School of Pharmacy > Singapore Campus > Social Work > Speech Pathology > TEST Profile |
|--|---|

Signing In

When first entering Sonia Online you will have to enter your university user name and password (As per the log-on screenshot shown below). Make sure that your “Role” is set to Student.

Your username and password will be the same as the one you use to access all other university websites and facilities.

Click on > Role: Student > University Sign In



School of Education

Professional Experience

Professional Experience is one of the strengths of the Curtin Education degrees. Each student is placed in different settings [school / early learning centres for their professional experience placement, in order to be exposed to as wide a variety of learning environments as possible. Students may be placed in State, Catholic or Independent schools. Students are not permitted to be placed in schools where family members are on staff or attending as pupils.

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Home

Once you have successfully signed in, the band will be replaced with a menu with Home, Placements, Forms, My Details, Checks, History, Documents, and Calendar.

Home Placements Forms My Details Checks History Documents Calendar

Welcome Sharni Abbot
Curtin University

School of Education - Professional Experience

Professional Experience is one of the strengths of the Curtin Education degrees. Each student is placed in different settings (Primary and Secondary schools and early learning centres) for their professional experience placements. This ensures all pre-service teachers have a wide range of learning experiences in a variety of settings. Students may be placed in State, Catholic or Independent schools.

The Curtin University School of Education is conscious of the impact of COVID-19 on our pre-service teachers and industry partners. In the context of the unprecedented and exceptional circumstances we are facing, the School wishes to extend the opportunity for students enrolled in a placement unit in an impacted study period to seek placement for Professional Experience in a "known context", i.e. a school where they have pre-existing relationships (e.g. schools where their children or family members are enrolled or working; schools where they work or have worked recently).

Before students can undertake a professional experience placement in a school, they must have:

- Code of Conduct
- Compulsory Pre-Placement COVID-19 Declaration
- Curtin Student Confidentiality Agreement
- Department of Education Criminal Check
- Viewed Insurance Form
- Talent Information Release Consent Form
- Working With Children Check
- Other school/state specific requirements

No placement will be provided until all documents have been received.

Housekeeping

Emails

- Please use your Curtin email for all university contact
- Create a signature which includes your name, the course you are studying and your student number
- Include the unit number you are studying
- Please start with a positive and pleasant form of greeting and read your email through before you send

Social Media

- Remember your public social media pages are available to all
- Social media groups such as Facebook can provide incorrect advice and information

If you are seeking help, for initial queries please reach out to curtin.connect@curtin.edu.au

Documents

- Absentee Form
- Clearance Documentation All States
- COVID-19 - Masks 2020
- COVID-19 How to Access your Certificate
- Excursions and Camps - Health & Safety Risk Assessment
- Internship Forum Poster - June 2021
- Position on Play
- Student Sonia User Guide
- Internal Documentation

Links

- BECOME A GREAT TEACHER
- Fieldwork Preparation Information
- Handbook OUA (Go to relevant unit)
- Handbook BENTLEY (Go to relevant unit)
- Insurance Provided for Enrolled Students Involved in Approved Fieldwork Activities
- LANITITE - Enrol and access support resources
- LANITITE - Support resources
- Professional Experience (Perth & Regional) website for Handbooks/Clients/Requirements
- SafeZone App
- Sonia Student Guide

The "Home" screen Welcome. Important Documents and Links to the right.

To the right of the menu bar is your name. You can sign out of Sonia by clicking the arrow on the right of your name.

