



# Professional Experience FAQs

Questions	Answers
<b>BEFORE PLACEMENT</b>	
<b>Your details</b>	
1. How do I update my contact details and address?	Update your contact details and address on eStudent. You must keep your details up to date on eStudent, so your placement is organised accordingly.
2. Where do I access my placement information?	Go to <a href="#">iParticipate</a> .
3. What information do I need to provide on iParticipate?	Provide your address, next of kin, teaching subjects (secondary students), and access to a car under the 'Details' tab on iParticipate.
4. What if I change my mind about enrolling in the professional experience (PE) unit?	Withdraw via eStudent and email <a href="mailto:arts.wil_admin@mq.edu.au">arts.wil_admin@mq.edu.au</a> prior to placement.
<b>Mandatory Checks</b>	
5. What are the mandatory checks I must complete?	<ul style="list-style-type: none"> <li>Working With Children Check required by state/territory</li> <li>WWCC Probity Declaration form (primary and secondary)</li> <li>Child Protection Awareness Training</li> <li>Child Protection Update</li> <li>Anaphylaxis Training</li> <li>Other program specific <a href="#">checks</a></li> </ul>
6. How long does it take for my uploaded checks to be cleared?	Checks may take 3-4 weeks to be cleared. If you have uploaded correctly to iParticipate, there is no need to email the WIL Office.
<b>Preferencing</b>	
7. When and how do I preference?	Preference your schools/settings on iParticipate once you receive an email from WIL Office - usually three months prior to placement. Refer to <a href="#">TES</a> website for instructions on preferencing.
8. What happens if I have trouble or missed preferencing?	You will be placed manually by the WIL Office based on your location.
9. What are travel expectations?	You are expected to travel up to 90 minutes each way for placement. WIL Office will try to accommodate based on your preferences and location.
<b>Placement &amp; Communication</b>	
10. Can I organise my own placement?	No, the WIL Office source placements for all students.
11. What if I have a close connection to staff or children at my placement school/setting?	Students are not allowed to undertake a professional experience placement if they have a close personal connection with staff or children.
12. Can I undertake a placement in my place of work?	You can apply for work placement during the final year of your program. Refer to <a href="#">TES</a> website for details on work placement.
13. Who makes the initial contact with the school/setting?	You must contact the school/setting to provide your WWCC details as soon as your placement is confirmed by the WIL Office. You can find contact details under the 'Placement' tab on iParticipate.



14. Do I make initial contact with my tertiary supervisor (TS)?	Yes. It is your responsibility to make initial contact with your TS prior to placement. You can find contact details under the 'Placement' tab on iParticipate.
Questions	Answers
DURING PLACEMENT	
Introduction	
15. What should I be aware of at the start of my placement?	<ul style="list-style-type: none"> <li>• Be punctual.</li> <li>• Wear appropriate attire and treat everyone with respect and professionalism.</li> <li>• Speak to your ST and be mindful of specific requirements and protocols.</li> </ul>
16. What if I have a different or new ST at my placement?	<ul style="list-style-type: none"> <li>• Go to iParticipate and click on 'Forms'.</li> <li>• Enter your new ST's details in your relevant evaluation report.</li> </ul>
Absence	
17. What if I can't attend my placement due to sickness or emergency?	<ul style="list-style-type: none"> <li>• Notify your supervising teacher (ST) ASAP for any absence.</li> <li>• If you are away for more than one day due to sickness, upload a medical certificate to iParticipate under 'Documents'.</li> <li>• Negotiate with your ST and make up the days missed ASAP.</li> <li>• Email the unit convenor and <a href="mailto:arts.wil_admin@mq.edu.au">arts.wil_admin@mq.edu.au</a> ASAP if any significant disruptions.</li> </ul>
18. What if my ST is absent?	Speak with the principal or director about supervision arrangement and inform your TS.
19. What if I cannot complete my placement on the set dates?	Seek advice from your unit convenor. Request change of dates via <a href="#">service connect</a> . Permission to change dates are only allowed under exceptional circumstances.
Hours and Activities	
20. How flexible are my hours?	You are expected to attend your placement during the same hours as your ST.
21. Do I join the school excursion during placement?	Yes, you may join the ST for the school event/excursion. The day observing the activities will be taken as part of a placement day. If your ST does not deem this a suitable placement activity, you can make up the missed day later.
Midway Assessment	
22. Where do I find evaluation report?	Evaluation reports are available on iParticipate under 'Forms'.
23. What should I do about midway evaluation report?	<ul style="list-style-type: none"> <li>• Meet with your ST midway to discuss your progress.</li> <li>• Remind your ST to complete midway report via a link sent by the WIL Office. ST can save the form as they go.</li> </ul>
24. Who's responsible for completing register of visits?	You - teacher education students. Complete your attendance daily.
25. What if I am deemed as in need of additional support?	Don't stress. Identifying you need additional support early ensures you are well supported so you have opportunity to improve and succeed. Refer to <a href="#">PE website</a> for details.



Insurance and Support	
26. Am I insured during placement?	Yes, you are covered under the University's Group Personal Injury insurance.
27. What procedures are in place for reporting of incidents?	Contact the unit convenor and the WIL Office if there are any concerns or incidents during placement. Refer to <a href="#">Professional Experience Handbook</a> for detailed instruction.
28. What if I decide to withdraw after placement started?	You must inform your unit convenor and the WIL Office before taking any action.
AFTER PLACEMENT	
Evaluation Report	
29. Who fills in and submits my evaluation form?	Your ST is responsible for completing your evaluation report. It is your responsibility to ensure the evaluation form is submitted via iParticipate within one week of your placement.
30. Who submits my register of visits?	You. Ensure your register of visits are signed and submitted on iParticipate.
31. Do I keep a record of my report?	Yes. You must download a pdf copy of each evaluation report and save to your personal device. Access to iParticipate is removed from students after graduation.