FAQs for Teacher Education Students (TES)
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WHAT INFORMATION MUST BE KEPT UP TO DATE WHEN ENROLLING INTO A PLACEMENT UNIT?
eStudent and the ‘Details’ page on iParticipate should be kept up to date with contact details, address, next of kin contact details, teaching subjects (secondary students), access to a car during your placement and name badge.

eStudent - https://students.mq.edu.au/support/technology/systems/eStudent
iParticipate – https://iparticipate.mq.edu.au

Preferencing

WHEN WILL I BE NOTIFIED WHEN PREFERENCING OPENS?
Preferencing is usually scheduled three – four months ahead of the placement to ensure it is organised in a timely manner. Students are encouraged to enrol at the beginning of the year to receive relevant communication and avoid disappointment of not placing their preferences. All students in a professional experience unit are informed closer to when preferencing opens.

WHAT IF I CANNOT SELECT A CENTRE/SCHOOL OFFER WHEN PREFERENCING?
Teacher Education Students will not be able to select an offer when preferencing if they do not meet the conditions to take up the offers (Primary – cannot repeat stage/age setting, Secondary – Teaching Subject). The settings are set as such so that students will be able to view all Centres/Schools in the preferencing list but not see the details and option to select the offers if you don’t meet the criteria.

If you cannot see any available placements, it means that there aren’t any suitable placements in your area and the WIL Team will place you manually.

WHAT IF I MISS THE PREFERENCING WINDOW?
Students who enrol late or miss the preferencing window will be placed according to availability of remaining offers. Unfortunately, the preferencing timeframe cannot be adjusted. This is to ensure placements are organised in a timely manner. Should there be special circumstances (pregnancy, care-taking responsibilities etc.) that need to be considered please submit your request through AskMQ in the semester before commencing the professional experience unit.

WHAT IF THERE ARE NO CENTRES OR SCHOOLS CLOSE TO MY LOCATION WHEN SELECTING MY PREFERENCES?
Teacher Education Students are expected to travel up to 90 minutes each way for placement. If there are no centres or schools to select from the preferencing list that are within the 90-minute travel distance, the Work Integrated Learning Office will find a suitable placement for you, and you will be placed manually. We will be in touch with you if we have any questions.
Mandatory Checks

WHAT MANDATORY CHECKS MUST I COMPLETE PRIOR TO MY PLACEMENT?
All Teacher Education Students are required to complete the relevant mandatory checks before starting the placement. We encourage students to complete the checks well in advance to avoid inconvenience and disappointment closer to the placement start date.

The checks you are required to complete are dependent on the program and placement unit. Please follow the instructions on the Mandatory Checks Guide.

WWCC

WHAT ARE THE APPROVAL PROCESSES FOR WORKING WITH CHILDREN?
All Teacher Education Students are required to complete the appropriate approval processes for working with children. In New South Wales this is the Working with Children Check (WWCC). Teacher Education Students are responsible for ensuring they have completed the necessary documentation for their state or territory and have provided evidence three months prior to placements. Teacher Education Students may need to withdraw from the unit if this has not been completed satisfactorily.

WHAT IF MY WWCC HAS EXPIRED OR I WANT TO CHANGE IT FROM A VOLUNTARY TO A PAID WWCC?
Renew your WWCC and upload the new check (showing WWCC and expiry date) to the WWCC check under the ‘Checks’ tab on iParticipate.

WHAT IF I AM UNDERTAKING A PLACEMENT INTERSTATE OR OVERSEAS, WHAT ARE THE WWCC REQUIREMENTS?
Once a Teacher Education Student has applied for their correct teaching credential/license that is required by their state, the information can be added to iParticipate. The license number and expiry can still be placed under the option available to upload a WWCC document. Once the document has been uploaded, the University’s governance department will advise of additional steps if required.

Teacher Education Students undertaking a placement in another state or overseas are to ensure guidelines for working with children are followed prior to undertaking a placement. They are required to complete and be cleared by the WWCC of the state/territory. Any documentation required by the University in this process is to be forwarded through AskMQ.

IS THE WWCC PROBITY DECLARATION REQUIRED?
All Teacher Education Students taking up a placement in a Primary/Secondary school context are required to complete the WWCC Probit Declaration. This is an external check and will take up to four weeks to be verified and cleared by the Department of Education (DoE). Students need to be verified and cleared to take up a placement in a DoE school. Follow the Mandatory Checks Guide to complete the check.

LANTITE

WHEN DOES A TEACHER EDUCATION STUDENT ENROLLED IN AN ITE COURSE IN THE MACQUARIE SCHOOL OF EDUCATION HAVE TO SIT AND SUCCESSFULLY MEET THE STANDARD FOR THE LANTITE TESTS?

