

Form Usage and Timing

The tables below provide the usage, source and timing of the forms and/or reports prior to, during and after professional experience.

Prior to Placement

A link to the Professional Experience Report is to be emailed to the supervising teacher prior to placement.

The Waiver B Application is to be completed at least 6 weeks prior to placement.

	FORM	USE OF FORM	FORM SOURCE	TIMELINE
PRIOR TO PLACEMENT	Waiver B Application	<p>Application for an ITE student/pre-service teacher (employed as a classroom teacher in a school) to request final placement at their school of employment.</p> <p>Completed by ITE student/pre-service teacher, mentoring supervising teacher and school principal.</p>	<p>MyPlacement</p> <p>ITE student can self select Waiver B Application form under <i>Forms</i> tab.</p>	<p>Prior to placement the ITE student is to initiate application process, then forward to mentoring supervising teacher and principal of school of employment. ITE student is to complete form in MyPlacement, and upload completed NESA Waiver B Application document.</p> <p>On submission of the application by principal, the application will be saved under the student's <i>Documents</i> tab in MyPlacement. The ITE student is required to email the PDF to the UTS PEx Office.</p> <p>NESA is the only authority that can approve Waiver B placements, for this reason the application is to be submitted at least 6 weeks prior to the scheduled placement commencement date.</p>
	Professional Experience Report	<p>Completed by supervising teacher on the completion of placement by teacher education student.</p> <p>Drafts can be saved throughout the duration of the placement period.</p>	<p>MyPlacement</p> <p>ITE student to access Professional Experience Report under <i>Forms</i> tab and email link to supervising teacher PRIOR to placement.</p>	<p>Prior to placement commencement the ITE student is to provide a link to the report via email to the supervising teacher to complete, verify and submit at completion of placement.</p> <p>Next, the subject coordinator will verify, date and submit the form.</p> <p>After being submitted by the subject coordinator, the form will be saved as a PDF in the student's <i>Documents</i> tab in MyPlacement.</p>

During Placement

To be completed through the duration of placement.

DURING PLACEMENT	FORM	USE OF FORM	FORM SOURCE	TIMELINE
	Professional Experience Attendance Sheet	ITE student to record and maintain daily placement attendance.	MyPlacement ITE student to access Attendance Sheet under <i>Forms</i> tab and email link to supervising teacher upon completion of placement.	During placement the ITE student is to maintain details of attendance each day. ITE student can SAVE DRAFT each day saving the information in the form. On completion of placement the ITE student is to provide a link to the attendance sheet via email to the supervising teacher to verify, date and submit. After being submitted by the supervising teacher, the form will be saved as a PDF in the student's <i>Documents</i> tab in MyPlacement.
	UTS Preferred Lesson Plan	Completed by ITE student for each lesson to be conducted.	MyPlacement ITE student can self select Lesson Plan under <i>Forms</i> tab. UTS PEx Webpage Form can be downloaded, then completed as a word document or printed and written.	During placement the ITE student is to complete a Lesson Plan prior to each lesson they will conduct. Lesson Plans are to be saved in a central location such as a shared file for supervising teacher and tertiary supervisor to access. If the Lesson Plan is being completed on MyPlacement, the document will be saved as a PDF under the student's <i>Documents</i> tab in MyPlacement.

During Placement continued

DURING PLACEMENT	FORM	USE OF FORM	FORM SOURCE	TIMELINE
	Supervising Teacher Lesson Observation Report	Supervising teacher to complete while observing a lesson conducted by the ITE student.	<p>MyPlacement ITE student to self select Supervising Teacher Lesson Observation Report under <i>Forms</i> tab.</p> <p>Email Form can be requested in a Word Doc. if required. Completed Lesson Observation Reports will need to be uploaded to the <i>Documents</i> tab in MyPlacement.</p>	<p>During placement a minimum of one (1) Lesson Observation Report is required to be completed by the supervising teacher and uploaded to MyPlacement for each week of placement .</p> <p>When the Lesson Observation Report is completed on MyPlacement, the form will be saved as a PDF under the student's <i>Documents</i> tab in MyPlacement upon form submission.</p>
	Tertiary Supervisor Lesson Observation Report	Tertiary supervisor to complete when observing a lesson conducted by ITE student.	<p>MyPlacement Tertiary supervisor can access Lesson Observation Report in <i>Forms</i> tab.</p>	<p>During placement the Tertiary Supervisor will complete the Lesson Observation when observing the ITE student conducting a lesson.</p> <p>After being submitted by the tertiary supervisor, the form will be saved as a PDF in the student's <i>Documents</i> tab in MyPlacement.</p>
	Tertiary Supervisor Progress Report	Completed by the tertiary supervisor with the supervising teacher establishing if there are any concerns the supervising teacher has regarding the ITE student.	<p>MyPlacement Tertiary supervisor can view and complete the form under the <i>Forms</i> tab in MyPlacement.</p>	<p>During placement the progress report is completed by the tertiary supervisor when undertaking a lesson observation by consulting with the supervising teacher.</p> <p>After the form is submitted by the tertiary supervisor, the form will be saved as a PDF in the student's <i>Documents</i> tab, however, is only viewable to the UTS PEx team.</p>