Home Placements Forms My Details Checks History Documents Calendar

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Documents

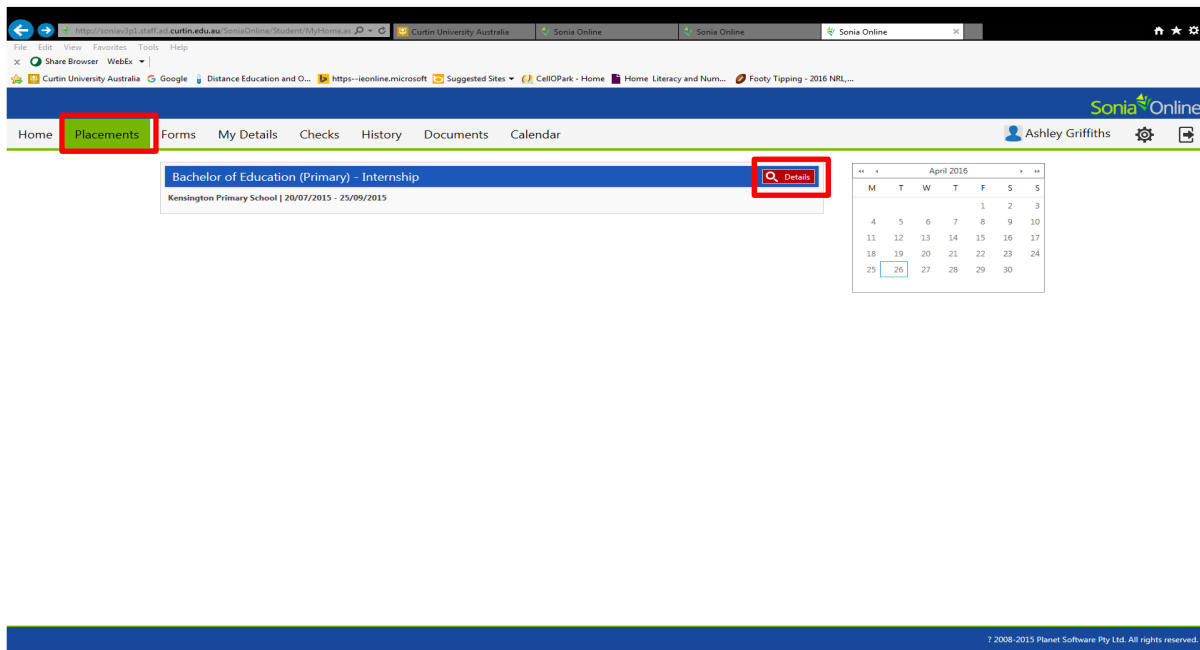
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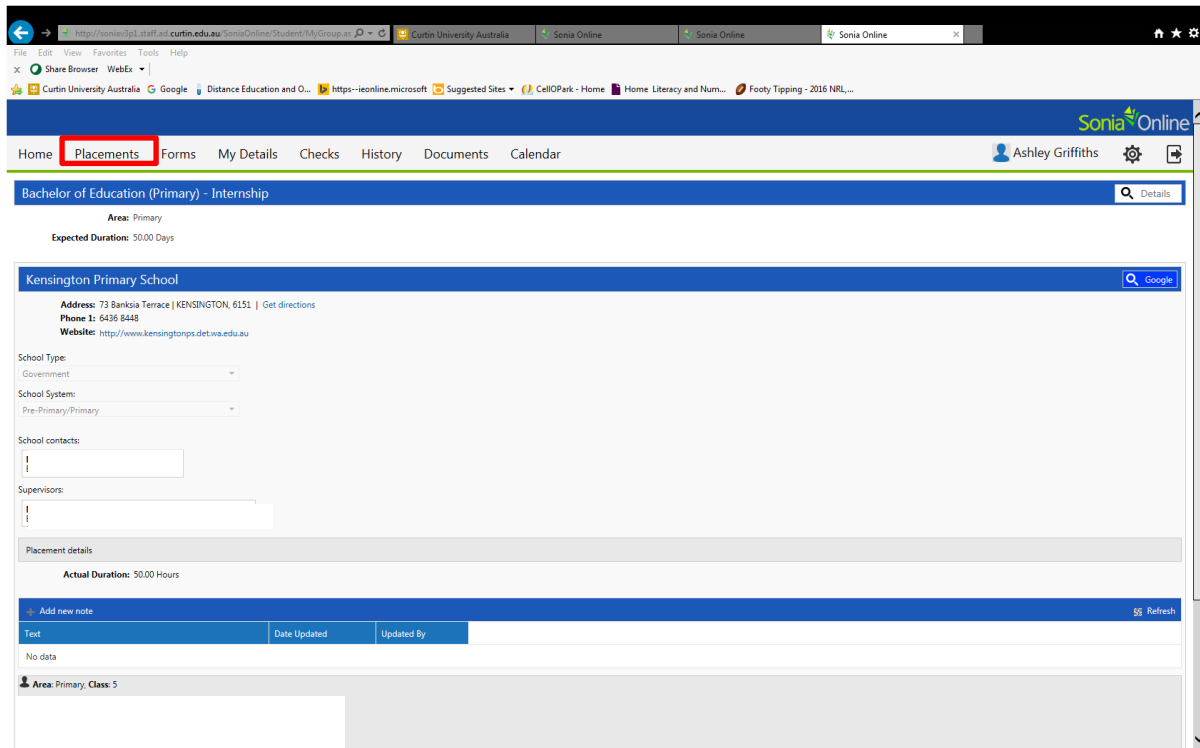
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- Sonia Student Guide

