



Charles Sturt  
University

# EPT Professional Experience 'How To' Guide

A complete walk through of the administrative process for professional experience placement applications.

School of Education | 2026



## Education

Early childhood education

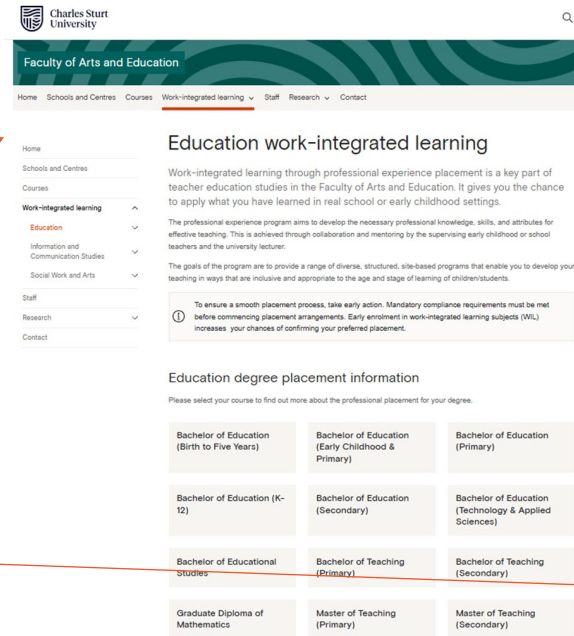
Primary school teaching

Secondary school teaching

# Sources of Placement Information

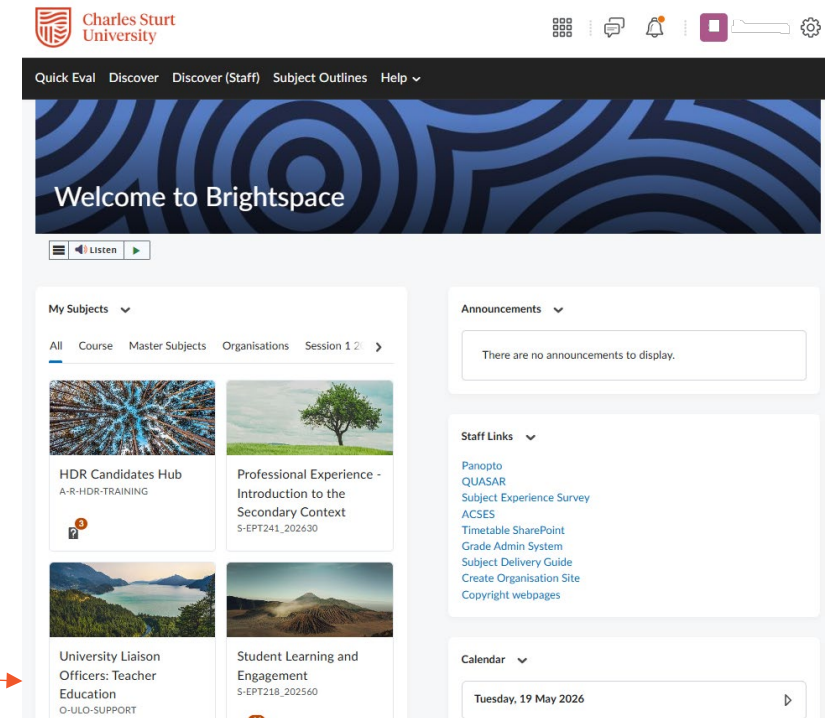
## 1) Education Work-Integrated Learning Site

