



This document must be read in full and acknowledged on the final page for placements to be facilitated.

Student Agreement Declaration Form

Introduction

By reading and consenting to the information contained in this document you are agreeing to the conditions and expectations aligned to Professional Experience delivered by Charles Sturt University. As Schools/Services host placements on our behalf they have the final say on their availability to accommodate our requests.

Fitness to Teach (Reasonable Adjustments) Guidelines

The following contains the expectations and responsibilities relevant to all Teacher Education Students (TES) undertaking a Professional Experience.

The Charles Sturt, School of Education believes that professional experience should be underpinned by non-discriminatory practice and tailored support to all TES to enable them to achieve their potential and career objectives. To enact this vision, Charles Sturt is committed to providing reasonable adjustments to individual students' professional experience if reasonable adjustments are required.

Charles Sturt has a dedicated network of Workplace Learning Coordinators and University Liaison Officers in place to provide ongoing support for TES both prior to and during professional experience. Part of this support includes the consideration and application of reasonable adjustments to professional experience. To be eligible for professional experience, TES are required to fulfil certain requirements designed to establish their fitness to teach in line with National and State registration and accreditation protocols. It is important to note that these protocols will be taken into consideration when decisions regarding reasonable adjustments to professional experience are being considered.

The following guidelines have been developed by the School of Education and set out the expectations and responsibilities for TES in relation to meeting mandatory teaching requirements. Please note: the following guidelines must be considered alongside other professional experience documentation and course requirements:

- It is the responsibility of each TES to disclose any pre-existing conditions (including physical and mental health conditions, disabilities, or disorders) that impact, or are likely to impact their capacity to meet Professional Experience requirements.
- Should the TES develop a condition that is likely to impact or impede their capacity to fulfil any of the Professional Experience requirements, it is the responsibility of the TES to notify the Workplace Learning Coordinator (WPLC) and Course Director immediately. Due to the varying nature of each placement, the TES may be required to meet with the Accessibility and Inclusion Support Team and WPLC to review the agreed adjustments as and when required.
- Where adjustments may be required for the TES to meet the mandatory requirements of the program, it is recommended they register with CSU Accessibility and Inclusion Support Team as soon as possible. The Accessibility and Inclusion Support Team will work with the student to develop a Study Access Plan (SAP) that sets out the recommended support. This SAP is then shared with your WPLC and Course Director to determine reasonable adjustments that can be made.
- Where adjustments are required, it is the TES's responsibility to share their study access plan, and meet with relevant staff, including the WPLC and Course Director, prior to commencing sourcing of placements. Only in exceptional cases and in relation to conditions that have arisen suddenly, would it be acceptable for the TES to provide less than one month's notice of required adjustments.
- If an issue arises in relation to a TES's Fitness to Teach, the TES may be required to submit evidence including medical or other formal documentation to support and/or demonstrate their fitness to complete the requirements of the Professional Experience teaching component of the degree program in which they are enrolled.
- When on placement the TES is responsible for maintaining their own wellbeing and safety, and that of the students/children under their care with respect to both placement expectations and requirements.

Eligibility to Proceed with Placement

In order to undertake placements student must demonstrate sufficient academic engagement/progress in their course and subject, including completion of mandatory assessments prior to commencing placement.

Please note TES are required to upload and maintain and ensure currency of their mandatory documentation in [InPlace](#).

Planning for Placement

The TES may be required to travel and /or live away from home to undertake their professional experience. Please note that current acceptable practice includes 45 minutes driving in rural locations and up to 2 hours public transport in metropolitan locations. It is important therefore that they undertake in advance, the necessary planning and budgeting to ensure they are able to fulfil the professional experience requirements of their course.

Conflict of Interest

In order to protect the integrity of the placement and all key stakeholders involved, it is imperative that students inform the Workplace Learning Team (WPLT) of any potential conflicts of interest. This will allow risk mitigation processes and procedures to be put in place. It is important to note that this will be considered on a case by case situation and in consultation with Course Directors. It is the responsibility of the student to notify the WPLT as soon as possible of any change in circumstances that may impact their placement. Charles Sturt has a range of free and specialised services to assist students, please refer to this [link](#).

Withdrawal from Placement

If for any reason teacher education students are unable to attend their professional experience placement or intend on withdrawing from the subject, students must advise the WPLT via email FOAE-WPL@csu.edu.au. This is to enable a timely response to any school or service in which the teacher education student has been placed.

Please **read and tick** the following conditions to confirm your understanding and acceptance:

I understand that non-disclosure of a Conflict of Interest may result in my withdrawal from placement, or the need for reasonable adjustments to be made.
I understand that disparaging remarks made about supervising teachers, the school/service or Charles Sturt, in any form, inclusive of verbal, email or on social media, will be dealt with as a breach of the Student Misconduct Rule 2020 (as amended from time to time).
I understand it is my responsibility to familiarise myself with the placement documentation for my course and EPT subject on the Teacher Education Workplace Learning website and provide the necessary documentation for my supervising teacher
I understand that I am required to contact my school/service prior to placement to introduce myself and obtain information on routines and all expectations including code of conduct.
I will notify my school/service immediately if I need to be absent from placement and I will complete a Leave of Absence Form and upload via Brightspace with my final report.
I will be on time each day to my placement and fulfil the required number of hours/days.
I will ensure I obtain a copy of my completed and signed Professional Experience Report at the conclusion of my placement to be uploaded to Brightspace.
I will always keep my Mandatory Documentation and daily placement attendance timesheet up to date in InPlace
I have read and understood the Summary of Expectations in Professional Experience for placement as outlined in the relevant Student Guide to Professional Experience (On Line Courses , On Campus Courses).
I have read and understood the above Fitness to Teach (Reasonable Adjustments) Guidelines

I understand and accept these conditions of placement allocation.

Signature

Date

- **Once complete, this agreement is to be saved and then uploaded in InPlace to the attribute "Student Agreement"**
- **Incomplete or non-submission of agreements will result in any placement application not being approved.**
- **This document is to be completed each calendar year for the duration of the TES course at Charles Sturt University**

For more information on Professional Experience, refer to our [Workplace Learning website](#).

