

Application for a waiver of Appendix B of the NESA Professional Experience Policy Application Process for Teacher Education Students (TES) and Subject Coordinators (SC)

The following process could take up to 4 weeks to be processed by the University and NESA (New South Wales Education Standards Authority)

CD and WPLC

- 12 announcement informing TES of Waiver of Appendix B conditions and applications process located on the WPL Website
- Final placement subject and course sites will also have a link to the WPL site

TES

- Completes Application for Waiver B and sends all required documentation to FOAE-WPL@csu.edu.au using the following Subject Line: Student name--Student Number-Subject Code-Waiver B-Location of placement noting Suburb
- Complete InPlace Self Placement Application noting in comments section the intention to complete a Waiver B

WPLT

· Using the location information from CRM request assigns application to WPLC responsible for the area

WPLC

- In initial communication with TES, check if Waiver B process is noted on the Self Placement Application
- Assess application and send to CD if verified
- If missing documentation application is returned to TES to complete and resubmit

CD

• Review documentation and Approve

AHoS WPL

- · Send to NESA for approval
- Upon confirmation of Waiver B from NESA informs WPLC and CD

WPLC

- Notifes TES and CD if application is approved
- Updates InPlace for confirmation placement

	CD	Course Director	WPLT	Workplace Learning Team
	WPLC	Workplace Learning Coordinator	AHoS WPL	Associate Head of School – Workplace Learning and Partnerships
	TES	Teacher Education Student		