<https://arts-ed.csu.edu.au/work-integrated-learning/education>



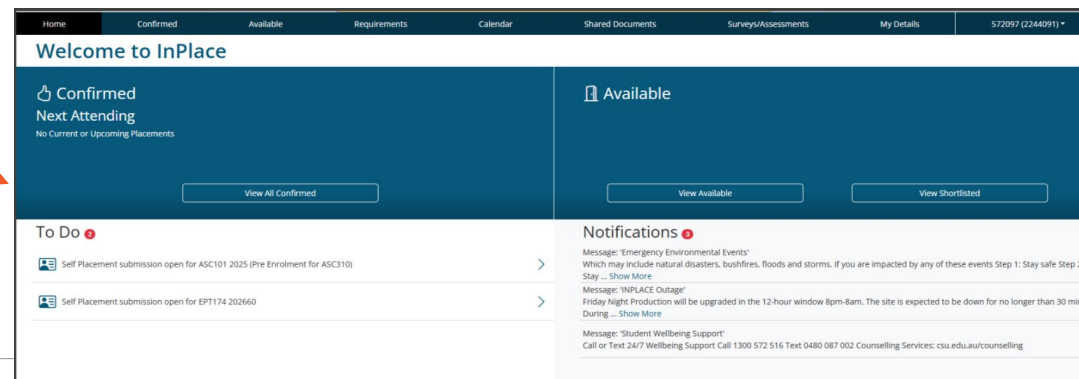
## 2) Brightspace Course and Subject Site Homepage

<https://learn.csu.edu.au/d2l/home>



## 3) InPlace – Student Placement Management System

<https://myworkplacelearning.csu.edu.au/admin/home>



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- Courses
- Work-integrated learning
  - Education
  - Information and Communication Studies
  - Social Work and Arts
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## Education work-integrated learning

Work-integrated learning through professional experience placement is a key part of teacher education studies in the Faculty of Arts and Education. It gives you the chance to apply what you have learned in real school or early childhood settings.

The professional experience program aims to develop the necessary professional knowledge, skills, and attributes for effective teaching. This is achieved through collaboration and mentoring by the supervising early childhood or school teachers and the university lecturer.

The goals of the program are to provide a range of diverse, structured, site-based programs that enable you to develop your teaching in ways that are inclusive and appropriate to the age and stage of learning of children/students.

**i** To ensure a smooth placement process, take early action. Mandatory compliance requirements must be met before commencing placement arrangements. Early enrolment in work-integrated learning subjects (WIL) increases your chances of confirming your preferred placement.

## Education degree placement information

Please select your course to find out more about the professional placement for your degree.

Bachelor of Education (Birth to Five Years)	Bachelor of Education (Early Childhood & Primary)	Bachelor of Education (Primary)
Bachelor of Education (K-12)	Bachelor of Education (Secondary)	Bachelor of Education (Technology & Applied Sciences)
Bachelor of Educational Studies	Bachelor of Teaching (Primary)	Bachelor of Teaching (Secondary)
Graduate Diploma of Mathematics	Master of Teaching (Primary)	Master of Teaching (Secondary)

# Step One: Understanding Your Professional Experience Requirements

Visit the Faculty of Arts and Education – Education ‘*Work-Integrated Learning Site*’ to confirm your placement details dates, number of days, location)

<https://arts-ed.csu.edu.au/work-integrated-learning/education>

# Step One: Understanding Your Professional Experience Requirements

Select your teaching course

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# Step One: Understanding Your Professional Experience Requirements

Each course site contains extensive information relating to:

- EPT professional experience subjects in your course
- Dates and number of days for each placement
- How to apply for a placement
- Mandatory training and documentation required
- Further information relating to your placement requirements

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## Bachelor of Education (K-12)

Professional placements are a key part of the Bachelor of Education (K-12) degree.

Professional experience plays a crucial role in a teacher's journey by enhancing their grasp of educational theory and practice. Through hands-on opportunities, teachers can develop pedagogical strategies, collaborate with colleagues and families, and cater to the diverse learning needs of students.

This experience fosters both personal and professional growth, empowering teachers to apply theoretical knowledge in real-world classroom situations with confidence. Collaboration with your supervising teacher is key to your success as a teacher education student. Together, you will design learning experiences that meet the diverse needs of students and follow best practices in education.

By working with your supervising teacher to observe, document, and plan, you gain the hands-on experience needed to become an effective, ethical, and reflective educator who meets the [Graduate Australian Professional Standards for Teachers](#). This hands-on experience will give you practical knowledge and skills essential for your success as a teacher, supporting your ongoing professional development and preparing you to positively impact the lives of your students.

Under no circumstances should teacher education students approach schools requesting placements. Nor should they enter into agreements regarding future placements.