Pre 2019 Primary and Secondary Program
- Undergraduate Primary Course and Graduate Entry Primary Course

You need to have sat both LANTITE tests and have your results indicating you have successfully met the standard in both literacy and numeracy to be eligible to enrol in EDTE4030.

Post 2019 Primary and Secondary Program

You need to have sat both LANTITE tests and have your results indicating you have successfully met the standard in both literacy and numeracy to be eligible to enrol in EDST3000 or EDST3010 (Undergraduate) and EDST8240 (Postgraduate).

Other information

Part-time students enrolled in any of the above courses need to meet the same requirements regarding LANTITE.

Please note that to be eligible to enrol in the unit indicated above you need to have sat both LANTITE tests and have your results. Enrolling in a unit while waiting for your results or awaiting your test window is not acceptable - you will be directed to change your enrolment from the unit.

Please ensure you are clear on information pertaining to your course offering. You need to ensure you sit the LANTITE tests and have your results indicating you have met the standard in time to allow you to enrol in units that may be offered for a final time. Please seek academic advice via AskMQ for the last offering of units.

I HAVE NOT MET THE LANTITE REQUIREMENTS, WHAT SHOULD I DO?
You will need to withdraw from the unit before census date to avoid any academic or financial penalty. For any academic advice to map your study plan, please lodge an AskMQ ticket. You cannot complete the unit indicated above if you have not successfully completed LANTITE requirements beforehand.

Conditions around Placements

CAN I ORGANISE MY OWN PLACEMENT?
Teacher Education Students are not allowed to organise their own placements. The Work Integrated Learning Team are dedicated to sourcing offers from centres/schools and placing students. Should there be insufficient offers to choose when preferencing, the Work Integrated Learning Team will find a suitable placement for you and place you manually. We will be in touch with you should we have any questions.

CAN I UNDERTAKE PROFESSIONAL EXPERIENCE IF I HAVE A CLOSE CONNECTION TO STAFF OR CHILDREN?
In general, Teacher Education Students are not permitted to undertake a professional experience placement where they have a close personal connection with staff or children. They are not permitted to undertake professional experience in a centre or school attended by their child or children, their relatives, or children of their friends.

CAN I GO TO A CENTRE/PRESCHOOL/SCHOOL FOR MORE THAN ONE PLACEMENT?
In general, Teacher Education Students may not attend the same centre or school for more than one professional experience placement. A wide range of experiences is considered essential. Exception to this would be work placements approved and confirmation by the University/NESA in the student’s final year.

WHY TRAVEL FOR PROFESSIONAL EXPERIENCE PLACEMENT?
Teacher Education Students can expect to travel up to 90 minutes one way to attend placements. Teacher Education Students will not be able to request a change of placement except under extenuating circumstances.
Conditional Accreditation and Work Placements

EARLY CHILDHOOD STUDENTS: CAN I UNDERTAKE A PLACEMENT IN MY PLACE OF WORK?
Although workplace placements are not encouraged, you can request to undertake one such placement during the final year of your program. A request must be lodged in the semester before this placement is due to commence otherwise it may not be considered. Please go to AskMQ to request a rural placement.

Students completing their final placement: You will be given the opportunity to apply for a rural scholarship organised through the DoE. The Work Integrated Learning Team will inform eligible students in the semester before their final placement with instructions on how to apply.

Students completing their final placement: You will be given the opportunity to apply for a rural placement. A request must be lodged in the semester before this placement is due to commence otherwise it will not be considered. Please go to AskMQ to request a rural placement.

Please note the following:
• You should consider the feasibility of carrying your usual workload whilst also ensuring that you receive adequate supervision and can fulfill all professional experience and TPA requirements (where relevant).
• You will need to have a Supervising Teacher with whom you arrange regular meetings, in-class observations, and feedback sessions to ensure that you are on track for completing PE and TPA requirements. Your Supervising Teacher will also need to complete your Evaluation Report (mid- and final- evaluation).
• The potential convenience of a work placement needs to be balanced against the possibility of difficulties with particular staff members or difficulties you may experience whilst undertaking your placement. Careful consideration is given to all Teacher Education Students applying for this type of placement. Approval is not guaranteed, the School of Education assesses all placement requests and additionally NESA approves any final-semester placement requests.

Health & Wellbeing Considerations for Placement

WHAT IF I HAVE A PREVIOUS OR EXISTING INJURY, SIGNIFICANT DISABILITY, OR MENTAL HEALTH ISSUE, OR IF I AM PREGNANT OR PLANNING A PREGNANCY?
Teacher Education Students are advised to make an appointment before preferring to discuss their health and wellbeing concerns with the relevant professional experience Unit Convenor. Teacher Education Students who are pregnant or planning pregnancy, refer to professional experience Handbook.

