



CRICOS Provider Code 00301J



School of Education: Student Guide V4

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
- COVID-19 Vaccinations

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>

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



Welcome to Curtin University



- English (Australia)
- > Business Internship Miri
 - > CBS Industry Connect
 - > Curtin College OT
 - > Curtin Law School
 - > Curtin Medical School
 - > Dubai Campus
 - > 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
 - > 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

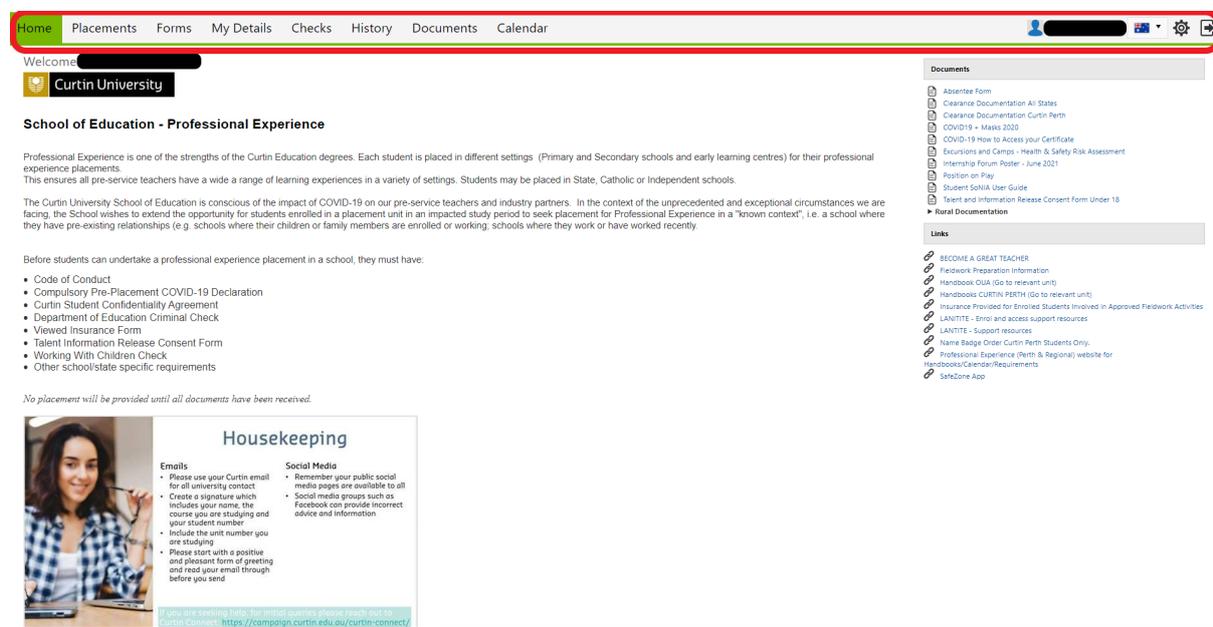


Home

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.

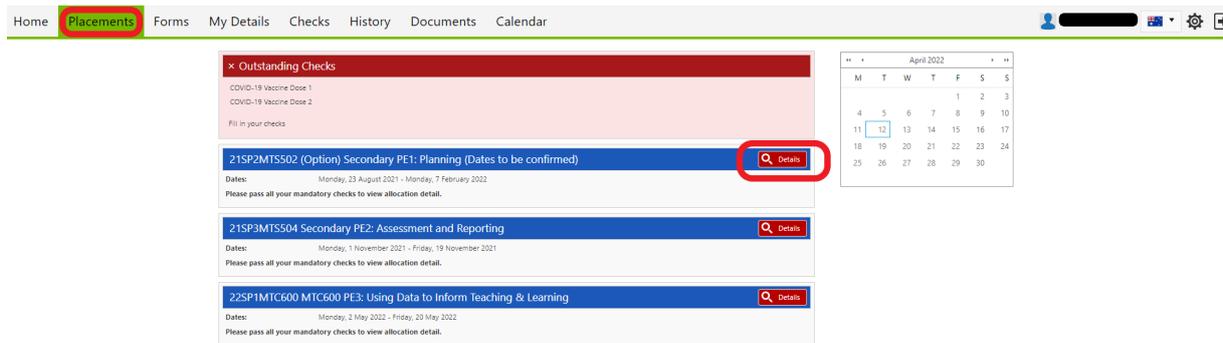
The “Home” screen Welcome. Important Documents and Links to the right.