Once compliance is confirmed, placement sourcing may take 6–8 weeks during school terms.

[See the Professional experience timeline for more information](#) →

WIL component	Student compliance	Student placement	Resources	Supervising Teachers
The following indicates compulsory Work Integrated Learning (WIL) components:				
<b>Bachelor of Education (K-12)</b>				
The Bachelor of Education (K-12) degree requires 5 professional experience placements to be undertaken to meet external regulations for teaching accreditation.				
<ul style="list-style-type: none"><li>• <a href="#">EEB106</a> - Community Cultural Education Program</li><li>• <a href="#">EEB446</a> - Aboriginal and Torres Strait Islander Community</li><li>• <a href="#">EPT174</a> - Everyday Language and Literacies: Learning and Practice (8 credit pts)</li><li>• <a href="#">EPT218</a> - Student Learning and Engagement (8 credit pts)</li><li>• <a href="#">EPT241</a> - Professional Experience - Introduction to the Secondary Context</li><li>• <a href="#">EPT329</a> (replacing EPT438) - Working Within the Community (30 placement days in a secondary setting)</li><li>• <a href="#">EPT461</a> - Final Professional Experience: Consolidating Practice in the Primary Context (8 credit pts).</li></ul>				
<b>Student guide</b>				
It is important to familiarise yourself with the <a href="#">Student Guide to Professional Experience Placement for the Bachelor of Education (K-12)</a>				

# Step One: Understanding Your Professional Experience Requirements

This site contains extensive information relating to:

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- **Dates and number of days for each placement**
- How to apply for a placement
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WIL component	Student compliance	<u>Student placement</u>	Resources	Supervising Teachers
<h3>Preparing for placement</h3> <p>To prepare for your placement, you must <a href="#">log into the InPlace placement management system</a> to upload all the mandatory documents (evidence that all required checks and training are completed).</p> <p>Before you start your placement, you should complete the following:</p> <ol style="list-style-type: none"><li>1. Assessment tasks submitted and approved as outlined in the Subject Outline (e.g., Professional Experience Goals, Professional Teaching Portfolio).</li><li>2. Familiarise yourself with your Student Guide to Professional Experience, the relevant Subject Outline, and recommended texts.</li><li>3. Prepare your Working With Children Check clearance notice and <a href="#">insurance letter</a> to provide to your placement site.</li><li>4. Prepare a professional experience folder as per EPT subject requirements.</li><li>5. Contact your placement site to:<ol style="list-style-type: none"><li>1. Clarify the expected dress code.</li><li>2. Confirm your start time and who to report to on your first day.</li><li>3. Confirm your supervising teacher has accessed the Charles Sturt supervising teacher information.</li><li>4. Confirm your supervising teachers' availability for each day of your placement.</li><li>5. In the event your supervising teacher has any planned absences or issues accessing the supervising teacher page, please contact <a href="mailto:FOAE-WPL@csu.edu.au">FOAE-WPL@csu.edu.au</a>.</li></ol></li></ol> <p><a href="#">Check the 2026 Professional Experience Placement dates</a>. Students must not attend placement during the annual University-wide shutdown period, even if their placement service is in operation.</p> <p>NOTE: As a teacher education student, you are required to wear identification whilst on your Professional Experience Placement and carry your University student ID card. You can either purchase a Charles Sturt name badge from the online store and carry your ID card or wear your University student ID card in a clear plastic lanyard or clear plastic name badge sleeve during school visits and placements.</p> <p><b>IMPORTANT</b> - To avoid conflicts of interest arising from your circumstances, you must disclose any potential conflicts of interest when applying for placement and stating your location preferences.</p> <p>To request an assessment of any conflict of interest, you must formally email Workplace Learning (<a href="mailto:FOAE-WPL@csu.edu.au">FOAE-WPL@csu.edu.au</a>), providing detailed information about your circumstances. These circumstances may include challenges such as geographical isolation or limited availability of placement locations in the area.</p>				

# Step One: Understanding Your Professional Experience Requirements

- **Dates and number of days for each placement**
- Look for your EPT subject in the correct session
- Pay attention to the start date / earliest start date.
- This is the start date you should include in your InPlace application.
- You cannot start placement before this date.

