



2023
Conflict of Interest Exemption
Final Placement Request

UC Preservice Teacher Name:		Student ID:
Unit Name & Number:		Total Days of Placement:
Year Level/s (Primary) or Subject Area (Secondary):		
Placement Dates:		
School Name:		
Primary Campus <input type="checkbox"/> Secondary Campus <input type="checkbox"/>		
Phone Number:		
School Professional		
Experience Coordinators/s:		
Email:		
Mentor Teacher/s:		
Email/s:		
*Date/Year commenced working/volunteering at School:		
Are you employed under a restricted TQI Permit to Teach (final year students only): Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are you employed under NESA Conditional Accreditation# (final year students only): Yes <input type="checkbox"/> No <input type="checkbox"/>		
Declaration on Employment Status and Conflict of Interest:		
<i>We understand this opportunity can only be offered as per the conditions below negotiated by UC with the ACT Teacher Quality Institute:</i>		
<ul style="list-style-type: none"> a) has been employed at our school greater than 2 years (as at start of placement) OR is approved by TQI to hold a Permit to Teach as a final year preservice teacher at our school, b) has not had a placement previously at our school, c) will not be mentored by a family member or close friend/relative employed at the school, d) has not been a student with our school in the last 6 years, e) is undertaking their final level placement at our school, f) will not be undertaking paid employment duties at the school for the duration of their placement g) For their placement, we will ensure that the preservice teacher is placed in classes that they are not currently teaching and that they are fully mentored by a supervising teacher throughout their placement 		
School Professional Experience Coordinator OR Principal Signature:	Preservice Teacher Signature:	

*compulsory

For NESA employed students, the NSW Waiver B form is not applicable as UC students are restricted to TQI accreditation requirements for professional experience (see over page for more information)

Please return to the Placement Team 10 weeks prior to placement starting via
placements@canberra.edu.au

Exemption to the Conflict of Interest Policy

A Preservice Teacher (PST) may apply for an exemption to the Conflict of Interest Policy at their host school if:

- ✓ they have been employed at the school longer than 2 years (as at start of placement) OR are approved by TQI / NESAS# to hold a Permit to Teach as a final year preservice teacher at their host school,
- ✓ they have not had a placement previously at the school,
- ✓ they will not be mentored by a family member or close friend/relative employed at the school,
- ✓ they have not been a student at the school in the last 6 years,
- ✓ they are undertaking their FINAL level placement at the school,
- ✓ they will NOT be undertaking paid employment duties at the school for the duration of their placement, and
- ✓ that they are not placed in classes they are currently teaching and they are fully mentored by a supervising teacher throughout their placement.

#With respect to PSTs completing their final placement at a NSW school where they have conditional accreditation, NESAS have an application process known as a 'Waiver B.' However, as UC is in the ACT we are subject to TQI's requirements for final placements in a school where a PST is employed. These are:

- *Students may undertake their final year placements in the school where they are employed as long as no previous placements have been undertaken in that school;*
- *The normal responsibilities of the placement mentor as outlined in the document, Roles And Responsibilities in the UC Professional Experience Program, including support for the student to complete their Teacher Performance Assessment, will be met in the case where the student undertakes a placement in the school where employed.*

STEPS FOR REQUESTING AN EXEMPTION TO A CONFLICT OF INTEREST

1.	Preservice Teacher reviews the exemption criteria
2.	Discuss upcoming placement with host school
3.	Submit an exemption to Final Placement request form (Forms & Documents: All Teacher Education Students (canberra.edu.au))
4.	The Faculty of Education will determine the suitability of the request as per the approval criteria and placement requirements
5.	Faculty of Education will advise Placement team if request is approved
6.	Student notified of placement approval/rejection
7.	Host school sent confirmation of placement details/rejection of placement request

If you require further assistance on what constitutes an exemption to conflict of interest policy, please seek advice from the appropriate academic in the Faculty of Education or the Placement Team in Careers UC via placements@canberra.edu.au.