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.



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.



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

Outstanding Checks

COVID-19 Vaccine Dose 1
COVID-19 Vaccine Dose 2
Fill in your checks

21SP2MTS502 (Option) Secondary PE1: Planning (Dates to be confirmed) [Details](#)

Dates: Monday, 23 August 2021 - Monday, 7 February 2022
Please pass all your mandatory checks to view allocation detail.

21SP3MTS504 Secondary PE2: Assessment and Reporting [Details](#)

Dates: Monday, 1 November 2021 - Friday, 19 November 2021
Please pass all your mandatory checks to view allocation detail.

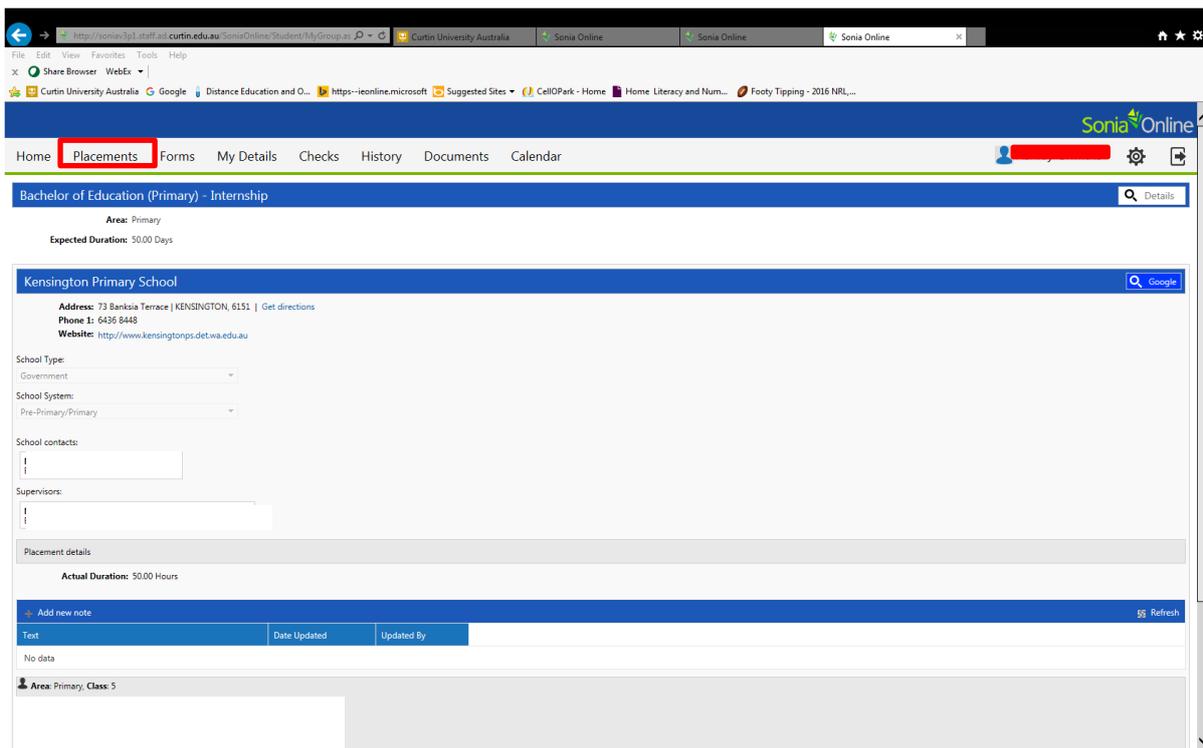
22SP1MTC600 MTC600 PE3: Using Data to Inform Teaching & Learning [Details](#)

Dates: Monday, 2 May 2022 - Friday, 20 May 2022
Please pass all your mandatory checks to view allocation detail.