## 202660 Professional Experience Dates: Secondary

EPT Subject	Duration and Setting	Course	Dates
EPT241	20 days	Ed (K-12)	October 19-November 13, 2026 (NSW)
	Secondary (7-10)	B Ed (Secondary) B Ed (TAS)	October 16-November 13, 2026 (VIC)
EPT329	30 days	B Ed (K-12)	October 12-November 20, 2026 (NSW)
	Secondary (7-12)	B Ed (Secondary) B Ed (TAS)	
EPT442	30 days	B Ed (K-12)	August 10-September 18 or October 12 to November 20 (NSW)
	Secondary (7-12)	B Ed Studies	August 10-September 18 or October 5-November 16 (VIC)
EPT460	30 days	B Teach (Secondary)	Earliest start date: October 12, 2026 (NSW)
	Secondary (7-12)		October 5, 2026 (VIC)
EPT462	30 days	B Ed (K-12), B Ed (TAS)	Earliest start date: August 10, 2026, or October 12, 2026 (NSW)
	Secondary (7-12)	B Ed (Secondary)	Earliest start date: August 10, 2026, or October 5, 2026 (VIC)
		B Teach (Secondary)	Earliest start date: August 10, 2026, or October 5, 2026 (VIC
EPT463	5 days	M Teach (Secondary)	Earliest start date: September 7, 2026
	Secondary (7-12)	B Ed Studies	
EPT512	25-30 days	M Teach (Secondary)	Earliest start date: October 12, 2026 (NSW)
	Secondary (7-10)		October 5, 2026 (VIC)
EPT524	30 days	M Teach (Secondary)	Earliest start date: August 10, 2026
	Secondary (7-12)		

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Eligibility to proceed with professional experience placement is dependent upon students meeting their course requirements. These requirements are:

- All School of Education students must be enrolled in a Charles Sturt professional experience (EPT) subject
- All students must have obtained and uploaded their relevant state's WWCC and expiry date to InPlace before placement is approved.  
**Please note:** Albury students must hold both a NSW and VIC WWCC. Interstate students will require the applicable WWCC for the state in which they reside.
- Professional Placement Guidelines - Students must access the *Professional Placement Guidelines* through the InPlace **Self Placement** form. Reading and formally acknowledging these guidelines is a mandatory requirement when completing and submitting the self-placement form.

[Anaphylaxis Training](#) - Must be completed every two years. Upload a signed and dated certificate to InPlace. You're not required to demonstrate the use of an auto-injector before placement.

