

FACULTY OF

EDUCATION



**PROFESSIONAL EXPERIENCE
PLACEMENT INFORMATION
FOR PRESERVICE TEACHERS**

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PROFESSIONAL EXPERIENCE

The UC Professional Experience program is an opportunity for preservice teachers to engage with professional educational communities in schools, early childhood education and care settings, and other educational settings. Professional Experience units place students in their relevant teaching areas to learn different aspects of professional practice within a diverse range of educational settings in local schools as placement. The completion of placement days is a requirement to course complete and register as a teacher within Australia, including the ACT Teachers Quality Institute (TQI) and the NSW Education Standards Authority (NESA).

Please note, all professional experience placements are formally arranged by the University Placement Team. Students (preservice teachers) and/or members of their family should not make direct contact with teachers in schools to arrange placements.

THE PLACEMENT TEAM, CAREERS UC

The Placement Team supports the administration of professional experience placement at UC. This includes the management and coordination of compliance (pre-placement requirements) required to enable you to undertake professional placement. The Placement Team collaborates with Industry Partners and other professional bodies associated with professional placements. We will review your pre-placement requirements, allocate you to your placements and provide support to the disciplines in your professional learning.

Successful completion of your pre-placement requirements is a mandatory requirement of all Education courses with professional placements. We encourage you to begin now so that you do not miss out on any opportunities. Please visit our website for further [Placement](#) information.

Should you have any questions, please contact us using the details below.

PLACEMENT TEAM

T +61 (0)2 6201 2660

E placements@canberra.edu.au

Location: [UC Careers](#) (Building 1, Level C Room 42)

Drop-in Times: Monday 12pm to 2pm

Tuesday 11am to 1pm

Wednesday 11am to 1pm

Thursday 2pm to 4pm

Friday 10am to 12pm

Or outside these times by appointment.



PLANNING FOR YOUR PLACEMENT

PROFESSIONAL EXPERIENCE SCHEDULES

The timing of professional experience will generally occur once the teaching period has finished for Teacher Education courses. This typically occurs from UC week 12 onwards in Sem 1 and Sem 2 and may overlap into Winter Term for some students.

Please refer to the 2024 Professional Experience [Calendars](#) for a complete overview of UC weeks, ACT/NSW school terms and available 'windows' for placement time.

GUIDELINES REGARDING SEQUENCE OF DAYS

- If you are unable to undertake your placement at the scheduled time/dates please submit an [Extenuating Circumstances Application](#).
- Please contact Inclusion@canberra.edu.au if you have a Reasonable Adjustment Plan, so that you can discuss a Placement Support Letter to be arranged, to enable reasonable adjustments for placements. Please contact the Placement Team to discuss the recommendations in the Support Letter.
- A placement is a full day at school, including 30 minutes before lessons start and 60 minutes after lessons conclude. This may be negotiated with individual schools, depending on meetings and before or after school activities.
- No more than 2 days adjustment to your placement days may be negotiated directly with the school.
- Follow school procedure for calling in sick (as determined at your initial school meeting). Provide a medical certificate to your Mentor if this is school policy, notify the Placement Team of your absence via placements@canberra.edu.au and include a medical certificate.
- Note that you are required to make up missed days.
- Missing university classes to attend placement is not permitted.

EXTENUATING CIRCUMSTANCES APPLICATION

If you are not able to attend your placement in your designated block you may be eligible to apply for an [Extenuating Circumstances Application](#).

Please note that there are conditions for approval for your ECA:

- Representation: sport, representation for UC
- Service Commitments: Voluntary Military or Emergency Service Commitments
- Legal Appearance: Jury duty or court mandated appearances
- Birth or Adoption: student or partner due to give birth, adopt a child
- Cultural or Religious: religious or cultural activities that prevent undertaking placement
- Reasonable Adjustment: health condition requiring specialised/ongoing treatment

you must provide additional supporting documentation for your application

Please note holidays, weddings and travel will not be approved. You must attend in your placement block unless you meet the requirements above.

Please submit this application no later than 10 weeks before your placement block. A date for final submissions of ECAs will be posted as an ATEs announcement.

PROFESSIONAL EXPERIENCE OUTSIDE OF CANBERRA

Schools in Queanbeyan, Jerrabomberra, Googong, Bungendore, Murrumbateman, Sutton and Gundaroo are deemed as Canberra Region schools. Any schools further than this are Outside of Canberra Region (such as Cooma, Goulburn and Yass).

From time to time, opportunities arise for Preservice Teachers to undertake professional experience outside of the ACT and surrounding region.

