



## **FAQ - Work Placement and Waiver of Appendix B**

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

Undergraduate TES can undertake both 4th year Professional Experience units in their workplace; however, this will be dependent upon NESA PEX Framework rules (including meeting the minimum of two schools rule) and a suitable application.

Postgraduate TES can undertake their last two Professional Experience units in their workplace; however, this will be dependent upon NESA PEX Framework rules (including meeting the minimum of two schools rule) and a suitable application.

### **1. What are the eligibility criteria for work placement application?**

- Must have completed satisfactory placement at other school(s)/settings prior to the current school of employment.
- Have the support of the school Principal/setting Director.
- Be employed as a conditionally accredited teacher on a continuing basis. Other roles such as school learning support officers (SLSO), relief from face-to-face (RFF) positions, paraprofessionals, tutor, or irregular casual teaching are not considered as eligible employment. TES must be employed as a classroom teacher. Note: TES in the Mid-career project have different criteria and should contact Dr Janet Dutton to discuss eligibility.
- Submit all required documentation on iParticipate before the due date.

### **2. 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 and any potential conflict of interest.
- Complete online application form providing documents required and the Principal/Director's contact details via iParticipate.
- Once submitted, the form undergoes a final review. The final placement at a school (Waiver B request) will be sent to NESA for approval.
- Once approved you can view your placement on iParticipate.

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

<b>School Placements (Primary + Secondary)</b>	<b>Early Childhood Placements</b>
Email confirmation from Principal	Evidence of overall NQS centre rating ('meeting' as minimum acceptable standard)
Previous evaluation reports	Previous evaluation reports
Internal academic transcript	Internal academic transcript
Requirements for School Work Placements Form	Requirements for EC Work Placements Form
Final Semester (TPA) placements only: Signed NESA Appendix B Waiver	Email confirmation from Centre Director



#### **4. What is Waiver of Appendix B?**

TES applying to undertake their final Professional Experience placement at their place of employment must apply for a Waiver of Appendix B.

Appendix B of NSW Education Standards Authority (NESA) outlines the minimum Professional Experience requirements for conditionally accredited teachers.

Refer to relevant NESA documents:

- [NSW Supplementary Documentation - Professional Experience in ITE](#)
- [Application of a waiver of Appendix B of the NESA PEX Policy.docx](#)
- [Principles for the employment of Conditionally Accredited Teachers.docx](#)

#### **5. 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.

#### **6. 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.

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

No, TES are not allowed to have separate placements. Each placement must be completed at one school.



**8. 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).

**9. 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

