



## **Work Placement Criteria and FAQs**

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Teacher education students (TES) may apply to complete a Professional Experience placement within their workplace in their final year of study.

### **Work Placement Eligibility Criteria**

#### **Undergraduate TES**

Undergraduate TES can undertake both 4th year Professional Experience units in their workplace; subject to:

- compliance with the NESA PEX Policy requirements (including the minimum two-school rule), and
- approval of a suitable application.

#### **Postgraduate TES**

Postgraduate TES may undertake their final two Professional Experience units within their workplace, subject to:

- compliance with the NESA PEX Policy requirements (including the minimum two-school rule), and
- approval of a suitable application.

### **Additional Eligibility Requirements**

TES must:

- have successfully completed placement(s) in other schools/settings before applying to complete placement at their current workplace (minimum two-school requirement)
- have the support of their school Principal or setting Director
- be employed as a conditionally accredited teacher in an ongoing classroom teaching role.

The following roles are NOT considered eligible employment for workplace placements:

- School Learning Support Officer (SLSO)
- Relief from Face-to-Face (RFF) teacher
- paraprofessional
- tutor
- irregular casual teacher.

All required documentation must be submitted through iParticipate before the application due date.



## Work Placement Frequently Asked Questions

### 1. How do I apply for work placement?

- Discuss the opportunity of completing professional experience at your place of employment with the Principal or Director. Consider:
  - placement dates
  - teaching load
  - teaching areas
  - any potential conflict of interest
- Complete the online application form via iParticipate and upload all required documents, including your Principal's or Director's contact details.
- Once submitted, the application will undergo a final review. Final placements are submitted to NESA for approval where required.
- Once approved, your placement details will be available on iParticipate.

### 2. What are the required documents for work placement applications?

School Placements (Primary + Secondary)	Early Childhood Placements
<ul style="list-style-type: none"><li>- Email confirmation from Principal</li><li>- Previous evaluation reports</li><li>- Internal academic transcript</li><li>- Requirements for School Work Placements Form</li><li>- Final Semester (TPA) placements only: <a href="#">NESA Submission Form</a></li></ul>	<ul style="list-style-type: none"><li>- Evidence of overall NQS centre rating ('meeting' as minimum acceptable standard)</li><li>- Previous evaluation reports</li><li>- Internal academic transcript</li><li>- Requirements for EC Work Placements Form</li><li>- Email confirmation from Centre Director</li></ul>

### 3. What is the employment-based final PEX placements?

TES applying to undertake their final Professional Experience placement at their place of employment must apply for an [Employment-based final PEX placement](#).

Refer to relevant application form on iParticipate if you intend to complete your final placement at your place of employment.

### 4. Can TES receive payment during work placement for the Professional Experience?

Yes. TES is expected to continue their employment and must complete Professional Experience requirements. TES will not be covered by Macquarie University Insurance if they are being paid by their school whilst undertaking their Professional Experience placement.



**5. What is the supervision requirement for workplace placement?**

A Supervising Teacher (ST) must be allocated to the TES for regular supervision meetings, in-class observations, and feedback sessions to ensure that the TES meets the requirements for their Professional Experience placement.

This will vary depending on the TES's needs. Macquarie School of Education suggests, as a minimum, "regular" means that the Supervising Teacher/Mentor should:

- observe the TES's teaching at least once a week over the duration of the Professional Experience
- conduct informal check-ins and/or formal meetings a couple of times per week
- write comments on the TES's planning a couple of times per week
- complete the Professional Experience Evaluation Report midway and at the end of the placement.

**6. If a TES is employed at two different schools, can they apply for two workplace placements at both schools for one practicum?**

No. Professional Experience placements cannot be split across multiple schools. Each placement must be completed within a single school or setting.

**7. Can Professional Experience still be completed at the TES's place of work when a work placement application is not approved?**

If a workplace placement is NOT approved, it might still be possible to complete the placement at the TES's place of work, however, this is assessed on a case-by-case basis. If allowed, the TES must comply with the requirements of a non-workplace Professional Experience placement (i.e., have an ST assigned, and be assigned to a different class/group to the one they normally teach).

**8. What if I am employed on a part-time basis?**

If you are employed part time - e.g. 3 days per week – the remaining 2 days will need to be completed as a 'standard' Professional Experience, ensuring placement is completed as a block (i.e. 5 days per week).



## Workplace Placement Application Process