This offer will be open to **Intermediate and Final level** placement Preservice Teachers who have successfully completed their Observation and Beginner placements in the Canberra Region. Students must have a sound academic history, have achieved satisfactory professional experience reports, and do not have a [conflict of interest](#) at their possible school and have not previously undertaken a professional experience outside the Canberra region. [Think Regional: Professional Experience Outside of Canberra Region](#). Individual considerations may be sort from students who live interstate or who are studying remotely. These need to be directed to the [School Placement Lead](#).

Please submit this application no later than 10 weeks before your placement block. A date for final submissions of COIs and OOCRs will be posted as an ATEs announcement.



PROFESSIONAL EXPERIENCE PLACEMENT UNITS

Bachelor of Early Childhood Education

| Year | Semester 1 | Semester 2 |
|------|--|---|
| 1 | 11991 - Relationships in Early Childhood Education (RECE) - 5 days Beginner | 11995 - Infant and Toddler Learning and Care (ITLC) – 5 days Beginner 11996 - Planning and the Early Years Learning Framework (PEYLF) – 5 days Beginner |
| 2 | 10178 - Philosophies and Pedagogies in Early Childhood (PPEC) – 10 days Beginner 12003 – Oral Language and Literacy in the Early Years (OLLEY) - 10 days Intermediate | 12002 - Numeracy and Mathematics in Early Childhood Education (NMECE) - 15 days Intermediate |
| 3 | 10179 - STEM in the Early Years (STEM) - 15 days | 12005 - Early Childhood Teachers as Professionals (ECTAP) – 15 days Final 10181 - Addressing Challenges in Early Childhood Education (ACECE) – 15 days Final |



Bachelor of Early Childhood and Primary Education

| Year | Semester 1 | Semester 2 |
|------|--|--|
| 1 | 11991 - Relationships in Early Childhood Education (RECE) - 5 days Beginner | 11995 - Infant and Toddler Learning and Care (ITLC) – 5 days Beginner 11996 - Planning and the Early Years Learning Framework (PEYLF) – 5 days Beginner |
| 2 | 10178 - Philosophies and Pedagogies in Early Childhood (PPEC) – 10 days Beginner 12034 – Being a Teacher (BAT) - 10 days Observational | |
| 3 | 10179 - STEM in the Early Years (STEM) - 10 days 9986 - The Practice (PCK) of Teaching English – School Clinic 9891 - The Practice (PCK) of Teaching Humanities and Social Sciences – School Clinic | 9888 - The Practice (PCK) of Teaching Mathematics – School Clinic 9894 - Planning, Assessing & Reporting (PAR) - 20 days |
| 4 | 9918 - Teachers as Professionals (TaP) - 30 days | 9887 - The Practice (PCK) of Teaching HPE – School Clinic 9885 - The Practice (PCK) of Teaching Arts – School Clinic |

Bachelor of Primary Education

| Year | Semester 1 | Semester 2 |
|------|---|---|
| 1 | 12034 – <i>Being a Teacher (BAT)</i> - 10 days <i>Observational</i> | |
| 2 | 11779 - <i>Professional Educational Contexts (PEC)</i> - 10 days 9891 - <i>The Practice (PCK) of Teaching Humanities and Social Sciences</i> – School Clinic | 9888 - <i>The Practice (PCK) of Teaching Mathematics</i> – School Clinic |
| 3 | 9889 <i>The Practice (PCK) Of Teaching Science</i> – School-based clinic 9886 - <i>The Practice (PCK) of Teaching English</i> – School -based clinic | 9894 - <i>Planning, Assessing & Reporting (PAR)</i> - 20 days 9887 - <i>The Practice (PCK) of Teaching HPE</i> – School-based clinic 9885 - <i>The Practice (PCK) of Teaching Arts</i> – School-based clinic 9894 - <i>Planning, Assessing & Reporting (PAR)</i> - 20 days |
| 4 | 9918 - <i>Teachers as Professionals (TaP)</i> - 30 days | |

Students will undertake school-based clinics in Semester 1 and Semester 2. Further information will be provided by the Unit Conveners of these units.

The PCK clinics are organised by the Faculty and the Placement Team organise the block placements.

Master of Teaching – Primary

| Year | Semester 1 | Semester 2 |
|------|--|--|
| 1 | 11336 – <i>Curriculum & Assessment in Primary Ed (CAPE)</i> – 10 days | 11340 – <i>Learning & Development in Primary Ed (LDPE)</i> – 15 days |
| 2 | 11344 <i>Education for Diversity in Primary Education</i> – 15 days | 11350 – <i>Professional Practice Capstone project (capstone)-</i> - 20 days |

Students will undertake school-based clinics in Semester 1 and Semester 2. Further information will be provided by the Unit Conveners of these units.

