

Professional Experience Placement Checklist

School of Education

Introduction

This checklist gives the PST a checklist of administrative tasks to organise before, during and after professional placements. It is not an exhaustive list but will allow you to begin your placement in a professional, courteous manner. Whether your professional placement is at a school, childcare centre, kindergarten or other such as Sovereign Hill, the placement site is referred to as 'educational setting'.

Checklist

- Ensure your **Working with Children Check** card is current and a scanned copy of this card is uploaded to InPlace.

- Read the following Professional Experience documents:
 - Professional Experience Course Description
 - Professional Experience Legal Responsibilities and Procedures
 - Professional Experience Frequently Asked Questions (FAQs)
 - Assessment Forms A, B and C:
 - Form A: Professional Experience Assessment Report
 - Form B: PST Learning Log / Graduate Teacher Performance Assessment (GTPA)
 - Form C: Reflective Self-Evaluation Report (Years 3 and 4 only)

- Refer to your Federation student email for information about all matters relating to Professional Experience. This is Federation's preferred source of communication.

- When advised of your placement, familiarise yourself with the geographic location of the education setting in which you have been placed and work out how long it will take you to travel the distance from home to get there.

- Notify the Placement Administrators at Federation immediately if a conflict or potential conflict of interest exists at your allocated educational setting (see Conflict of Interest on page 7 of the Student Legal Responsibilities and Procedures).

- Make contact with your Education Setting Co-ordinator (or equivalent) to introduce yourself and ensure they know when to expect you (ie the start date of your placement).

- Make contact with your University Mentor (UM) via email (or phone) to advise when you have made contact with your educational setting. Provide your contact details and any relevant information that may impact your placement.

- Attend an induction session at your learning organisation if possible and obtain the following information where relevant: dress code, parking availability, staffroom protocols, sign-in

procedures, specific class information (size, special needs, curriculum foci, specialist lessons, etc).

- Make appropriate arrangements for child care for your own children, if applicable.
- Make appropriate arrangements for your own paid work during professional experience.
- Prepare for professional experience effectively through planning and preparation undertaken in consultation with your Mentor Teacher. Have a blank copy of the timetable and pencil in the learning experiences you are teaching, meetings that you might attend and other commitments such as yard duty.
- Check educational setting policy for notification of absences (refer to Absences on page 4 of the Professional Experience Legal Responsibilities and Procedures). If you are unable to attend for the day, notify the educational setting and your UM. Remember the Mentor Teacher may have planned for you to teach or be responsible for supervising groups, thus they need to make alternate arrangements. The earlier the advice, the easier this will be for the MT to make alternate arrangements.
- Attend your professional experience educational setting for the required number of days for your Program. Follow the Sign In procedures each day you attend.
 - Negotiate the replacement days with your Mentor Teacher, UM and Course/Yr level Co-ordinator for any days missed (refer to Absences on page 5 of the Professional Experience Legal Responsibilities and Procedures).
- You need to familiarise yourself with the report forms for your placement, prior to commencing the placement.
 - Ensure your Mentor Teacher has the correct Form A – Assessment Report form for your specific Professional Experience course (check the code is correct on Form A).
 - It is your responsibility to upload the following completed forms to InPlace:
 - Form A - Assessment Report (ensure this is signed and scanned before uploading)
Ensure you have been emailed a copy of your completed Form A - Assessment Report prior to leaving the educational setting where you have undertaken your placement.
 - Form B - Learning Log to the Professional Experience Office for all placements, and
 - Form C - Reflective Self-Evaluation after placements in 3rd and 4th years.
 - You **must** retain a copy of all completed forms submitted for your own records.
- Return all educational setting resources before you finish your placement.
- At the end of your professional experience, thank your Mentor Teacher, School/Centre Co-ordinator (or equivalent) and other staff who may have assisted you during the placement.

Remember at all times during your placement that you are a guest in this site and also an ambassador for Federation.