Teacher Education Students with previous or existing injuries – such as back, shoulder or elbow injuries, or significant disabilities which will impact on the capacity to carry out the requirements of the placement, must inform the Work Integrated Learning Team prior to placement (via AskMQ). For Teacher Education Students with injuries, a medical certificate stating that the Teacher Education Student can carry out the required duties will need to be provided prior to commencement of placement. The medical certificate must list activities the Teacher Education Student can and cannot do due to their injury. Examples of specific activities could include manual lifting, standing for considerable time, sitting on the floor with children, supervising children inside and outside, or completing handwritten or word-processed documentation.

In all instances, the Teacher Education Student is responsible for notifying the Director or Principal at their placement in relation to their injury, disability, issue, or pregnancy, and doing this prior to the placement.
WHAT DO I NEED TO DO IF I AM PREGNANT AND UNDERTAKING PROFESSIONAL EXPERIENCE?

If you are pregnant or likely to become pregnant it is crucial that you are aware of the following essential information. Please be realistic and responsible in relation to both your health and the health of your developing child. Professional experience is physically and emotionally demanding, and your fitness to undertake a placement must be considered carefully in light of a pregnancy. Please feel free to discuss your circumstances with the unit convenor of the professional experience unit in which you are enrolled.

If you are pregnant during a professional experience placement you are required to obtain a doctor’s clearance to participate in the placement. A medical certificate stating that you, the Teacher Education Student, can carry out the required duties will need to be provided prior to commencement of placement. A medical certificate must list the activities a Teacher Education Student can and cannot do. For example, these could include manual lifting, standing for considerable time or sitting on the floor with children/students. It is for the Teacher Education Student to decide whether to notify the Director or Principal at their placement prior to professional experience.

WHO MAKES THE INITIAL CONTACT WITH THE CENTRE OR SCHOOL?

Once placement is confirmed, the Teacher Education Student must contact the centre or school within three business days to introduce themselves and to arrange orientation days or a pre-placement meeting as appropriate. The contact details of your allocated placement can be found under the ‘Placement’ tab on iParticipate when you click on the ‘details’ button.

DO I WAIT FOR MY TERTIARY SUPERVISOR TO CONTACT ME?

No. It is your responsibility to make initial contact with your Tertiary Supervisor. The contact details of your allocated Tertiary Supervisor can be found under the ‘Placement’ tab on iParticipate when you click on the ‘details’ button. You must contact the Tertiary Supervisor before your placement commences.

Please check with your Tertiary Supervisor before using SMS messaging as your primary contact method.

WHO ARRANGES THE TIME FOR MY TERTIARY SUPERVISOR TO VISIT?

It is your responsibility to negotiate an appropriate time with both your Tertiary Supervisor and your Supervising Teacher. Please take care to ensure your Tertiary Supervisor’s visit does not coincide with any other centre or school events such as excursions or special events.

WHAT IF I CANNOT COMPLETE MY PROFESSIONAL EXPERIENCE PLACEMENT ON THE SET DATES?

The schedule of professional experience placements is carefully planned to suit several factors, including access to placements. Permission to change dates will only be given in exceptional circumstances. Work and family commitments are not considered sufficient grounds for a change of dates. Teacher Education Students are to request any change of dates in writing, clearly stating the reason, to the Unit Convenor of their professional experience unit. If you are unable to do the placement in the set period, you are advised to withdraw from the unit.

HOW FLEXIBLE ARE MY HOURS?

You are expected to attend your placement during the same hours as your Supervising Teacher. In early childhood settings, Teacher Education Students are not permitted to attend a 10-hour day, four days a week, as it is unrealistic to undertake the daily responsibilities of a Teacher Education Student after a 10-hour shift.

For early childhood placements: Teacher Education Students are entitled to the same breaks as their supervising teacher, and in addition are also entitled to 30 minutes documentation time in the centre each day. This teaching release time:
- Will happen in the centre (i.e. as part of attendance) - Teacher Education Students are not allowed to go home early or start late.
- Will take place at a pre-negotiated time between the Teacher Education Student and their supervising teacher.

WHO FILLS IN AND SUBMITS MY EVALUATION FORM?

Completing your formal evaluation is the responsibility of your Supervising Teacher. It is your responsibility to ensure the evaluation form is submitted via iParticipate within one week of finishing your placement.

WHAT SHOULD I DO IF I CAN’T ATTEND MY PLACEMENT?

In any case of absence, you must notify your Supervising Teacher, the centre director, school principal or other designated person no later than 8.30 am on the day of absence. You must also notify your Tertiary Supervisor.