Anytime During Placement

The following forms can be completed at any time during placement if required. These forms are not mandatory and are only necessary if the circumstance dictates.

	FORM	USE OF FORM	FORM SOURCE	TIMELINE
ANYTIME DURING PLACEMENT	Absence Form	Completed by the ITE student if absent for one or more days of placement.	MyPlacement ITE student can self select form under <i>Forms</i> tab.	Anytime during placement the ITE student is absent for one or more days. Supporting documentation such as a Medical Certificate is required to be uploaded to the form. On submission of the absence form, the form will be saved as a PDF under the student's <i>Documents</i> tab in MyPlacement.
	Additional Support Request	Completed by tertiary supervisor in consultation with the supervising teacher if ITE student is at risk of not successfully completing placement.	MyPlacement Tertiary supervisor can self select Additional Support Request under <i>Forms</i> tab and complete in consultation with the supervising teacher.	Anytime during placement if the supervising teacher has concerns regarding the ITE student's general progress or wellbeing. The tertiary supervisor, supervising teacher and ITE student are all required to verify, date and submit the request after completing the section detailing areas of concern and strategies for improvement. After review meeting information entered the form and all parties verify, date and submit the completed document, the form will be saved as a PDF in the student's <i>Documents</i> tab.
	Breach of Code of Conduct Report	Completed by tertiary supervisor or supervising teacher if ITE student has breached the Code of Conduct	MyPlacement Tertiary supervisor can self select Breach of Code of Conduct Report under <i>Forms</i> tab and complete or forward to supervising teacher.	Anytime during placement a Breach of Code of Conduct occurs. On submission of the report, the form will be saved as a PDF under the student's <i>Documents</i> tab.

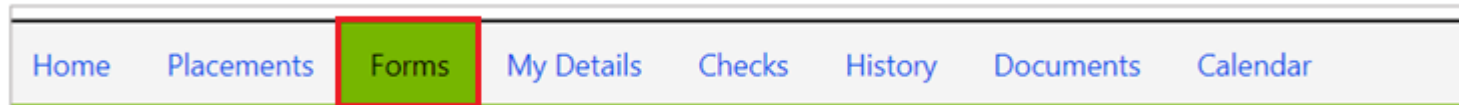
After Placement

	FORM	USE OF FORM	FORM SOURCE	TIMELINE
AFTER PLACEMENT	Supervising Teacher Pay Claim Documents (Combined)	Completed by supervising teacher/professional experience coordinator requesting payment.	UTS PEx Webpage Under <i>For Supervising Teachers</i> dropdown. Can be downloaded, completed and emailed to pexclaims@uts.edu.au	After completion of placement and all required documents including Attendance Sheet and Report have been verified and submitted.

Self Select Forms

To access self select forms login to MyPlacement and use the drop down box under the *Forms* tab.

1. Select the *Forms* tab in MyPlacement



2. In the *Form* box under the tab banner press the dropdown arrow

Form: Supervising Teacher - Lesson Observation Report ▼ Add

3. Select the form you would like to add from the list

Form:

Supervising Teacher - Lesson Observation Report ▼

Supervising Teacher - Lesson Observation Report

UTS Preferred Lesson Plan

Waiver B Application

4. Press Add to add that form to your list below the drop down box.

Form: Supervising Teacher - Lesson Observation Report ▼ Add