Placement Information

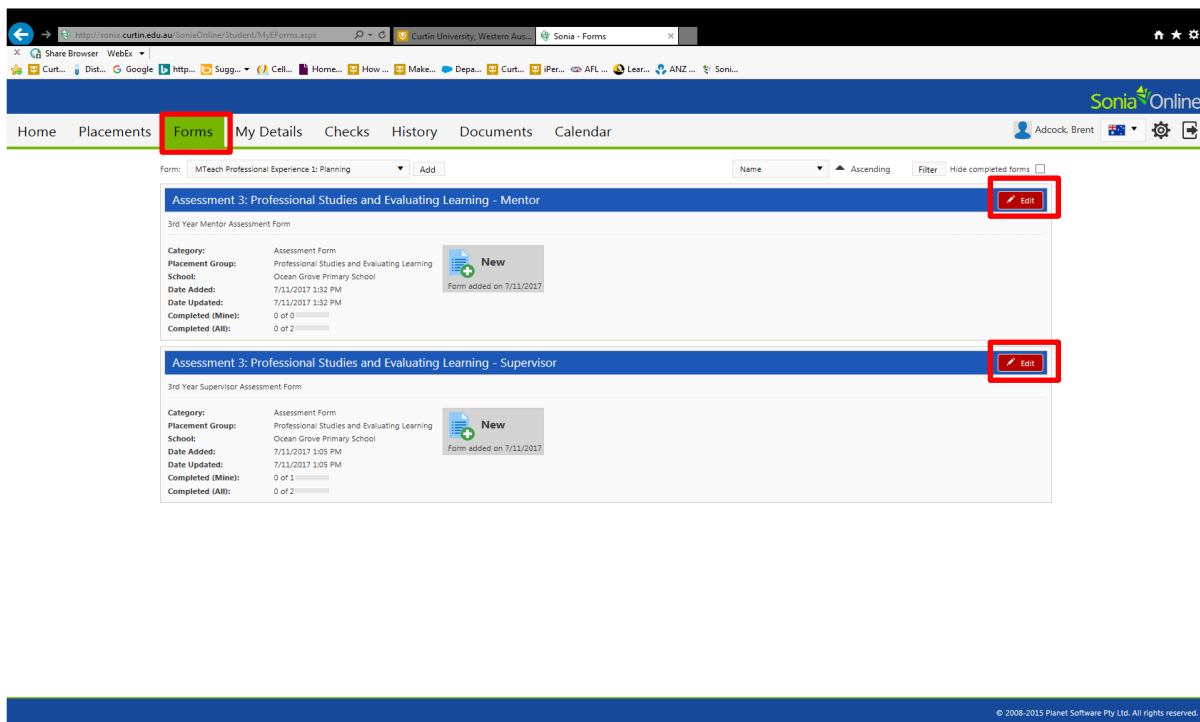
The **Placement** screen that you will see shows some general details of the placement. When you click on **Details** on the right of the screen you will be able to see more information about your placement. A new screen with your placement details will appear which will include a warning about any outstanding checks and general information about the placement. There may be notes, documents, and links to other websites that you need to consider, so review the information on this page carefully.



Placement details

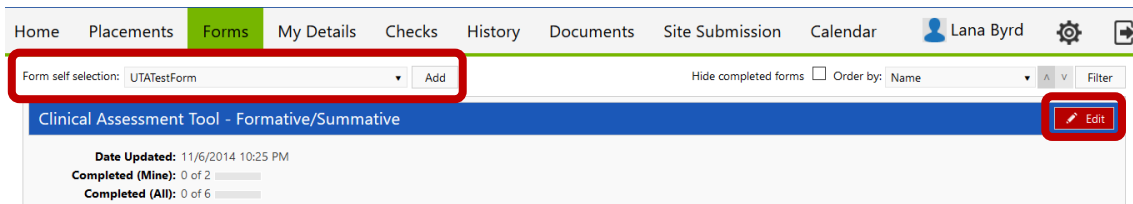


Forms



If a form has been assigned to you, the name of the form will show on a blue horizontal bar. Click the red 'Edit' button at the right end of the blue bar to complete the form.

If the form has not specifically been assigned to you, but the field office said the form could be completed at any time, you can choose the form from the "Form Self Selection" dropdown and click 'Add'. It would then appear with the assigned forms.