Calendar: April 2022

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Placement details



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

Bachelor of Education (Primary) - Internship [Details](#)

Area: Primary
Expected Duration: 50.00 Days

Kensington Primary School [Google](#)

Address: 73 Banksia Terrace | KENSINGTON, 6151 | [Get directions](#)
Phone 1: 6436 8448
Website: <http://www.kensingtonps.det.wa.edu.au>

School Type: Government
School System: Pre-Primary/Primary

School contacts:
Supervisors:

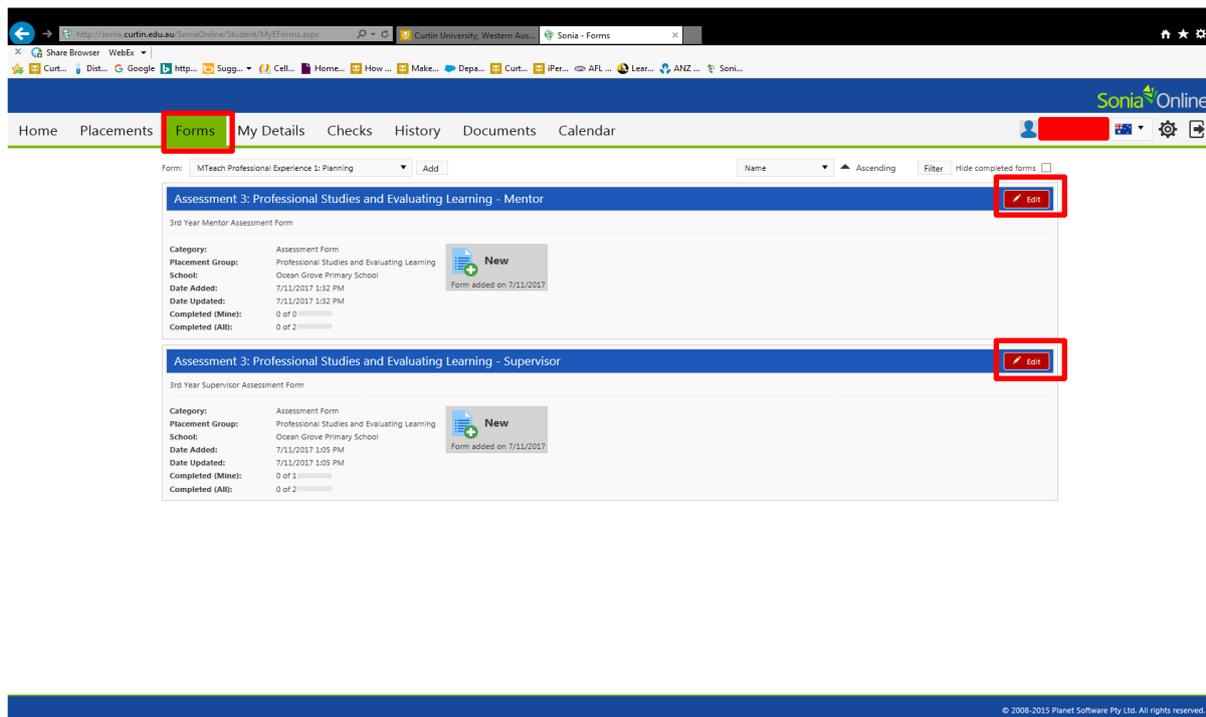
Placement details
Actual Duration: 50.00 Hours

+ Add new note [Refresh](#)