Staff

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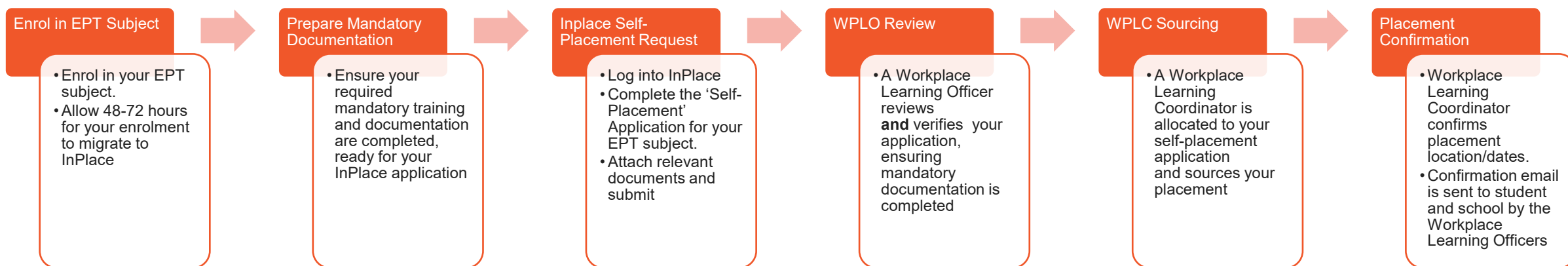
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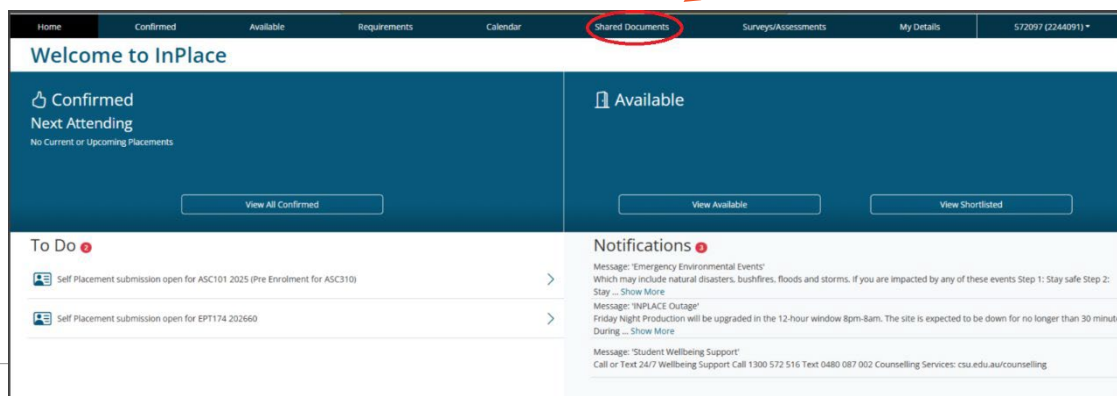
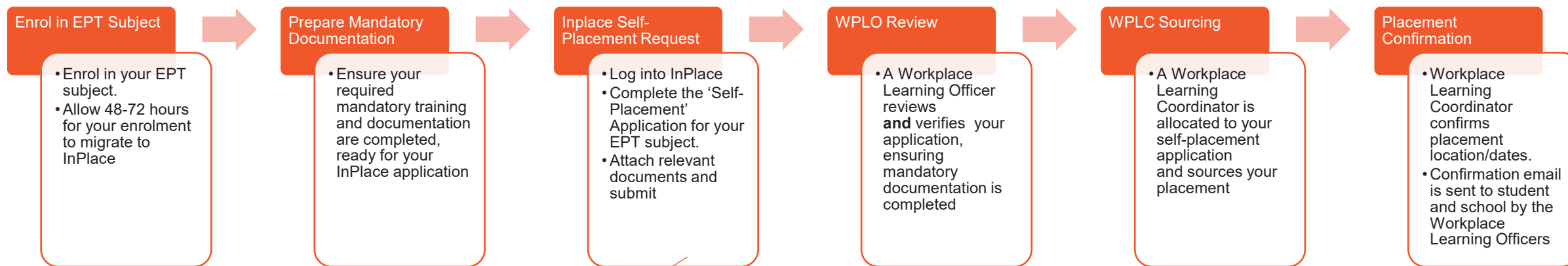
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# InPlace Application



# InPlace Application



A more detailed InPlace User Guide can be accessed in InPlace under '**Shared Documents**'

# Managing Your Placement Application



- **Have Questions?**  
If you need assistance with your self-placement application, contact [FOAE-WPL@csu.edu.au](mailto:FOAE-WPL@csu.edu.au) (include your name and student number in the subject line)



- **After Submission**  
Once submitted, your InPlace application updates to 'Pending'. WPL reviews the details and allocates a WPLC to source your placement.



- **Tracking Placement Progress**  
Log into InPlace regularly. Check the 'Feedback to Student' for updates on the sourcing of your placement.

# Resource and Contact List

Work-Integrated Learning Website (Education)	<a href="https://arts-ed.csu.edu.au/work-integrated-learning/education">https://arts-ed.csu.edu.au/work-integrated-learning/education</a>
Workplace Learning Team Support	FOAE-WPL@csu.edu.au
InPlace	<a href="https://myworkplacelearning.csu.edu.au/admin/home">https://myworkplacelearning.csu.edu.au/admin/home</a>
InPlace User Guide	See your InPlace Dashboard under 'Shared Documents'
Brightspace	<a href="https://learn.csu.edu.au/d2l/home">https://learn.csu.edu.au/d2l/home</a>