A medical certificate is required for any absence due to illness that exceeds one day and you can upload the certificate to iParticipate. Teacher Education Students who are absent for any part of their professional experience period will be required to make up whole days. In most circumstances, this requirement must be met within five working days following the end of a block-teaching period.

WHAT IF MY SUPERVISING TEACHER IS ABSENT?

The replacement teacher will, usually, act as your Supervising Teacher for the day. If your Supervising Teacher is absent for more than a day or two of your professional experience, it is important that you inform your Tertiary Supervisor and speak with the principal or director about what arrangements can be made for your supervision. If your Supervising Teacher is going to be absent on the day of your Tertiary Supervisor’s visit, please contact your Tertiary Supervisor as soon as possible to save time and unnecessary travel on their part. At that time, you could discuss arrangements for an alternative date for the Tertiary Supervisor visit.

WHAT IF MY SUPERVISING TEACHER IS ATTENDING A SCHOOL EVENT SUCH AS A SCHOOL EXCURSION, DO I HAVE TO JOIN THE SCHOOL EXCURSION?

Students may join and follow their Supervising Teacher for the school event/ excursion. The day observing the activities of the Supervising Teacher will be taken as part of a placement day for Teacher Education Students. If the Supervising Teacher does not deem this to be a suitable placement activity for the Teacher Education Student, you can make up the missed day at a later date (in discussion with the Supervising Teacher).

WHAT PROCEDURES ARE IN PLACE FOR REPORTING OF INCIDENTS?

Teacher Education Students engaged in professional experience placement sometimes find themselves in complex and unexpected situations. Teacher Education Students may witness situations in schools and early childhood settings where they believe that a child may be subject to abuse – whether it be sexual, psychological, physical abuse or neglect. The Children and Young Persons (Care and Protection) Act 1998 identifies people in the community who are mandatory reporters. This does not include Teacher Education Students on placement in schools and early childhood settings as they are not paid employees and as such are not left alone with the children.
Teacher Education Students can see http://www.community.nsw.gov.au/preventing-child-abuse-and-neglect for further information from the NSW Department of Family and Community Services in relation to these matters.

The Teacher Education Student is to document their concerns and be sensitive about where this documentation is kept. The Teacher Education Student should contact the unit convenor to discuss the situation. If the Teacher Education Student reaches the decision for notification of the issue, the unit convenor will support this process. The Director, Initial Teacher Education, will be informed of these situations by the unit convenor and will provide advice and guidance on reporting.

**EARLY CHILDHOOD ONLY: WHAT SHOULD I DO IF THE QUALIFIED EARLY CHILDHOOD TEACHER IS NOT PRESENT IN THE CENTRE?**
If the qualified teacher is replaced by another qualified early childhood teacher, that is fine. However, in a situation where the teacher takes annual leave or sick leave and is not replaced with a qualified teacher in the centre you must contact your Tertiary Supervisor for advice and inform the unit convenor about what has occurred.

**WHAT HAPPENS IF I AM LEFT ON MY OWN WITH THE CHILDREN?**
Contact the unit convenor. Teacher Education Students are not to be included in educator to child ratios or left alone with children at any time.

**WHAT DO I DO IF I AM ASKED TO UNDERTAKE DUTIES BEYOND PROFESSIONAL EXPERIENCE REQUIREMENTS?**
Explain that this is not a part of your professional experience requirements and discuss the issue with your Tertiary Supervisor or the unit convenor. Examples here would be being asked to fill-in in a childcare centre kitchen when the cook is away or being asked to collate a newsletter and flyer for each child at a school.

**WHAT DO I DO IF I AM OFFERED PAID WORK WHILE ON MY PROFESSIONAL EXPERIENCE?**
In your placement as a Teacher Education Student, you are additional to staffing requirements and therefore cannot fulfil the dual role of Teacher Education Student and paid worker. If this occurs, please contact your unit convenor for advice.

**WHAT SHOULD I DO IF I HAVE AN ACCIDENT? AM I INSURED?**
Teacher Education Students are covered under the University’s Group Personal Injury insurance. This insurance may provide reimbursement of non-Medicare medical expenses. In case of injury, you are required to report the incident to the director or principal, the Tertiary Supervisor and to the relevant unit convenor as soon as possible.

**IN NEED OF ADDITIONAL SUPPORT?**
Please refer to the professional experience handbook for information regarding In Need of Additional Support. Visit goto.mq.edu.au/artswileducation

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FIND OUT MORE
Faculty of Arts | Work Integrated Learning
T: +61 (2) 9850 6410 | E: AskMQ
W: goto.mq.edu.au/artswileducation
Macquarie University NSW 2109 Australia
CRICOS Provider 00002J

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