Text	Date Updated	Updated By
No data		

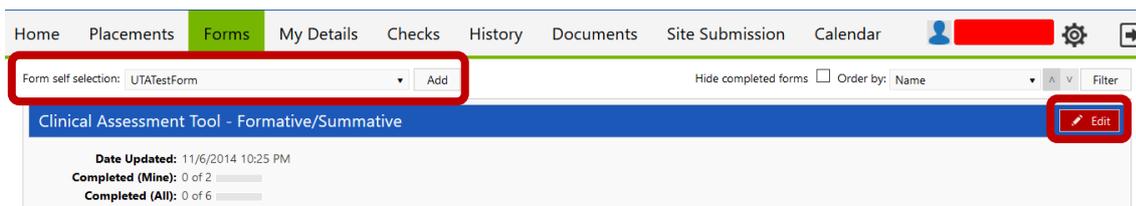
Area: Primary, Class: 5

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.

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






Next of kin-UPDATE via <https://students.connect.c.details> Need to enter and update via students.connect.c.details

Name:

Relationship:

Contact details:

Email:

Phone:

Save  Last saved by 2331068 on 28/06/2022 9:28:21 AM

Major/Minors Secondary students to enter major and minor subjects here

[+ Add new major/minor](#)

Major	Major/Minor	Delete
No data		

Regions (DO NOT USE - SEE BELOW)

[+ Add new region \(do not use - see below\)](#)

Region (DO NOT USE - SEE BELOW)	Delete
No data	

Other

Rural/Regional Area
Please select from the following (if applicable):

Own Transport:
Please select Yes or No

Yes No

High School you attended:
Please type in field below

Conflicts of Interest (CoI) 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. Examples of where there may be a potential CoI at a potential school:
 where you work have worked in paid employment or as a volunteer
 where your spouse/partner/close friend or family member works
 where your child or a close relative is enrolled

Students may also wish to raise conscientious objections regarding their placements: https://policies.curtin.edu.au/local/docs/policy/Conscientious_Objection_Procedures.pdf

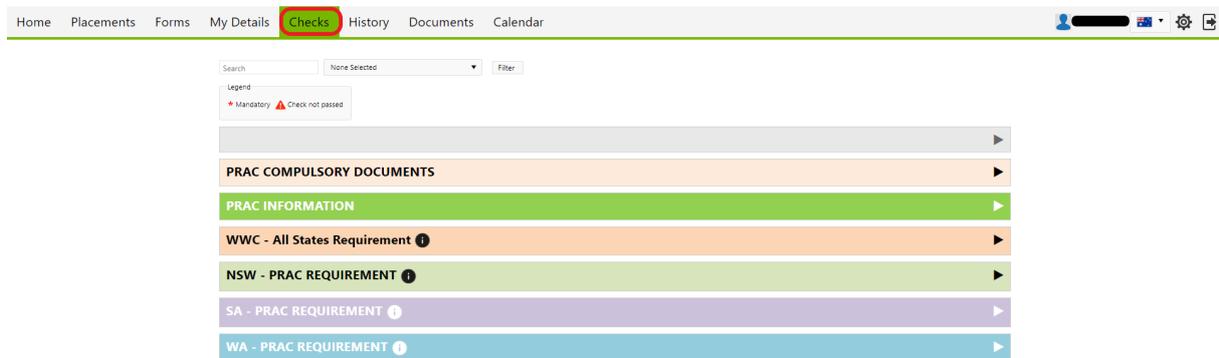
Please disclose/raise any Conflict of Interest or Conscientious Objections below:

Comments
If you wish to provide information regarding a [preference school](#), location or information to assist in finding your placement site, then please enter it in the text box below. Begin your comment with the related unit code, study period, and year, for example "EDEC2013_Semester 1_2022: I have an interest in working with children who have special needs". If you do not begin your comment with these 3 details, then your comment may NOT be viewed by the placement team. You are welcome to email the placement team at professional.experience@curtin.edu.au. If you wish to ensure that your comment is viewed or if you are unable to overwrite previous comments you have saved. This should be done, without delay as soon as you are enrolled in the relevant unit.