If a form has been Saved but not Submitted, simply click the 'Edit' button again to continue. Upon clicking 'Submit' on the form, the screen will look like it has a white screen on it for a few seconds – this means the form is saving. **Before closing the form**, confirm the Submit was processed by scrolling down to where you hit Submit to see "Form actioned by [your name] on [date] at [time] in green text. If a required field was not answered, it will be indicated in red text below the 'Save Draft' button.

NOTE: You will see two buttons at the bottom of each form:

"Save Draft" means you can save your work and come back to edit this form.

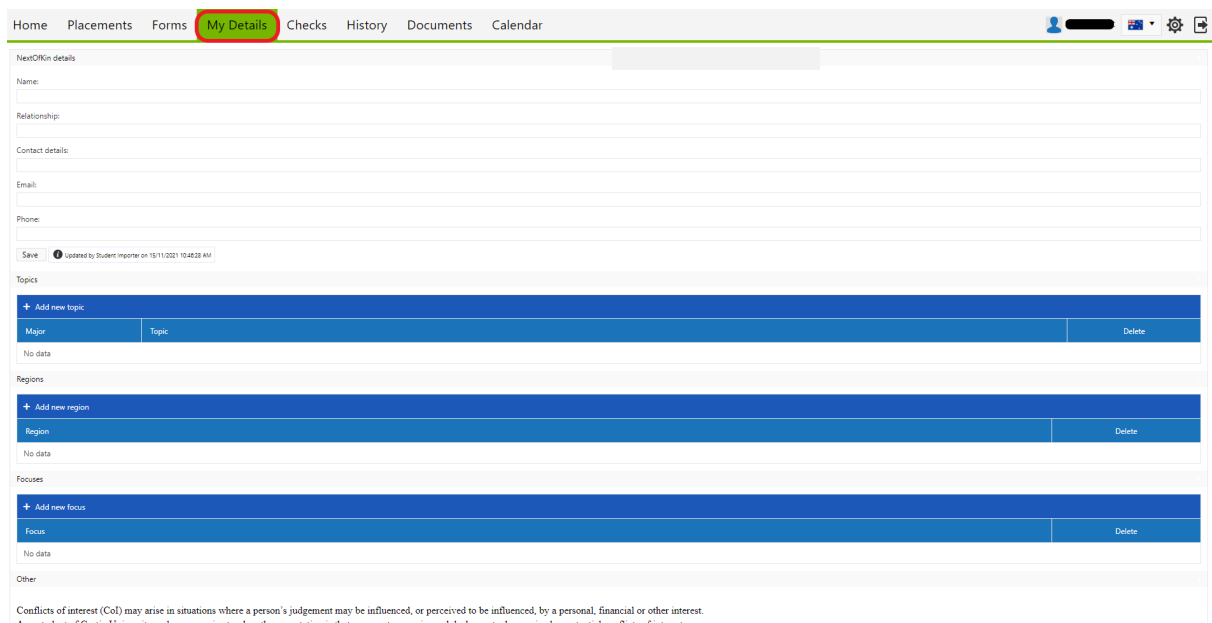
"Submit" is the button to the right of "Save Draft. Click this when you have completed the form.

My Details

The **My Details** screen is used to display additional information about you. For example, it may contain a section about next of kin information this is imported directly from Student One.

Some of the information on the **My Details** page may be editable – you may be expected to fill in some of the details. This will vary depending on the rules and processes of your university and faculty.

Conflict of Interest (Col) details – please indicate NIL if no conflicts. Major/Minor Details