The PCK clinics are organised by the Faculty and the Placement Team organise the block placements.

Bachelor of Secondary Education

| Year | Semester 1 | Semester 2 |
|------|--|--|
| 1 | 12034 – <i>Being a Teacher (BAT)</i> - 10 days <i>Observational</i> | |
| 2 | School-based clinics in 10425 and 10425 – <i>Curriculum-Assessment, Planning & Reporting (CAPR)</i> - 10 days | |
| 3 | School-based clinics in PCK units and <i>Pedagogical Content Knowledge A (PCK1)</i> - 15 days | School-based clinics in PCK units and <i>Pedagogical Content Knowledge B (PCK)</i> - 15 days |
| 4 | 9918 - <i>Teachers as Professionals (TaP)</i> - 30 days | |

Students will undertake school-based clinics in Semester 1 and Semester 2. Further information will be provided by the Unit Conveners of these units.

The 10425 and PCK clinics are organised by the Faculty and the Placement Team organise the block placements.

Master of Teaching - Secondary

| Year | Semester 1 | Semester 2 |
|------|---|--|
| 1 | 11351 - <i>Curriculum & Assessment in Secondary Education (CASE)</i> - 10 days | School-based clinics in <i>Methods units Teaching Secondary (Method A)</i> - 15 days |
| 2 | School-based clinics in <i>Methods units Teaching Secondary (Method B)</i> - 15 days OR 11360 <i>School Placement G</i> - 15 days | 11359 - <i>Professional Practice Capstone Project (capstone)</i> - 20 days |

Students will undertake school-based clinics in Semester 1 or Semester 2. Further information will be provided by the Unit Conveners of these units.

The PCK clinics are organised by the Faculty and the Placement Team organise the block placements.



MEETING YOUR PRE-PLACEMENT REQUIREMENTS

Review the [No Stress Placement Planner](#) to ensure that you meet your all pre-placements requirements before you commence your first placement this year.

It is very important to complete all professional experience documents to meet the requirements of placement units; failing to complete these may impact the successful completion of your school-based practical which is an essential component in this course.

To access to all placement related information and documents refer to the [All Teacher Education Students](#) canvas page.

THE PROFESSIONAL EXPERIENCE REPORT

The professional experience report is a legal document that exist for two reasons; to provide a detailed and accurate representation of the Preservice teacher's placement and to act as evidence of practicum days completed by the Preservice teacher (PST).

Interim Feedback

Throughout the professional experience, PSTs will receive regular oral and written feedback informing them of their strengths and weaknesses. PSTs must be made aware of any aspects of performance that need to be improved as soon as they arise, allowing the PST maximum time to make the necessary improvements. To this end, all placements over 10 days duration **require a formative assessment** be carried out.

It is required that at a point in time, usually halfway through the professional experience period, the Mentoring Teacher (MT) complete a copy of the report as a means of reflecting on the progress of the PST. This Interim feedback is to be uploaded by the PST onto their respective Professional Experience Unit UCLearn (Canvas) site. This formative report is not intended to be a time-consuming onerous task, rather a discussion and reflection together with the PST to enable a shared understanding of demonstrated strengths and areas in need of improvement. This is an appropriate time for indications of '*Intervention and Support*' to be reported. A suitable complementary strategy is for the PST to complete his/her own formative report as a means of reflecting and sharing progress.

Summative Assessment

The **final report** is to be written on the final day of the professional experience (or within a reasonable time frame) and then submitted to the to the University as per the instructions on the front page of the report. The report should reflect the PST's demonstrated level of performance and must clearly articulate areas of strength as well as highlight areas for improvement. It must also be signed by all co-signatories prior to being submitted to the Placement Team.

Procedure for Report Submission

Review [instructions](#) on completing the electronic Professional Experience Report. On completion, submit a signed (school-based signatures as well as your own) electronic [Final Professional Experience Report](#) to placements@canberra.edu.au within one week of completing the placement.

Observation, Internship and Integration placements

All instructions for report submission for units where an observational, internship or integration placement occurs will be available on the respective units' Canvas site.

PLACEMENT- FREQUENTLY ASKED QUESTIONS (FAQS)

The following are frequently asked questions concerning placements and graduation.

[FAQ Preservice Teachers](#)