Save

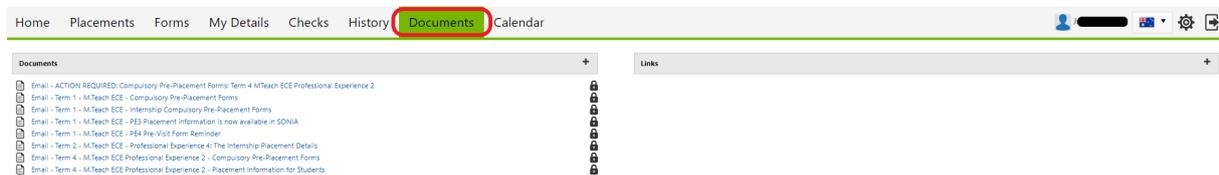
Checks

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.



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.



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

You can also download a Transcript

Transcript

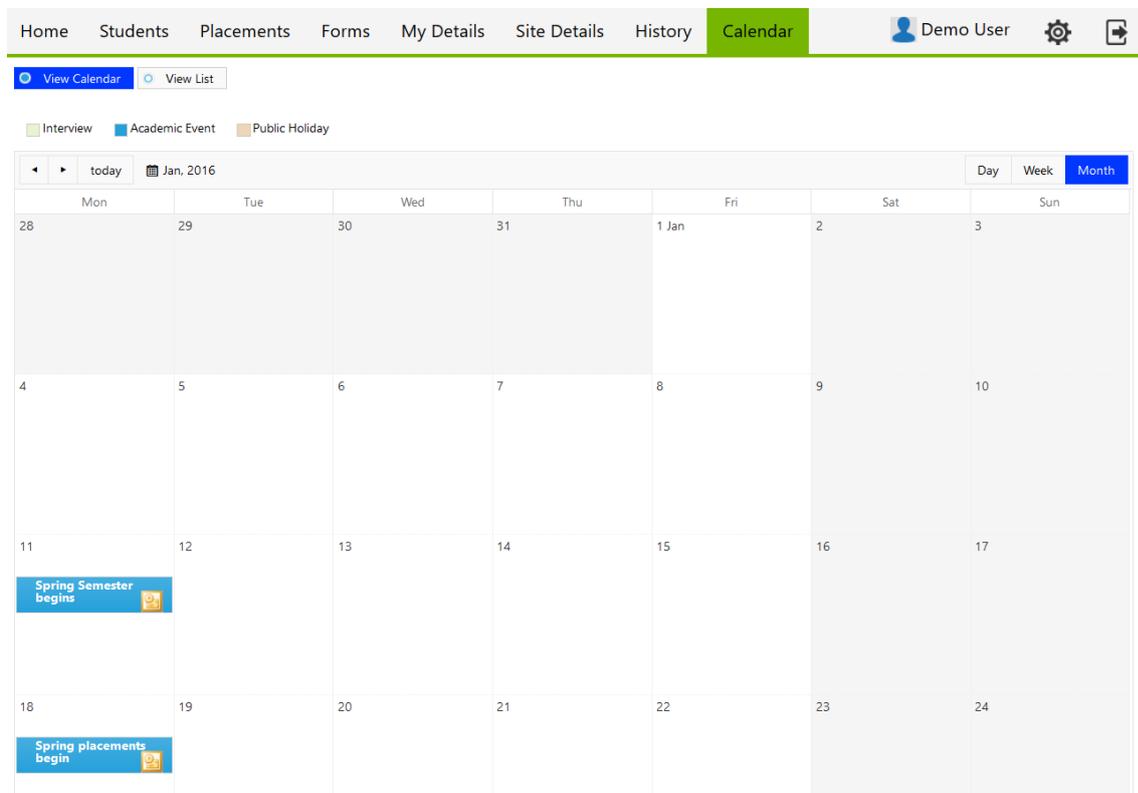
Student #: 19661807

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

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.