Home Placements Forms **My Details** Checks History Documents Calendar

NextOfKin details

Name: _____

Relationship: _____

Contact details: _____

Email: _____

Phone: _____

Save updated by Student Importer on 15/11/2021 10:42:28 AM

Topics

+ Add new topic

| Major | Topic | Delete |
|---------|-------|--------|
| No data | | |

Regions

+ Add new region

| Region | Delete |
|---------|--------|
| No data | |

Focuses

+ Add new focus

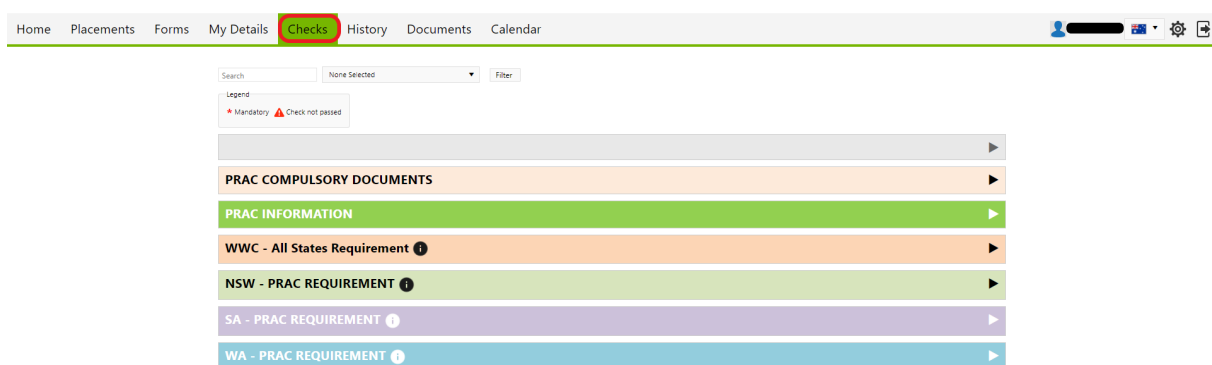
| Focus | Delete |
|---------|--------|
| No data | |

Other

Conflicts of interest (Col) may arise in situations where a person's judgement may be influenced, or perceived to be influenced, by a personal, financial or other interest. As a student of Curtin University and a pre-service teacher, the expectation is that you must recognise and declare actual, perceived or potential conflicts of interest.

Checks

This page lists in summary form all Mandatory Checks students must supply to the School of Education before they can attend their placement in a school. These may vary according to the state your professional experience is occurring.



Home Placements Forms My Details **Checks** History Documents Calendar

Search: _____ None Selected Filter

Legends

- Mandatory (red star icon)
- Check not passed (red triangle icon)

- PRAC COMPULSORY DOCUMENTS
- PRAC INFORMATION
- WWC - All States Requirement
- NSW - PRAC REQUIREMENT
- SA - PRAC REQUIREMENT
- WA - PRAC REQUIREMENT

History

This page lists in summary form any placements that you have done in the past. Placements will only appear in your history once the university staff has marked the placement as completed.

There are export buttons in the right corner of the screen, this will generate an Excel, Pdf, CSV, or Word doc.

Each line in the history will have an arrow icon to its right. Clicking this will open the full details of the placement for you to review.

| Placement Group | Date | School | Area | Subject | Semester | Grade | Duration | Mentors |
|---|-------------------------|---------------------------------------|------|---|------------|-------|----------|------------------|
| EDEC2010 - Professional Studies Teaching & Assessment in Junior Primary | 08/06/2015 - 26/06/2015 | Plara Waters Primary School | ECE | Professional Studies in Teaching and Assessment in Junior Primary | Semester 1 | | 15.00 | Kara Bavaro |
| EDEC3004 - Professional Studies in Supportive Learning Environments (3-5 Year Olds) | 06/06/2016 - 24/06/2016 | Maddington Primary School | ECE | Professional Studies in Learning in Supportive Learning Environments | Semester 1 | | 0.00 | Maz Bather |
| EDEC3003 - Professional Studies with Early Learning Quality Frameworks in the First to Five Years of Life | 07/11/2016 - 25/11/2016 | Goodstart Early Learning Canning Vale | ECE | Professional Studies with Early Learning Quality Frameworks in the First Five Years of Life | Semester 2 | | 0.00 | Sandra D Rozario |

Transcript

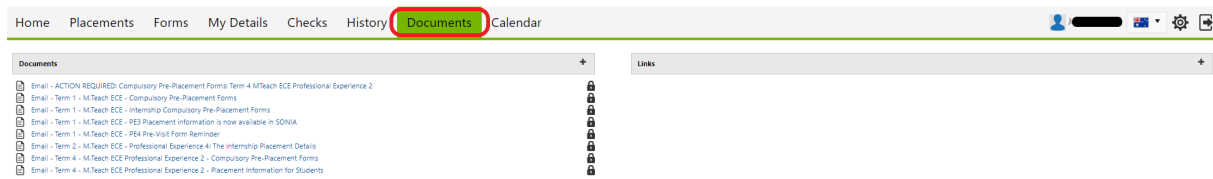
Student #: 19661807

| Subject | Dates | School | Area | Hours |
|--|-------------------------|-------------------------------------|------------|----------|
| 2020 Uni Term 1 | | | | |
| EDEC5000 Early Childhood Professional Experience 1: Planning and Documentation | 2/03/2020 - 13/03/2020 | Bright Sparks Early Learning Centre | MTeach ECE | 0 |
| Total Hours | | | | 0 |
| 2020 Uni Term 4 | | | | |
| EDEC5001 Early Childhood Professional Experience 2: Planning for Writing, Assessment and Reporting | 12/10/2020 - 30/10/2020 | Cloverdale Primary School | MTeach ECE | 0 |
| Total Hours | | | | 0 |
| 2021 Uni Term 1 | | | | |
| EDUC5007 Professional Experience 3: Using Data to Inform Teaching and Learning | 22/02/2021 - 12/03/2021 | Brentwood Primary School | MTeach ECE | 0 |
| Total Hours | | | | 0 |
| 2021 Uni Term 2 | | | | |
| EDUC5008 Professional Experience 4: Transition into the Profession | 10/05/2021 - 11/06/2021 | Challis Community Primary School | MTeach ECE | 0 |
| Total Hours | | | | 0 |
| Area Summary | | | | |
| MTeach ECE | | | | 0 |
| Total Hours | | | | 0 |

ENTRIES BELOW THIS LINE ARE INVALID - END OF PLACEMENT TRANSCRIPT

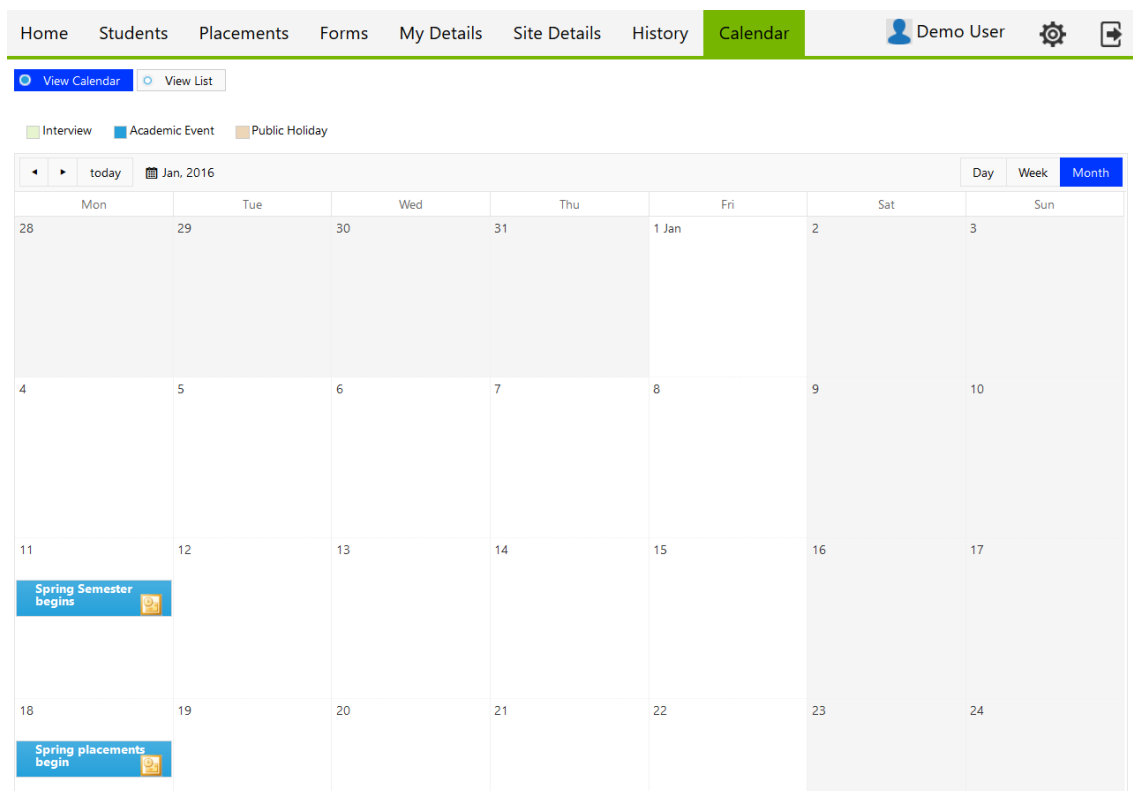
Documents

The “Documents” page stores files and web links about you. This will also have the record of emails sent to you via SoNIA for future reference.



Calendar Tab

This calendar is maintained by the university field placement office to mark important dates. Events about you can be exported to your Outlook calendar and edited.



Phone App

Students can download the phone app from Google Play or the App Store.

